**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