

## PRE-SEASON MEETING – SAMPLE AGENDA

*The following is a suggested basic outline for a school pre-season meeting(s) intended to meet the NMAA Mandatory Pre-Season Meeting Policy. Schools are encouraged to develop their own agendas, power points, tri-folds, etc. to meet local needs. These meetings are to be held for all coaches, athletes, and parents prior to the first regular season contest. It is suggested that the meeting, all components, not exceed 75 minutes.*

### **1. Welcome and Overview (5 minutes)**

- Greeting and introduction of administrators
- Purpose of the meeting, topics and timelines

### **2. General Information - NMAA (DVD provided – 20 minutes)**

- Education-based sport experience
- Basic eligibility guidelines
- Basic coaching guidelines
- DVD – NFHS' "Sportsmanship. *It's up to you.*" (6:11)

### **3. General School/District Information (applicable to all sports – 30 minutes)**

- Participation logistics, physicals, insurance, fees
- Athletic Code of Conduct (school/district expectations)
- Tobacco, Alcohol, Controlled Substance Policy
- Communication Guidelines (who, what, when)
- Questions?
- Thank you – dismiss to sport specific meetings

### **4. Individual Sport Information (specific to each sport/program – 30 minutes)**

- Introduction of staff, coaching philosophy
- Informed consent, sport specific inherent risk, etc.
- Team regulations, letter policy, etc. (player handbooks)
- Practice and game schedules, travel, etc.
- Questions?
- Thank you – dismiss for the evening

*Major Themes – in order to maximize the prevention of issues and minimize the time spent in resolving issues, please emphasize the following during your meetings:*

- *These expectations and obligations must be met to begin and maintain the student-athlete's privilege to participate.*
- *These sports programs are education-based; unique because they are founded upon educational principles and conducted in a school environment.*
- *Establish clear policies and procedures for communication with coaches and administrators*



## NMAA MANDATORY PRE-SEASON MEETINGS



### NMAA Board of Directors Policy, Adopted June 3, 2010

Each member school shall conduct a mandatory, pre-season program for all student-athletes, parents, booster club officers, and coaches. The pre-season meeting(s) are to be held prior to the fall, winter, and spring sports seasons and must be completed prior to the first regular season contest(s). The objective of this pre-season program is to provide state, school/district, and individual sport student and parent expectations (obligations) for the privilege of education-based athletic participation. This program shall include the following components:

#### 1. General Information - NMAA (DVD provided)

- Education-based sport experience
- Basic eligibility guidelines
- Basic coaching guidelines
- DVD – NFHS' "Sportsmanship. *It's up to you.*" (6:11)

#### 2. General School/District Information

- Participation logistics, physicals, insurance, fees
- Athletic Code of Conduct (school/district expectations)
- Tobacco, Alcohol, Controlled Substance Policy
- Communication Guidelines (who, what, when)

#### 3. Individual Sport Information

- Introduction of staff, coaching philosophy
- Informed consent, inherent risk, etc.
- Team regulations, letter policy, etc.
- Practice and game schedules, travel, etc.

### SEASONAL DOCUMENTATION REQUIREMENT – SUBMITTED TO NMAA

School Year: \_\_\_\_\_ Season:      Fall    Winter    Spring

School: \_\_\_\_\_ Day/Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Time: \_\_\_\_\_

Program Administrator(s): \_\_\_\_\_

Please enclose a brief summary and/or sample of agenda, materials, attendance, etc.

\_\_\_\_\_  
Athletic Director (Print)

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date