

The Coach's Meeting - How To

At Team Misfit HQ, we conduct Coach's Meetings every Monday to make sure our coaching team is on the same page with everything ranging from membership concerns to upcoming training. It helps reinforce a team atmosphere and dynamic, especially if you have coaches who aren't in the gym all day and may not see each other as often because they coach opposing classes. This meeting should be run by the coaches, for the coaches. One team, one goal.

Regardless of how many hours you coach, every coach attends our meetings. We also have gym owners present to ensure they are tied in with everything going on in the gym and to provide guidance when necessary. Below is an explanation of each item, followed by a blank skeleton for reference. We recommend creating your own meeting agenda that lines up more specifically with your gym. Allot one hour for these meetings to occur.

Leading Off: *Start off by addressing actionable items from last week's meeting. Throughout each meeting, you should have someone take/type notes with tasks, due dates, responsible individuals, etc. and share them with meeting participants afterward. This creates accountability to each other and helps ensure no task or project stalls.*

Admin and Memberships

- **Scheduling Concerns and Class Time Swaps:** *With all coaches present, this is a great time to swap or get coverage for a class if needed.*
- **Membership Attendance:** *This begins by assigning members to coaches. We assign members based on what class they typically attend, and then try our best to assign them to the coach who typically coaches that class. Then at the end of each week, a coach takes a photo of our whiteboard and shares it with everyone in a group message. Prior to this meeting, coaches look over the whiteboard and take attendance of their assigned members. This can prompt an email, text message, or just a "how's it going?" interaction with that member if they were in less than usual. If you use software to track memberships, it probably tracks attendance for you as well (we're old school and use the whiteboard). This is equal parts caring for your members and membership retention.*
- **Member Injuries/Concerns:** *Hopefully you don't have many, but injuries or tweaks happen, and making sure everyone is in the loop is important. It also helps the member because you can prepare scaling options for them ahead of time, making them feel like they're still part of the community and aren't a burden on the coaching staff. This also allows you to identify trends in injuries or tweaks and assess your program.*



Gym Issues

- **Events:** *Brainstorm ideas for events, competitions, fundraisers, seminars, group outings, etc..*
- **Announcements:** *These are shorter term announcements that are pertinent to gym members. For example "Rowing Seminar this Saturday with Coach Chris!" or "New beginner class starts next week - tell your friends and get a referral credit toward next month's membership!" We keep these announcements on the whiteboard where everyone gathers before each class.*
- **Newsletter Items:** *Our gym has a monthly newsletter, so any additional ideas, suggestions, etc. go here.*
- **Maintenance Issues:** *This is where coaches mention any equipment or maintenance issues that arose over the last week. These can range from "we lost another 10lb bumper plate" to "the rowers are really dirty, let's set up a day/time to take them apart and clean them". This helps identify equipment problems before they actually become problems. We recommend a maintenance schedule to maximize the life of your equipment.*

Training

- **Next Two Weeks Programming Review**
 - *At this point in the meeting we pull up our electronic programming document with the next two weeks of training. We go line-by-line and identify concerns, specifically regarding logistics, possible equipment limitations (e.g. quantity of Assault Bikes, dumbbells, floor space, etc), class timing, and more. We don't analyze the programming as whole here - that's done separately so for the purposes of this meeting we only look at the training from a day-to-day perspective.*

Continuing Education

- **Now:** *The assigned coach from last week's meeting leads their Continuing Education piece. This can take anywhere from 5-15 minutes. At TMF HQ, we alternate between some sort of assigned reading or podcast, and a hands on segment (e.g. How Coach Austin teaches the butterfly pull up).*
- **Next Week Discussion/Training Topic:** *At the end of each meeting, we assign a coach to lead the next week's Continuing Education segment.*

Again, this document is meant to serve as a guide for things you may want to include in your Coach's Meeting. Simply getting everyone in a room at the same time to discuss gym related matters can be a huge benefit in creating an effective, cohesive team that is unified and moving toward the same goal together. Take our suggestions and change them, scrap them, make them your own.

Coach's Meeting Agenda Template

Leading Off: Action items from last week's meeting

Admin and Membership

- Scheduling Concerns and Class Time Swaps
- Membership Attendance
- Member Injuries/Concerns

Gym Issues

- Events
- Announcements
- Newsletter Items
- Maintenance Issues

Training

- Next Two Weeks Programming Review
 - Equipment, Logistic, Time Concerns and Stimulus Discussion
 - Scaling Discussions

Continuing Education

- Now:
- Next Week Discussion/Training Topic: _____