



Coach Introduction Letter Checklist

Sportall Community Sport Resource Library

Practical tools designed to support grassroots sport organizations and volunteers.

- Include a warm welcome
- Introduce yourself
- Explain communication method
- Share schedule and location
- Set attendance expectations
- List equipment needed
- Explain weather process
- Outline expectations
- Reinforce positive environment
- Provide contact details
- Include 'One Thing to Do Today'

How to Use This Checklist

Use this checklist to ensure your introduction letter is clear, complete, and helpful for all participants and families.

Developed as part of the Sportall Community Sport Resource Library to support volunteers and organizations across Canada.

If this guide is helpful, feel free to share it with your board members, coaches, and community sport leaders.

Visit **sportall.ca** for more free resources supporting grassroots sport organizations.