Athletic Records and documentation:

 As part of everyone job certain forms are required (athletic physical), others are individual but should be occurring (daily treatment records). This group needs to expand the Table of content to include a comprehensive list of forms and documentation needed. Second need to start the process of which forms at which time. With the onset of new software, some discussion should be ongoing on the direction that these items should take in the future.

Beginning list: (expand list and detail sections of list)

Athletic Forms

 Athletic Physical

 Guidelines as to parts of athletic physical

Concussion Management Forms

 Concussion Management reporting

Injury Report

 Daily Treatment Log

 Coaches reporting system

 Parent notification

Record for training room

 AED Check list

 Equipment Check list

 Inventory?

Report should be returned to APS Athletics by May 20th Report should include expansion of Table of Content, Details is some of the areas of discussion. Discussion of future of software use for record keeping.