**EVENT MANAGEMENT PAPERWORK:** Maria Munoz

**Reminders**

* Eligibility Declaration: 3/1 @ 8:00am
* Metro BB/SB Seeding Forms DUE: 3/6
* SWIM & DIVE Supply & Inventory DUE: 3/6
* NMADA General Meeting: 3/10 @ NMAA

**TICKETS & TICKET LOGS:**  Bernadine Montoya

* **Guests & Presentations**
* **NMAA Information**
* State Basketball 1st Round Games: host site information/responsibilities (post meeting)
* **Sports Medicine/Athletic Training**
* **District & Department Information**
* Capital Equipment Fund: assessment, prioritize, timeline (final phase deadline: March 10)
* Track & Field: JV meet host responsibilities, meet format
* **Coordinator Reports**
* Ron Warren
	+ Tennis
		- number of players – dual match (non-district/district)
* Ed Drangmeister
	+ Track & Field
		- meet information: Rio Rancho, Cleveland
		- meet registration: JV meets, Robertson Red & Blue
		- coaches access passes
		- entry deadlines
* **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, MARCH 14 @ 8:30am**