

## Sports Representative Pre-season & Post Season Meetings:

The Rep coordinates the time and place of the meeting. The rep runs the coaches' meetings. The agenda should include the following:

1. The schedule should be reviewed. Requested changes in the schedule should be approved by all the coaches, submitted to the AD's, and then approved by the Board of Managers (BOM). To view the schedule, log into [www.foothillvalleyleaguesjs.org](http://www.foothillvalleyleaguesjs.org)
2. By laws should be reviewed for determination of league champions, post regular season qualifications, and tie breaker information. In addition, make-up information of cancelled contests should be reviewed. All requested changes should be approved by the coaches, submitted to the AD's, and then approved by the BOM. To view the bylaws, log into [www.foothillvalleyleaguesjs.org](http://www.foothillvalleyleaguesjs.org).
3. All league and MVP selection process by laws should be reviewed. Requested changes should be approved by all the coaches, submitted to the AD's, and then approved by the BOM. To view the ALL FVL selection bylaws, log into [www.foothillvalleyleaguesjs.org](http://www.foothillvalleyleaguesjs.org).
4. Rep should gather the coaches' phone & email contact information.
5. Coaches should communicate game day procedures at their school.
6. AN END OF THE SEASON ALL FVL SELECTION MEETING SHOULD BE SCHEDULED. Please pass along the time and date to your AD. After the meeting, the rep should report the names and schools of the All FVL recipients & the Final FVL Standings to their AD to forward to the Commissioner to post at [www.foothillvalleyleaguesjs.org](http://www.foothillvalleyleaguesjs.org).