Practice Reminder Email template

Hello XXXXXX Parents:

Just a friendly reminder, we have our regular practice tomorrow.
Bring your water, soccer ball, and based upon the temperatures – make sure you are dressed appropriately.

- Practice Time - 5:00 – 6:15
- Field Location – XYZ Field
- Please make sure you check-in your player with me or Coach XXXX.
- Practice starts at XX:XX. We will begin on time and end on time.
- If you are leaving the field, please return to the field 10 minutes before practice is scheduled to end. We dismiss players to a parent, not to a person in the parking lot, so please walk to the side of the field.
- If your player is going home with someone else – please let me know at the field or call me at xxx-xxxx.

Make sure that I have your up to date cellphone number in case the weather turns bad at the field, or if someone gets hurt and I need to reach you. If you have left the field and hear thunder or see lightening, please head to the field immediately.

IF YOU CANNOT ATTEND PRACTICE FOR ANY REASON – PLEASE LET ME KNOW VIA E-MAIL OR PHONE SO WE CAN PLAN ACCORDINGLY AND WE ARE NOT LOOKING FOR A MISSING/LATE PLAYER.