**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**