**EVENT MANAGEMENT PAPERWORK:** Maria Munoz

**Reminders**

* Practice Start Date – GOLF: 2/20
* Spring Team Declaration Deadline: 2/21
* TENNIS Seeding Mtg: 2/21 @ 5:00pm (City Center)
* WRESTLING Supply & Inventory DUE: 2/27
* Metro BB/SB Seeding Forms DUE: 3/6
* **Guests & Presentations:** Matt Espinosa – collection of information
* **NMAA Information**
* State Basketball Comp Passes: distribution
* Commission Meeting: Wednesday, 2/1
	+ Discussion/Action Items:
		- scholastic eligibility
		- adjustment of appeal fees
		- classification & alignment
		- student transfers after tryout
		- 8th grade participation: home attendance zone school
* Board Meeting: Wednesday, 2/15

* **Sports Medicine/Athletic Training**
* SportsWare Information Database: winter injury reports
* **District & Department Information**
* Capital Equipment Fund: assessment, prioritize, timeline (phase II)
* Spring Sport Cancellations: authority, procedure, responsibility
* Basketball Host Sites (district tournament vs. first round state)
	+ tickets
	+ gate receipts & deposits
	+ support personnel
	+ event management paperwork
* **Coordinator Reports**
* Rich Gerrells
	+ wrestling: participation, sub-varsity entries
* Leigh Reddinger
	+ track & field: MS meet host packets/information
* **Committee Updates/Status Reports (as necessary)**
	+ **Ben Brown/Tom Herndon**
		- * + development of pre-season/in-season/post-season to-do lists for school AD for fall, winter and spring seasons
	+ **LeeAnn Moores/John Barnhill**
	+ collection of student-athlete information/confirming eligibility: overview of consistent practices & development of checklist
	+ **Shonn Schroer/Adrian Ortega**
		- * + on-campus event management (volleyball, soccer, basketball, wrestling, baseball, softball, tennis): development of consistent practices and checklist
	+ **Joe Coleman/Roy Sanchez**
		- * + overview of school athletic staff (coaches, athletic trainer, support staff, event staff) supervision
	+ **Pete Pino/Ray Rodriguez**
		- initial review/revision/recommendation of APS summer policies, procedures & guidelines
* **Items/Considerations/Discussion for Next Time – TUESDAY, FEBRUARY 28 @ 8:30am**