

**COACH OFFICIAL MANDATORY MEETING VERIFICATION**

**DEADLINE: PRIOR TO START DATE OF SPORT'S FIRST POSSIBLE INTERSCHOLASTIC CONTEST**

**Procedure:** The head coach should fill out and present in person this form to the official facilitating the meeting. The official is instructed to tear along the perforated line and give the bottom half to the coach, who will give his/her copy to his/her Athletic Director. Once the Athletic Director has that in his/her office they will add the coach to the online database under the log in on the CHSAA.org website. The website will be reviewed in the fall, winter and spring.

**Official's Copy**

Sport	Coach's Name	High School	Date(August xx)	Meeting Location

**Coach's Signature:**

**Official's Signature:**

cut or tear along this line

Please Type or Print

**Coach's Copy**

Sport	Official's Name	Title (if applicable)	Date(August xx)	Meeting Location

**Coach's Signature**

**Official's Signature**

**COACH AND OFFICIAL SIGN BOTH COPIES  
OFFICIAL: TURN YOUR COPY CHSAA  
COACH: RETURN COPY TO YOUR AD**