



INTRODUCTORY EMAIL TEMPLATE: STARTING THE SEASON ON THE SAME PAGE!

The following is a suggestion of details to include in your welcome email to the parents/guardians of your team at the beginning of the season. New players and parents often have a lot of questions about what to expect, as each athletic program/club operates differently. Including these details in your first communication with the new team helps players and guardians to understand team expectations.

Email Template/Outline:

1. Introduction – Provide the names of the coaches and add a quick statement about your excitement for the season!

Ex. Hello from AYSO1408! We are _____, the Head Coach, and _____, the Assistant Coach, for _____ (insert age division, season and year) (example: U6 Fall 2025). We are looking forward to helping your player have fun, stay active, and create friendships this season! In this email, we have included everything you need to know!

2. Correspondence – Inform your team about the GameChanger app.

Ex. Correspondence: Moving forward, team updates and messages will take place in the GameChanger app. It can be downloaded here: <https://gc.com> . After you download the app, create an account using your AYSO account credentials. This will prompt the app to autopopulate your team. Look for your coach's name and tap the team to verify that your player is listed. If the app does not automatically add you to the team, tap the join button at the top of the screen.

3. Field Information – Provide the field address and link to the field map.

Ex. Field Information: All games and practices are held on Tuesday and Thursday evenings at Lake Panasoffkee Recreation Park (1589 Co Rd 459, Lake Panasoffkee, FL 33538). A map of the fields is available under the Coaches/Parent Information tab at ayso1408.org .

4. Team Practices – Let your team know the date and time of your first practice and what they should bring. A guardian must be present for each player during all AYSO events. (Note: Coaches can add practices to the events tab of the GameChanger app.)

Ex. Team Practices: Our first practice will be held from _____ (time) on _____ (date) at Field _____ (field number per the AYSO1408 map). Remaining practices will be listed in the events tab of the GameChanger app. Once the game schedule is posted by administration, we will add additional practice dates for the Tuesdays and Thursdays on which we do not have a scheduled game.

Be sure to bring shin guards, cleats, a size _____ ball, and some water to practice. (If you are unsure what size ball your players need to bring, see the Coach FAQ section under the Coaches/Parent Information tab at ayso1408.org .)

Please note that a guardian must be present for each player during all AYSO events.

5. Games – Give a heads up that game schedules are not yet finalized. This will save you from answering lots of questions from eager parents and players!

Ex. Games: Game schedules have not yet been finalized. We will notify you through GameChanger when the schedule is posted. For safety purposes, shin guards are required to participate in all games and players may not wear jewelry. Players typically receive their uniforms the week before the first game. Exact date of uniform delivery is TBA.

6. Cancellations – Set expectations for practice and game disruptions.

Ex. Cancellations: As coaches, we are free to cancel practices due to team sickness, etc. However, we strive to maintain our regular practice schedule. In the event of inclement weather we will receive approval from administration before cancelling any practices or games.

7. Team Snack – This will look different for each team, but the example below explains how many teams choose to do post game snacks.

Ex. Team Snacks: After the game schedule is finalized, we will open sign ups for the team snack rotation. Guardians may sign up to bring team snacks for the date(s) of their choosing. (This doesn't have to be anything fancy! Most of the time, parents choose to bring a large ziplock bag filled with a drink and 2-3 smaller pre-packaged snacks for each player.) Each player will receive one snack bag after each game.

8. Fun – Inform the team about team photos, trophies, and last game festivities! Team trophies are delivered to coaches on the day of their final game. Many coaches provide a treat for the team after the last game, whether that is pizza, cupcakes, a goody bag, etc. Some coaches have each guardian bring a small snack or item to contribute to team goody bags. If you decide to have guardians contribute in some way, it would be a good idea to give them a heads up now. Each coach is free to decide how they wish to do last game festivities.

Ex. Team Fun!: Team and individual photos are offered each season. We will notify you when the picture day date is finalized. Pictures will be delivered to the field before the last game of the season. All players will receive a participation trophy and a _____ (goody bag, etc.) after the final game!

9. Close – Remind the team that they can reach out for further questions.

Ex. We have tried to give a thorough overview of what you can expect this season, but if you have additional questions, feel free to reach out through GameChanger. We'll see you at the field!