# Agenda for Mandatory Preseason Meeting (Sample)


##  GENERAL INFORMATION MEETING

### Overview

* 1. Welcome and introductions by superintendent, principal and/or athletic administrator
	2. Introduction of coaches/athletic trainers/sponsors and/or administrative staff
	3. District program philosophy
		1. Sporting conduct
		2. Citizenship
		3. State and school eligibility standards
		4. Expectations of student participants, their parents and coaches
		5. Special concerns/responsibilities of athletes and parents

### Information

* 1. Show OHSAA preseason meetings PowerPoint presentation with emphasis on the following essential eligibility standards:
		1. Must be currently enrolled or participating in accordance with state law
		2. A biological or adoptive parent must live in Ohio
		3. Must have passed five (5) one credit courses for which grades were received or the equivalent in the immediately preceding grading period - high school
		4. Must have received passing grades in a minimum of four of the subjects in which you received grades in the immediately preceding grading period - 7th-8th grade school
		5. Students taking College Credit Plus must comply with OHSAA scholarship standards
		6. Students participating via state law (home-educated, non-public, community and STEM school students) must comply with OHSAA scholarship standards
		7. Semester and yearly grades have no effect on OHSAA eligibility ~~(~~
		8. Summer school, College Credit Plus and other educational options (e.g. work per- mitted after the conclusion of the grading period), may not be used to bring a stu- dent into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.

### Do not drop a class or change a schedule without checking with either the principal or athletic administrator

* + 1. A high school student is entitled to **eight semesters** of participation opportunity once he/she enters grade 9 and whether he/she participates or not
		2. A seventh-eighth grade student is entitled to **four semesters** of participation opportunity once he/she enters grade 7 and whether he/she participates or not
		3. High school students will be ineligible whenever they turn 20; seventh-eighth grade students who turn 15 prior to August 1 means ineligible for grades 7th-8th (but could compete at high school for eight semesters)
		4. During the sport season, you may not participate on a non-school team in the same sport in which you are participating for the school
		5. There are certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after the season, and there are restrictions for instruction you can receive from school coaches outside of your season. Before participating with a non-school team or receiving instruction outside the season from your school coaches, meet with your school’s athletic administrator

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* + 1. High School transfer students new to this school must ensure that all applicable forms have been completed. School administrators will submit this paperwork to the OHSAA Office. Eligibility will be granted by the state office only if one of the exceptions to the OHSAA transfer regulation has been met. Otherwise, transfers may expect a period of ineligibility.
		2. When in doubt, ask a school administrator. If the administrator still has questions, he/she will contact the OHSAA.
	1. Other topics
		1. Required school forms
		2. School athletic code of conduct
		3. School academic requirements (district GPA, no pass/no play, may be more stringent than OHSAA’s, etc.)
		4. Sporting behavior and expectations of coaches, student-athletes and parents/fans towards each other, opponents and their fans and contest officials
		5. School use of social media policies
		6. Attendance requirements for participation in practices and/or contests
		7. Participating in more than one sport at the same time
		8. Practice and contest guidelines when school is postponed, on holidays, etc.
	2. Health and medical/concussion/sudden cardiac arrest/injury issues
		1. Required preparticipation evaluation and parental consent forms
		2. Athletic trainers and team doctors procedures and policies
		3. Concussion management protocol, regulations and sign-off on Ohio Department of Health’s “Concussion Information Sheet”
		4. Sudden cardiac arrest protocol and sign-off on Ohio Department of Health’s “Sudden Cardiac Arrest Information Sheet”
		5. Heat management guidelines
		6. Communicable disease and skin infection procedures
		7. Reporting injuries, failure to report injuries and procedures for game participation if no participation in practice
		8. Lightning and inclement weather policies
	3. Athletic participation insurance
		1. School policy, availability
		2. Procedure for reporting injuries and submitting claims
	4. Activity fees and/or pay to participate
	5. Information for college bound student-athletes

### Adjourn to Individual Sport Meeting

**Agenda for Mandatory Preseason Meeting (Sample)**

 **INDIVIDUAL SPORT MEETING**

1. **Overview**
	1. Welcome by the head coach
	2. Introduction of the assistant coaches, other staff members including athletic trainers and/or booster club officers
	3. Coaching philosophy

### Information

* 1. Required team forms
	2. Communicating with the coach and staff
	3. Selection of team members/tryouts
	4. Preseason practice information/expectations
	5. In-season practice information/expectations
	6. Off-days expectations
	7. Team rules
		1. Training rules and code of conduct
		2. Alcohol, tobacco, drugs, steroids and other performance-enhancing drugs
		3. Non-school parties, parents who host, etc.
		4. Final date to join squad
		5. Procedure for quitting the squad
		6. Criteria for lettering and other awards
	8. Athletic trainers, doctors and injury procedures including treatment on non-school days
	9. Uniforms and equipment
	10. Home game expectations
		1. What to wear during school, to and from contest
		2. Pre-game meals
		3. Arrival times at school
	11. Away game procedures
		1. What to wear during school, to and from contest
		2. Pre-and post-game meals
		3. Departure time from school
		4. Parent pick up once return to school
		5. School policy for parent transportation
			1. Impact on liability coverage
	12. Distribution of practice and contest schedules
	13. Summer and off-season expectations
	14. Fund raising requirements and booster information
	15. Tickets
		1. Seasonal activity passes vs. single game
		2. Reserved seating

### Questions and Answers

**Sporting Behavior (Sample Script)**

The administration of this school is committed to the practice of sporting conduct and ethical behav- ior during all interscholastic competition. To be successful, it is critical that everyone consistently behaves in a manner that is respectful and reflective of the values of sporting conduct. Unfortunately, the failure on the part of one individual or any group can undermine the effort of all others.

Sporting conduct is defined as those qualities of behavior which are characterized by generosity and a genuine concern for others, and that would include our own coaches, student-athletes and fellow fans; the opposing team, coaches and fans; the contest officials, and the administrators conducting the contests.

Remember, there’s nothing wrong with striving to be the best. But school sports exist to help develop all participants to be their best — their best as individuals, as students, as teammates, as members of the community — not just their best as athletes.

So when our opponents visit our school, treat them as our guests. To you parents, please fill our stands in support of your sons and daughters. We encourage you to bring your friends and neighbors and attend what we believe is always one of the best shows in town as well as an educational experi- ence for our students. And to both our parents and our students, please remember to show your team spirit in a way that reflects positively on our teams, our school and our community.

**Alcohol, Tobacco and Drugs (Sample Script)**

Participation as a member of one of our athletic teams at this school will provide you with many pos- itive and educational experiences. In order for our teams to achieve their fullest potential, students will need to practice hard, work together and maintain a healthy lifestyle that is free of tobacco, alco- hol, steroids and both performance-enhancing and recreational drugs. Students cannot expect to attain peak performance if they are under the influence of these dangerous and often illegal sub- stances.

We strongly believe that parents must be partners in efforts to prevent alcohol use among our stu- dents, and highly encourage parents to demonstrate this commitment by participating in parent net- works and promoting alcohol-free and other drug-free events for our high school students.

### (Provide examples of organizations/activities from the school/community here.)

**Student Participant Contract (Sample)**

I

**(Student’s Printed Name)**

, have chosen to participate in

 at

**(Sport)**

 School.

**(School Name)**

I commit myself to continuously work toward the goal of top physical fitness. To do anything which would harm my body would not be in my best interest or the best interest of my team and school.

I agree to remain free from tobacco, alcohol, steroids and other performance-enhancing or recre- ational drugs during my sports season and throughout the entire school year. I fully understand this pledge extends to seven days per week.

If I have a problem or I need help fulfilling this contract, I understand the coaches, administrators and/or counselors will be available to help me.

I have read and understand the athletic policies/code of conduct and the consequences for violations of these policies or codes.

I pledge to follow all the rules and policies and to help all my teammates abide by the same athletic rules and policies.

**(Student’s Signature)**

**(Date)**

As the parent/guardian of

,

**(Student’s Printed Name)**

I understand and support this contract and pledge that my student has signed. Optimum health and education are the goals of our athletic program, and I support the school in it efforts to attain these goals.

**(Parent/Guardian Signature) (Coach’s Signature)**

**(Date) (Date)**

# Preseason Meeting Evaluation Form (Sample)

Sport

Please check one: Parent

### Questions

Student

1. The purpose of the preseason meeting was made clear to me before the meeting:

Yes No

1. The information presented to the entire group (if applicable) was:

Very helpful Somewhat helpful Not helpful

1. The amount of time spent providing information to the entire group (if applicable) was:

Too long Too short (did not cover everything I expected) Just right

1. The presentation by the OHSAA was:

Very helpful Somewhat helpful

Not helpful

1. The information presented by the coach to the smaller group was:

Very helpful Somewhat helpful Not helpful

1. The amount of time spent providing information to the coach’s smaller group was:

Too long Too short (did not cover everything I expected) Just right

1. I had an opportunity to ask my questions:

Yes No

### Comments and suggestions for future meetings:

**I would like a call from the:**

 Principal Athletic Administrator

 Coach Other

**(Specify)**

Name:

**(Only If You Would Like A Call)**

Phone:

Best Time to Be Reached:

# Parents Preseason Meeting Invitation (Sample)

Dear Parents:

You and your student-athlete are invited to attend a preseason athletic meeting that will include school administrators and coaches. This meeting will take place on

 at a.m./p.m., and will be held at .

The general purpose of the meeting is to make students and their parents aware of the obligations they must meet in order to have the privilege of participating in interscholastic athletics. Besides reviewing the school’s essential eligibility standards, our athletic policies and/or code of conduct and reviewing policies and procedures related to topics like sportsmanship and health and concus- sion/sports medicine issues, attendees will also have the opportunity to break down into smaller groups to meet with the coaches of the students’ particular sport.

We hope you will join us for this informative meeting since attendance is a required condition in order for your student to be eligible to compete for our school.

Thank you for your attention to this matter!

# Student-Athletes Preseason Meeting Invitation

**(Sample)**

Dear Students:

You and your parents are invited to attend a preseason athletic meeting that will include school administrators and coaches. This meeting will take place on

 at a.m./p.m., and will be held at .

The general purpose of the meeting is to make students and their parents aware of the obligations they must meet in order to have the privilege of participating in interscholastic athletics. Besides reviewing the school’s essential eligibility standards, our athletic policies and/or code of conduct and reviewing policies and procedures related to topics like sportsmanship and health and concus- sion/sports medicine issues, attendees will also have the opportunity to break down into smaller groups to meet with the coaches of the students’ particular sport.

We hope you will join us for this informative meeting since attendance is a required condition in order for you to be eligible to compete for our school.

Thank you for your attention to this matter!