**APS ATHLETIC DIRECTOR/ATHLETIC TRAINER MEETING**

**THURSDAY, AUGUST 9, 2018**

Rio Bonito Conference Room – 5:00pm

* **Welcome & Introduction**
* **Update:** Athletics Department staff responsibilities: Sports Medicine/Athletic Training
  + **Beginning of Year Checklist**
    - physical packet: consent to participate, confirmation of insurance, physical exam
    - concussion management forms (students/parents, coaches)
    - on-campus emergency action plan (return deadline: August 28)
    - review AND revise plan
      * update information (e.g. access, contact info, etc.)
      * for use when have absence of athletic trainer (games & practices)
    - communicate with coaches AND monitor
      * action plan and authority, responsibilities
      * lightning protocols, heat safety, etc.
* **Other Related Information**
* concussion management protocol & documentation
* SportsWare database
* supply order deadline
* AT coverage schedule