**Reminders**

* Spring GOLF Schedule Preference DUE: 11/18
* B&G X-C Supply Order/Inventory DUE: 11/21
* VOLLEYBALL Supply Order/Inventory DUE: 11/28
* Metro Spirit Rosters Deadline: 11/30
* SOC/XC/VB Uniform Orders DUE: 12/5
* Fall Participation Reports Deadline: 12/5
* **EVENT MANAGEMENT PAPERWORK:** Maria Munoz
* **NMAA Information**
* Commission Meeting: 11/16 Agenda Review
* Board Meeting: 11/30
* Classification & Alignment Committee
* **Sports Medicine/Athletic Training**
* SportsWare Information Database: fall injury reports
* AT coverage: contracted services – fall season
* **District & Department Information**
* Winter Event Management
  + ticket log & gate receipts report
  + support personnel
  + event report
* Profit Sharing: Wrestling Tournaments
* FY17 Football Allocation Worksheet
* **Coordinator Reports**
* Rich Gerrells
  + Wrestling
    - officials: dual match weigh-ins
    - certification of scales
    - weight assessments
* Leigh Reddinger
  + AT Coverage Schedule – winter events
    - posting of schedule: Tandem
    - coverage guidelines: APS Athletic Handbook
* **Resources for the School Athletic Director**
  + **Pete Pino/Ray Rodriguez** 
    - initial review/revision/recommendation of APS summer policies, procedures & guidelines
  + **LeeAnn Moores/John Barnhill** 
    - * + collection of student-athlete information/confirming eligibility: overview of consistent practices & development of checklist

* + **Ben Brown/Tom Herndon** 
    - * + development of pre-season/in-season/post-season to-do lists for school AD for fall, winter and spring seasons
  + **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

* **Items/Considerations for Next Time – TUESDAY, DECEMBER 6 @ 8:30am**