



# Coach / Program Introduction Letter Template

## **Sportall Community Sport Resource Library**

*Practical tools designed to support grassroots sport organizations and volunteers.*

### **Welcome**

Dear [Participants / Parents / Guardians],

Welcome to [Program/Team Name]! We're excited to have you join us this season.

Our goal is to create a fun, inclusive, safe, and positive experience for everyone involved.

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### **About Your Coach / Program Leader**

Name:

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Background (optional):

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Coaching Philosophy:

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### **Communication**

Primary Method:

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Additional Tools:

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Response Expectations:

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**Schedule & Location**

Start Date:

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Schedule:

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Location(s):

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**Attendance Expectations**

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**Equipment (Required & Optional) & Preparation**

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**Weather / Cancellations**

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**Player & Parent Expectations**

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## Creating a Positive Environment

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### Contact Information

Coach:

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Assistant:

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Program Contact:

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### One Thing to Do Today

- ✓ Confirm receipt
- ✓ Save key dates
- ✓ Ask any questions early

### How to Use This Template

1. Customize each section for your program.
2. Share before your first session.
3. Update each season.
4. Keep communication clear and consistent.

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](https://sportall.ca) for more free resources supporting grassroots sport organizations.