

Sample Email to PreK Team Parents

Hello Parents!

My name is _____ and I am _____'s mom/dad. I have volunteered to coach our children's PreK team and am excited for the opportunity but need other parents to help! Also, because I just volunteered to be the coach, please be patient as I work to get the information out to everyone:

Items I need help with ASAP

- More parents to volunteer and help coach/manage the team. PSA allows up to 3 badged coaches/managers to be on the turf during games. If you would like to volunteer to help coach/manage the team, please complete the PSA coaching application at: <https://www.psaplano.org/onlineforms/Default.aspx>
- Once approved, PSA will send an email letting you know you passed and you may obtain your badge by going to the Customer Service desk at PSA1, PSA Murphy, or PSA McKinney. They will confirm you have been approved, take your picture, and give you a badge and lanyard. These badges are REQUIRED for coaches to have in order to be on the turf during games.

What Does Your Child Need?

- Water Bottle
- Tennis Shoes
- Shin Guards (worn inside the socks or some socks come with the shin guard already inside)
- Soccer socks (long)
- Soccer Ball – The website says a size 3 ball, but a size 4 is also acceptable if that is what you already have
- Uniform shirts are provided by PSA

When & Where Is Practice?

I would like to practice once a week. We will be practicing at _____ (name of field/location) on _____ (day of the week) at _____ (time).

When & Where Are the Games?

- Schedules have already been posted (or will be posted on _____) and our games will all be played at (PSA 1, PSA Murphy, or PSA McKinney). The address is: _____
- The first game will be on _____ at _____ am/pm

Important Things for You to Know:

- Have FUN! – This is recreational soccer for 3, 4 & 5-year-olds, not professional soccer. We want everyone to have a safe and enjoyable experience that teaches good sportsmanship and competitiveness. Let's have fun but respect the rules, our opponents, the officials, and our teammates!
- Playing Time – PSA rules dictate everyone plays for a minimum of 50% of the game, so there will be plenty of opportunity for everyone to get real game experience.
- Games are 5v5 with no goalie and all played indoors on the turf

Post-Game Snacks & Drinks

I will need someone to volunteer to coordinate a snack sign-up sheet for the season so everyone can pick a week which works best for their schedule

I am looking forward to a great season with these kids. Please let me know if you are willing to help me coach, organize snacks/drinks for the season, or anything else!

Coach XYZ (_____ 's mom/dad)