**Reminders**

* SAEA Reporting Due: August 31
* NMAA Fall Rules Clinic: August 31 deadline
* **Guests/Presentations & Announcements**
* *Info from APS Athletics* (e-mail)

* **NMAA Information**
* APS Representative: NMAA Board of Directors
* MaxPreps Reporting: notation of official voter, deadline for information
* **Sports Medicine/Athletic Training**
	+ Concussion management documents
	+ *Concussion Parent Form*
* **District & Department Information**
* Event Management Review
* Ticketing & Admission
* check-out/check-in process
* complimentary admission policy
* APS Athletics pass distribution
* gate receipts report and monthly reconciliation
* Event Staff
	+ personnel staff/responsibilities/compensation
	+ support personnel form & deadline
* Game Management
	+ hosting officials
	+ event report
	+ security (APS Police)
* **Coordinator Reports**
* Rich Gerrells: c-team soccer information, fall travel authorization forms, bus spot times
* Ron Warren: football rosters for stadium PA, football stadium operations
* Leigh Reddinger: cross country host information
* **Resources for the School Athletic Director**
* APS Athletic Handbook
* Scheduling
* responsibilities of school AD
* responsibilities of head coach
* **Items/Considerations for Next Time – TUESDAY, AUGUST 30 @ 8:30am**