

North County Conference – Pre and Post Season Meeting Organization for Athletic Directors. (9/23/08)

The following is a scripted agenda for Athletic Directors to use at Pre and Post Season meeting for their sports. It is designed so that an Athletic Director will be able to assist the head coaches in their sport.

Prior to your Meeting.

1. Run off copies of the North County Conference rules (located in the North County Conference) for each coach/school to have.
2. Run off copies of the latest schedule that AD's know of and give to each coach/school. Note home/away switches so that you could give to Herb for changes.

At the meeting it is suggest that AD's use the following format. Certain sports will have concerns individual to their sport and should feel free to add them to the agenda.

Pre-Season Meeting Agenda

Welcome and Introduce yourself

Introduction of coaches by school and league.

Make sure every coach signs in.

Meeting Agenda (Cover the following topics) (See Attached Sample)

1. **Concerns or problems with your sport during conference play.**
2. Scheduling concerns. Find a coach in the league that will assist you with scheduling input.
3. Orders of play (example: JV first, Varsity second, Novice Third)
4. Unusual starting times (Example; Normal start time at 3:30, School A holds game at 5:00)
5. Playing sites if not on your campus (ex: The Wave)
6. Any need to update or change the conference rules in our sport. (Remind coaches that these will not take effect until okayed by the principals and will then probably take effect the next season)
7. Organization of individual League Championships (if needed)

8. Any topics or subjects that the coaches need to be aware of that will take place at the end of the season meeting (ex: Triple Headers)
9. **Concerns or problems with your sport that need to be brought forward to the CIF.**

One of your major roles is to help the coaches understand the process to make changes in the league and CIF rules. Coaches recommend, AD's OK or Dissapprove, and then the principals finally vote. The principal's can overrule both coach and AD recommendations.

Notes of this meeting, along with attendance need to be brought to the next AD's meeting for review with other AD's

End of Season Meeting Agenda

Welcome and Introduce yourself

Introduction of coaches by school and league

Make sure every coach signs in.

Meeting Agenda (Cover the following topics) (See Attached Sample)

1. **Concerns or problems with your sport during conference play.**
2. Next years leagues schedule (see attached cross league formula's)
3. Any need to update or change the conference rules in our sport.
(Remind coaches that these will not take effect until okayed by the principals and will then probably take effect the next season)
4. Any topics or subjects that the coaches need to be aware of that will need to take place before the beginning of the next season. (ex: Triple Headers)
5. All League Teams. Look at CIF Green Book and NCC Red Book for Criteria. Print these out and give to the coaches and review with them prior to voting. Make sure that the Host School of these meeting receives copies as well as the RB High AD so that All League Certificates can be printed.
6. **Concerns or problems with your sport that need to be brought forward to the CIF.**

Notes of this meeting, along with attendance need to be brought to the next AD's meeting for review with other AD's

Sample

North County Conference

Fall Pre-season Meeting for _____

SUBJECT: Pre-Season Water Polo

League Concerns

- ❑ Sign In
- ❑ Introductions
- ❑ Review Conference Rules
- ❑ Review Conference Order of Play
- ❑ Review Conference Time Schedule (Any Unusual Starting Times)
- ❑ Any sites different than school grounds
- ❑ Conference concerns for this season
- ❑ What will happen in the end of the season meeting
- ❑ League Championships organization
- ❑ A coach to help with scheduling

CIF Concerns

- ❑ Who are our advisory reps?
- ❑ Concerns to be addressed at Advisory on behalf of the NCC
- ❑ Concerns to be addressed to CIF from Principals and AD's

Sample

North County Conference

End-season Meeting for _____

SUBJECT: End of-Season Track & Field

League Concerns

- Sign In
- Review Conference Rules
- Conference concerns for this season. Rule Changes for next season?
- League Championships organization. Changes for next year?
- All League Teams. Complete, proper spelling and grade.
- A coach to help with scheduling
- Cross League Scheduling (See Attached Form)

CIF Concerns

- Concerns to be addressed at Advisory on behalf of the NCC
- Concerns to be addressed to CIF from Principals and AD's

Sample

North County Conference

Cross League Scheduling for _____

Double Round Sports

Cross League 1			Cross League 2		
V2	@	P2	V2	@	P1
P1	@	A2	V1	@	A2
V1	@	A1	A1	@	P2
V4	@	P4	V4	@	P3
P3	@	A4	V3	@	A4
V3	@	A3	A3	@	P4
V6	@	P6	V6	@	P5
P5	@	A6	V5	@	A6
V5	@	A5	A5	@	P6

Cross League 3			Cross League 4		
A1	@	V2	A1	@	P1
P2	@	A2	A2	@	V2
P1	@	V1	P2	@	V1
A3	@	V4	A3	@	P3
P4	@	A4	A4	@	V4
P3	@	V3	P4	@	V5
A5	@	V6	A5	@	P5
P6	@	A6	A6	@	V6
P5	@	V5	A6	@	V5

All cross league schedules will be made up following the above format.
At the coaches meeting the Athletic Director in charge is authorized to make changes in the matchups

Any reduction of the assigned cross leagues must be handled later through the mutual consent process of the NCC.

Sample

North County Conference

Cross League Scheduling for _____

Single Round Sports

Cross League 1

V2	@	P2
P1	@	A2
V1	@	A1
V4	@	P4
P3	@	A4
V3	@	A3
V6	@	P6
P5	@	A6
V5	@	A5

Cross League 2

V2	@	P1
V1	@	A2
A1	@	P2
V4	@	P3
V3	@	A4
A3	@	P4
V6	@	P5
V5	@	A6
A5	@	P6

All League Teams, Sizes, and Criteria

Sport	1st Team	2nd Team	Athlete of Year
Cross Country	Top 10 Finishers in League Meet	11 thru 20	1
Field Hockey	11	11	1
Football-offense	11	11	1
Football-defense	11	11	1
Football-Kicker	1	1	1
Tennis-Ind	8 qtr. Finalist in indiv. League championships doubles Finalists in League championships		1
Team	1		1
Volleyball	6	6	1
Water Polo	7	7	1
Basketball	5	5	1
Soccer	11	11	1
Wrestling	14		1
Baseball	9	9	1
Golf	Top 6 golfers in League Champs match		1
Gymnastics	Top 3 compulsory Top 3 all round optionals and any individual and any individual event winner not included		1
Softball	9	9	9
Swimming/Diving	Winner in each event in the league championships		1
Track & Field	Winner in each event in the league championships		1 Track 1 Field
Lacrosse	11		1

On All League Teams-Check Spelling (no nicknames) School, Position (if needed) grade level, championship team and League Most Valuable