



We will be holding 2-3 team meetings per year in order to keep Team KBC on the same page and up to date with important procedures and developments. We are honoured to call you family and look forward to growing together!

MEETING AGENDA:

KBC TEAM MEETING

Saturday Dec. 22, 2018 1:00 pm – 3:00 pm

Boxing Gym Facility | 22-B Jutland Rd.

Attendees:

Jennifer Huggins, Virgil Barrow, KBC Coaching and High Performance Team

Purpose:

We will use this as an opportunity to bring the coaches/team together to get a base understanding of the services offered and help grow each others programs. We also will go over the logistics of the new location (and Jutland) as well as establishing a structure for client sessions. We would like to help freshen up training strategies and generally make sure we're all on the same page.

Wardrobe:

Please come with your favorite workout gear and any props that you wish to include in your demo session. We will be using this opportunity to take promotional photos for our official posters that will be displayed street level at The High Performance Studios by Winter. Please also bring your laptop if you have.

Meeting Agenda:

1:00 pm – 1:10 pm: Team Introductions

1:10 pm – 1:45 pm: Practical Breakaway Sessions

We will be splitting you into small groups and allotting each of the trainers 3-4 mins to give a run-through session that best shows the team what your training is like. Treat this as an opportunity to help teach us what you do the same as you would a new/potential client. We will also be using this opportunity to take photos of you teaching a class and grabbing a natural head shot of you for our website.

1:45 pm – 2:15 pm: KBC Vision and Location Updates

2:15 pm – 2:45 pm: Partnered Practical Communication Drills

2:45 pm – Closing Q&A



MEETING MINUTES:

Thank you to all team members who made it out for our final team meeting. Please see and respond with the requested materials asap. We hope your holidays are wonderful.

1. **[Assistant Coaches] 2019 WINTER ASSISTANT COACH SCHEDULE:** Please review the schedule below and let us know which days you're interested in jumping on board with for January.
 - **COACHING & APPRENTICE OPTIONS:**
 - Tuesday 4:30 pm – 5:00 pm: Kids 7+ Boxing Program
 - Tuesday 5:00 – 6:00 pm: Youth Amateur Program
 - Thursday 5:00 – 6:00 pm: Youth Amateur Program
 - Saturday 11:15 am – 11:45 am: Kids 7+ Boxing Program
 - Saturday 11:45 pm – 12:30 pm: Co-Ed Teen Boxing Program
 - Saturday 12:30 pm – 1:30 pm: Youth Amateur Program
2. **[ALL Coaches and Assistant Coaches] Keep Updated with our Team KBC Bulletin Board:**
 - Bookmark: <https://kingswayboxingclub.com/teamkbc/>
 - Useful resources are also posted here, including how to structure your sessions
3. **[KBC Boxing Ontario Coaching Team] MUST RENEW YOUR 2019 Membership**
 - Please fully complete and email to office@boxingontario.com (cc: jennifer@kingswayboxing.com)
 - Complete PDF electronically or take a photo of the completed form:
 - ADULT FORM: <http://s20188.pcdn.co/wp-content/uploads/Adult-Boxing-Ontario-Membership-Form-2019.pdf>
 - YOUTH FORM: <http://s20188.pcdn.co/wp-content/uploads/Youth-Junior-Boxing-Ontario-Membership-Form-2019.pdf>
4. **TOPICS COVERED IN MEEITNG:**
 - **Planning:**
 - Planning your sessions and Planning your package (ex. 5 TKO Package)
 - Use the KBC Resources: <https://kingswayboxingclub.com/forms-handouts/>

○ **Communication:**

- Communication with the team (outbound emails with clients – clients assume we know everything going on, when we are confused with situations/agreements this makes us all look disorganized. It also leads to other issues and concerns
- Love how Jo has been interacting, even allows me to help with admin
- Sometimes it's easiest to pick up the phone and call your clients – confirm/book sessions – make the personal connection.
- **Reliability** – If we know we're alone to coach a class, it's better than thinking we have you and you don't show up.
- Protocol for coaching unavailability
 - Advance notice – All **Boxing Coaches** and assistant coaches please use the new attendance book – Program Partners – update the office with any schedule changes 2-4 weeks in advance.
 - Last minute – This should always be at least 24hrs.
 - It's not enough to message 2-3 hours before the session "Something came up"