

## Correspondence to College Coaches

Listed are examples of emails the player should be sending to the college coaches on her list of prospective colleges. It is important to keep the emails brief and to the point.

We recommend the player put her name, uniform number and her team's name in the email Subject box for quick reference. This is useful for when the coach reviews saved emails the player's name and team name appear on the screen list and makes for easy reference.

Example:

To: coach@college.edu
From: softballplayer@team.com
Subject: Jane Doe #3, Texas Prospects

### **Touching Base emails**

Players should send emails to keep the coach informed on current events. This can range from sending emails once a week to once a month. How often will depend on anything new happening or significant such as home runs, shutouts, etc. The point is to maintain the contact but not to get too repetitive with generic emails that say nothing. Over-sending can become a nuisance and could have a negative impact...and we don't want that!

Some topics of "touching base" emails:

- HS season updates on team and personal accomplishments
- Travel team season updates on team and personal accomplishments
- Chat about the college coach's team and season
- Congratulating the coach on his/her team's accomplishment, award, etc.

### **Schedule emails**

Always keep the coach updated on your team's schedule. Before the start of a given season you should send a Season Schedule giving the name, dates and locations of events the team is competing. Any changes to the schedule should be emailed as soon as possible. As the time for the event draws near, and once you receive game time and field assignments for your games, email the Event Schedule information to the coach immediately.

Season Schedule emails should include:

- Team's planned events for the season
- Name of the event, month and date when it occurs
- Location (Town and State) of each event
- If you have a Word or Excel file of your schedule, attach it to the email also

Event Schedule emails should include:

- Name of the event
- Month and days of the event
- Location (Town and State) of the event
- Field complex name and physical address
- Known game times, field assignments and opponent (if known)

### **Follow-up emails**

These emails are used to thank the coach for attending a game, touch base after an event in case you didn't see the coach and to give an update of the event. Keep the email brief and if they were at your games be very appreciative.

Follow-up emails should include:

- Thanks for attending the game or games if they were there
- Brief rundown on your team's accomplishments and any notable personal achievements
- Reminder about the next event scheduled and that you will be sending game times and field assignments as soon as you get them (or include this info if you already know it)