



What to include in a **Parent Outreach Letter** for a TOPSoccer Program

A parent outreach letter for a TOPSoccer program should clearly communicate the purpose, structure, and benefits of the program, as well as essential logistical details and expectations. Based on best practices and guidance from US Youth Soccer and TOPSoccer administrators, here are the recommended elements:

Warm Welcome and Program Introduction

- Briefly introduce TOPSoccer as a community-based soccer program designed for children with intellectual, emotional, or physical disabilities
- Emphasize the inclusive and supportive environment.

Program Details

- Provide a short overview of what families can expect: fun activities, adapted games, and a focus on participation and enjoyment
- State when and where sessions will be held, including start date, frequency, and location
- Mention any mandatory orientation sessions for parents and buddies

Benefits for Players and Families

- Highlight expected outcomes such as improved self-esteem, fitness, social skills, and the opportunity for families to connect with others

Parent Expectations

- Outline parent responsibilities: providing transportation, attending sessions, sharing pertinent information about their child, and supporting the program positively
- Encourage parents to communicate any special needs or accommodations their child may require

Registration and Contact Information

- Explain how to register or express interest.
- Include contact details for the program coordinator or club representative

Additional Information

- Mention the volunteer nature of the program and the role of buddies.
- Optionally, include a brief list of parent tips or a link to a parent guide





TOPSOCCER™

SAMPLE OUTLINE FOR A PARENT OUTREACH LETTER

Dear Parent or Guardian,

We are excited to announce the launch of our TOPSoccer program—a community-based soccer experience for children with intellectual, emotional, or physical disabilities. Our mission is to provide a safe, fun, and inclusive environment where every child can play, learn, and make friends.

Program Details:

- *Sessions will be held [day/time] at [location], starting [date].*
- *Each session will include skill-building activities, small-sided games, and plenty of encouragement.*
- *There will be a mandatory orientation for parents and buddies on [date/time]*

What to Expect:

- *A supportive team environment*
- *Adapted activities to ensure every child's participation*
- *Opportunities to build confidence, fitness, and social skills*

Parent Involvement:

- *Please ensure your child arrives on time and is picked up promptly.*
- *Attend all sessions and lend your support in a positive manner.*
- *Share any important information about your child with our coaches and administrators*

How to Register:

To sign up or learn more, please contact [Program Coordinator Name] at [email/phone] or visit [website].

We look forward to welcoming your family to our TOPSoccer community!

Sincerely,

[Your Name/Club]

Sign up: [Insert contact/email or QR code]

Program starts [insert date/time/location]

