



WELCOME

ATHLETIC DIRECTORS



# AGENDA

---



- I. Welcome and Staff/Athletic Director Introductions
- II. David Baylor, Executive Director
- III. Angel Prinos, Sr. Associate Executive Director
- IV. DIAA Reminders, Updates and Points of Emphasis
- V. Open Discussion
- VI. DAAD Meeting



# DIAA STAFF

---



David Baylor  
EXECUTIVE DIRECTOR  
David.Baylor@doe.k12.de.us



Angel Prinos  
Sr. Associate Executive Director  
Angel.Prinos@doe.k12.de.us



Faye Wheeler  
Administrative Assistant  
Faye.Wheeler@doe.k12.de.us



# DIAA PURPOSE

---



The purpose of the Delaware Interscholastic Athletic Association is:

- To preserve and promote the **educational significance of standards of conduct** for athletes, coaches, administrators, interscholastic athletics;
- To ensure that interscholastic sports remain compatible with the **educational mission** of the member schools;
- To provide for **fair competition** between member schools
- To promote **sportsmanship** and **ethical behavior**;
- To establish and enforce officials, and spectators;
- To protect the **physical well-being** of athletes; and
- To promote **healthy adolescent lifestyles**



# DIAA CONTACT INFORMATION

---

OFFICE PHONE/FAX:

302-857-3365/302-739-1769

GENERAL EMAIL:

[DIAA@DOE.K12.DE.US](mailto:DIAA@DOE.K12.DE.US)

REGULATION INTERPRETATIONS EMAIL:

[DIAA.INTERP@DOE.K12.DE.US](mailto:DIAA.INTERP@DOE.K12.DE.US)

FINANCE EMAIL:

[DIAA.FINANCE@DOE.K12.DE.US](mailto:DIAA.FINANCE@DOE.K12.DE.US)

SANCTION EMAIL:

[DIAA.SANCTION@DOE.K12.DE.US](mailto:DIAA.SANCTION@DOE.K12.DE.US)

WAIVER EMAIL:

[DIAA.WAIVERS@DOE.K12.DE.US](mailto:DIAA.WAIVERS@DOE.K12.DE.US)



# DIAA COMMITTEES

---



- 27 Standing Committees (350+ Volunteers)
- 18 Sport Committees, 9 Other Committees
- Meet 2-3 times per year, or as needed
- Meeting schedule can be found on the Public Meeting Calendar
- *There are a number of committee vacancies!* To get involved, visit the DIAA website and follow the following steps:  
Governance → Committees → DIAA Committee Application Form



# DIAA INFORMATION/LINKS

---

## DIAA Website

<https://education.delaware.gov/diaa/>

*DIAA's website is the starting point for ALL DIAA information and related links!*

## Handbook/Regulations

<https://education.delaware.gov/diaa/governance/handbook/>

## Sport Championships

[https://education.delaware.gov/diaa/sport\\_championships/](https://education.delaware.gov/diaa/sport_championships/)

## Digital Ticketing

[https://education.delaware.gov/diaa/sport\\_championships/digital-ticketing/](https://education.delaware.gov/diaa/sport_championships/digital-ticketing/)




# <https://education.delaware.gov/diaa/>



Delaware Interscholastic Athletic x +

education.delaware.gov/diaa/

Solitaire - Play Online AS ArbitratorSports.com - ... WebSites4Sports.co... DIAA Google Facebook Maps G Mail Home / Twitter Other bookmarks

 **Delaware.gov** Agencies News Topics Contact Search

- Resources
- Calendar
- Contact Us
- COVID-19
- DDOE



- About DIAA
- Sport Championships
- Governance
- Health and Safety
- DIAA For

## Delaware Interscholastic Athletic Association

**2023 Boys Volleyball State Tournament**

### Upcoming Events

Aug	9:00 am - 9:05 am
<b>10</b>	<b>DIAA Board of Directors Meeting</b>

[View Calendar](#)

### Instagram



### Twitter





# AD Portal



[https://education.delaware.gov/diaa/diaa\\_for/athleticdirectors/ad-portal/](https://education.delaware.gov/diaa/diaa_for/athleticdirectors/ad-portal/)

## AD Portal Eligibility Form Submission Championship Information Password: fox-linen-snub

Protected: AD Portal

Home / DIAA for / Athletic Directors / Protected: AD Portal

This content is password protected. To view it please enter your password below:

Password:

Enter

### Athletic Directors

[Open Date Exchange](#)



[Tournament Manuals](#)

[Official Handbook](#)

[Eligibility Forms](#)

[Athletic Director Forms](#)

[Resources](#)

# WEBSITES4SPORTS

---



## Member School Site: [Websites4Sports.com](https://www.Websites4Sports.com)

- Coach, AD, Administration Information
- Team Schedules, Scores, Rosters
- Team Information including team photo must be uploaded by designated deadlines.
- School Information

**Please ensure that scores and statistics are submitted and accurate after each contest!**



# DIAA DATES OF IMPORTANCE

---



## Season Start Dates: Fall 2023

### High School

### Middle School

*Practice for Football* – August 7, 2023

*Practice all sports* – August 28, 2023

*Practice all Fall Sports* – August 14, 2023

*1<sup>st</sup> Competition Date* – Sept. 18, 2023

*1<sup>st</sup> Competition Date for Football* – August 31, 2023

*1<sup>st</sup> Competition Date for all other Fall Sports* – September 6, 2023



# COACH REQUIREMENTS

---



## **COACHES REQUIREMENTS (Regulation 1008/1009 7.0)**

- Attendance at DIAA Rules Clinic (Required for Head Coach)
- Hold a current CPR Certification (All Coaches)
- Complete the NFHS “Concussion in Sports” Course through NFHSLearn (Every 2 years, All Coaches)



# SPORTS MEDICINE



**SCHOOL ATHLETE MEDICAL CARD**  
(Parent/Guardian: Please complete Sections 1, 2 & 3. Please print.)

Section 1: Contact/Personal Information	
Name: _____	Sport(s): _____
Age: _____ Birthdate: _____	School: _____ Grade: _____
Guardian Name: _____	
Address: _____	
Phone: (H) _____ (W) _____ (C) _____ (P) _____	
Other Authorized Person To Contact In Case Of Emergency:	
Name: _____	Phone(s): _____
Name: _____	Phone(s): _____
Preference Of Physician (And Permission To Contact If Needed): _____	
Name: _____	Phone: _____
Hospital Preference: _____	Insurance: _____
Policy #: _____	Group: _____ Phone: _____
Section 2: Medical Information	
Medical Illnesses: _____	
Last Tetanus (Mo/Yr): _____ Allergies: _____ Bites/Splints: _____	
Medications: _____	
<i>(Any medication(s) that may need to be taken during competition require a physician's note.)</i>	
Previous Head/Neck/Back Injury: _____	
Heat Disorder, Or Sickle Cell Trait: _____	
Previous Significant Injuries: _____	
Any Other Important Medical Information: _____	
Section 3: Consent for Athletic Conditioning, Training, and Health Care Procedures	
<p>I hereby give consent for my child to participate in the school's athletic conditioning and training program and to receive any necessary healthcare treatment, including first aid, diagnostic procedures, and medical treatment, that may be provided by the treating physicians, nurses, athletic trainers, or other healthcare providers employed directly or through a contract by the school, or the opposing team's school. The healthcare providers have my permission to release my child's medical information to other healthcare practitioners and school officials. In the event I cannot be reached in an emergency, I give permission for my child to be transported to receive necessary treatment. I understand that Delaware Interscholastic Athletic Association or its associates may request information regarding the athlete's health status, and I hereby give my permission for the release of this information as long as the information does not personally identify my child.</p>	
Parent/Guardian Signature: _____	Date: _____
Athlete's Signature: _____	Date: _____
Section 4: Verification of Clearance for Participation	
Comments: _____	
Qualified Health Care Professional's (QHP) Signature after reviewing PPE: _____ (RN/ATC)	
Date: _____	

**For School Office Use Only:** This card is valid from April 1, 20\_\_\_\_ through June 30, 20\_\_\_\_.  
*Note: If any changes occur, a new card should be completed by the parent/guardian. The original card should be kept on file in the school nurse, athletic director's or athletic trainer's office. A copy should be kept in the sports' athletic kit. This card contains personal medical information and should be treated as confidential by the school, its employees, agents, and contractors.*

Name of School: \_\_\_\_\_ Name of School QHP: \_\_\_\_\_

## PPE - Medical Card (Page 5)

### COACHES:

- Carry your athletes' emergency contact information with you at ALL times, including both practices and games
- Review to changes in Section 4 (of page 5)



# SPORTS MEDICINE

---



## **SUDDEN CARDIAC ARREST**

- All students must have annual PPE
- All students must sign the SCA Fact Sheet on PPE form
- Coaches must hold valid CPR certification

## **CONCUSSION**

- Parents and athletes must read and sign the PPE Concussion information sheet.

## **HEAT ILLNESS PREVENTION**

- Temperatures above 72 degrees with a relative humidity of 95% or higher produce a high risk of heat related illness
- Any temperature above 95 degrees, regardless of relative humidity level produces a high risk of heat related illness
- Water breaks must be provided to athletes



# DIAA CONCUSSION PROTOCOL

---

## SHOWING SIGNS OR SYMPTOMS

- Remove from play - Coach or Official
- Evaluation by a Qualified Healthcare Professional

## QUALIFIED HEALTHCARE PROFESSIONAL (QHCP)

- MD, DO, School Nurse, Nurse Practitioner, Physician's Assistant, Athletic Trainer (ATC)



## IF NOT CLEARED BY QHCP

- Athlete CANNOT return to play that day
- Athlete must receive written clearance from a QUALIFIED PHYSICIAN HEALTHCARE PROVIDER to return to practice of play

Failure to comply = ineligible athlete

\*\* Detailed information can be found on the DIAA website under “Health and Safety”  
[https://education.delaware.gov/diaa/health\\_and\\_safety/concussions\\_and\\_sudden\\_cardiac\\_arrest/](https://education.delaware.gov/diaa/health_and_safety/concussions_and_sudden_cardiac_arrest/)

# HEAT ILLNESS PREVENTION

---



## HEAT RELATED PRACTICE MODIFICATION POLICY

- Add the numbers of temperature and relative humidity
- If the sum of the 2 numbers is higher than 150:
  - Practice time limited to 2 hours
  - Water breaks every 15 minutes
  - Helmets and shoulder pads only (football)
- If the sum of the 2 numbers is greater or equal to 160:
  - Practice limited to 90 minutes
  - Water breaks every 15 minutes
  - Helmets only (Football)
- If the sum of the 2 numbers is greater or equal to 170, all practice should be stopped.





# EMERGENCY ACTION PLAN (EAP)



Emergency Action Plan Worksheet – Student Response Team

Coach/Advisor Name:		Activity:		Level:	
---------------------	--	-----------	--	--------	--

<b>1 911 TEAM</b>		<b>2 CPR/AED TEAM</b>		<b>3 AED TEAM</b>																															
<b>CALL 911</b>		<b>START CPR</b>		<b>GET THE AED</b>																															
CALL 911. Explain emergency. Provide location.		<ol style="list-style-type: none"> <li>1. Position person on back.</li> <li>2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.</li> <li>3. Take turns with other responders as needed</li> </ol>		<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Closest AED</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Closest AED			Student 1			Student 2																				
	PRACTICE	EVENTS																																	
Closest AED																																			
Student 1																																			
Student 2																																			
<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Closest Phone</td> <td></td> <td></td> </tr> <tr> <td>EMS Access Point</td> <td></td> <td></td> </tr> <tr> <td>Street Intersection</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Closest Phone			EMS Access Point			Street Intersection			Student 1			Student 2			<p>WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS</p> <ol style="list-style-type: none"> <li>1. Remove clothing from chest.</li> <li>2. Attach electrode pads as directed by voice prompts.</li> <li>3. Stand clear while AED analyzes heart rhythm.</li> <li>4. Keep area clear if AED advises a shock.</li> <li>5. Follow device prompts for further action.</li> <li>6. After EMS takes over, give AED to Athletic Administrator for data download.</li> </ol>		<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Typical location</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Typical location			Student 1			Student 2		
	PRACTICE	EVENTS																																	
Closest Phone																																			
EMS Access Point																																			
Street Intersection																																			
Student 1																																			
Student 2																																			
	PRACTICE	EVENTS																																	
Typical location																																			
Student 1																																			
Student 2																																			
MEET AMBULANCE at EMS Access Point. Take to victim.		<p><b>CALL 911 for all medical emergencies.</b>  <b>If unresponsive and not breathing normally, begin CPR and get the AED.</b></p>																																	
<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Entry Door/Gate</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Entry Door/Gate			Student 1			Student 2			<b>4 HEAT STROKE TEAM</b>																					
	PRACTICE	EVENTS																																	
Entry Door/Gate																																			
Student 1																																			
Student 2																																			
CALL CONTACTS. Provide location and victim's name.		<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Tub Location</td> <td></td> <td></td> </tr> <tr> <td>Water Source Location</td> <td></td> <td></td> </tr> <tr> <td>Ice Source Location</td> <td></td> <td></td> </tr> <tr> <td>Ice Towel Location</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Tub Location			Water Source Location			Ice Source Location			Ice Towel Location			Student 1			Student 2			<table border="1"> <tr> <td></td> <td>PRACTICE</td> <td>EVENTS</td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			PRACTICE	EVENTS	Student 1			Student 2		
	PRACTICE	EVENTS																																	
Tub Location																																			
Water Source Location																																			
Ice Source Location																																			
Ice Towel Location																																			
Student 1																																			
Student 2																																			
	PRACTICE	EVENTS																																	
Student 1																																			
Student 2																																			
<table border="1"> <tr> <td></td> <td>NAME</td> <td>CELL</td> </tr> <tr> <td>Athletic Trainer</td> <td></td> <td></td> </tr> <tr> <td>Athletic AD</td> <td></td> <td></td> </tr> <tr> <td>Student 1</td> <td></td> <td></td> </tr> <tr> <td>Student 2</td> <td></td> <td></td> </tr> </table>			NAME	CELL	Athletic Trainer			Athletic AD			Student 1			Student 2			<p><b>PREPARE TUB BATH</b></p> <ol style="list-style-type: none"> <li>1. Remove equipment/excess clothing. Move to shade.</li> <li>2. Immerse athlete into cold ice water tub, stir water. "If no tubs cold shower or rotating cold, wet towels over the entire body"</li> <li>3. Monitor vital signs.</li> <li>4. Cool First, Transport Second.             <ol style="list-style-type: none"> <li>a. Cool until rectal temperature reaches 102°F if ATC or MD is available.</li> <li>b. If no medical staff, cool until EMS arrives.</li> </ol> </li> </ol>																		
	NAME	CELL																																	
Athletic Trainer																																			
Athletic AD																																			
Student 1																																			
Student 2																																			

## CREATE AN ACTION PLAN

- Review with essential school personnel
- Review with officials
- Practice your plan
- UPDATE your plan as needed



# PRACTICE POLICIES (DIAA Regulation 1008/1009)

---



## ALL Practice Days (School and Non-School Day)

- One day of no practice (Practice/Scrimmage/Contest) per seven day period
- A minimum of 21 calendar days of pre-practice prior to the first competition date (25 days for football)
- Student must practice at least 7 calendar days prior to participating in a contest

## School Day Practices:

- Limited to 2 hours which includes all instructional activity (team meetings, film, warm up/cool down sessions)

## Practice on Non-School Days:

- Session should not exceed 3 hours
- Two practice sessions are allowed which total 5 hours maximum - this includes a one-hour walk through session
- Dual-Session practices must be separated with at least 1 hour of recovery time



# SEASON & WEEK LIMITATIONS



## FAQ Concerning 1009.4.3.1 (Maximum Game Schedules)

Sport	Team Limitations		Individual Limitations	
	Season	Week	Week	Day
<b>Fall</b>				
Cross Country (B/G)	15 competition dates	3 competition dates	3 competition dates	
Field Hockey (G)	15 contests	3 contests	3 Competition dates	4 quarters
Football	10 varsity contests 9 sub varsity contests	1 contest	See Note 1	
Soccer (B)	15 contests	3 contests	3 competition dates	2 halves
Volleyball (G)	15 competition dates	3 competition dates	3 competition dates	See Note 2

Note 1: The weekly limit for football is 4 varsity quarters or any combination of 5 varsity and sub varsity quarters provided no more than 3 quarters are at the varsity level.

Note 2: The team limit for the volleyball season is 15 competition dates of which 1 date may involve more than 2 teams and may be competed over a 2 consecutive day period. The individual daily limit for volleyball is the total number of varsity games played by the team each day. For example, during dual meet competition if the JV plays 2 games and the varsity plays 5 games a player could participate in the 2 JV games and 3 of the 5 varsity games for a total of 5 games.



# DIAA EVENT SANCTIONING



## Sanction Forms

Submit sanction request to: [diaa.sanction@doe.k12.de.us](mailto:diaa.sanction@doe.k12.de.us)

[DIAA Sport Sanction Calendar](#)

[DIAA Member Schools Sanction Application](#)

[Interstate Sanction Application](#)

[Financial Report](#)

[List of Invited Schools](#)

[Eligibility Verification](#)

- Submit sanction form 30 days prior to the event
- Executive Director will review for approval
- Board approved sanctions will be returned to Athletic Director and posted on DIAA sanction calendar
- To access sanctioning information, visit the following link:  
<https://education.delaware.gov/diaa/governance/forms/compliance-eligibility/sanction-forms/>





---

2023 - 2024

# POINTS OF EMPHASIS



# SPORTSMANSHIP

---



The practice of good sportsmanship is one of the primary goals of interscholastic athletics

## 1007.1.2.1.5.2

The function of the coach is to educate students through participation in interscholastic athletics. Demonstrate high ideals, good habits and desirable attitudes in their behavior. Coaches interactions shall be of the highest ethical and moral standard. Coaches should recognize the tremendous influence they have on student athletes and never place the value of winning above the highest ideals of character.

*14 points of coach expectations in Regulation 1007 (Sportsmanship)*



# SPORTSMANSHIP

---



## 1007.1.2.1.5.4

**Officials** are participants in the educational development of high school students. They must exercise a high level of self-discipline, independence and responsibility. Remember that the field is a classroom. Officials must be highly ethical in all forums, chat rooms, all forms of social media, and communications regarding the sport and participants.

*9 points of officials expectations in Regulation 1007 (Sportsmanship)*



# DIAA POLICIES & PROCEDURES

---



## INCIDENT & GAME EJECTION PROCEDURE

- All cards are reported using the incident/ejection form
- The DIAA Office must be notified by noon of the day following the ejection
  - School AD will be notified of ejection immediately following
- **Officials complete the ejection form:**

[https://education.delaware.gov/diaa/diaa\\_for/officials/forms/](https://education.delaware.gov/diaa/diaa_for/officials/forms/)





# DIAA POLICIES & PROCEDURES



## POSITIVE SPORTSMANSHIP

- Positive instances of sportsmanship by game participants can and should be awarded when merited
- To complete a Sportsmanship Incident Reporting Form, visit:

**DIAA For → Officials → Forms**

Form	Use
<a href="#">DIAA Incident Reporting Form</a>	Please use this form to report unsportsmanlike conduct behavior, fouls, cards, penalties and ejections.
<a href="#">Sportsmanship Incident Report Form</a>	Please use this form to report all other sportsmanship incidents, <b>including positive feedback of players, coaches or teams.</b>



# DIAA POLICIES & PROCEDURES

---



## APPEAL OF GAME EJECTION

- To appeal a game ejection, guidelines within Regulation 1007 should be followed, as necessary.
- When appealing a game, supporting documents should be submitted to DIAA to assist with the appeal process
- Supporting documents can exist but are not limited to:
  - Photographs
  - Films
  - NFHS Rules



# DIAA POLICIES & PROCEDURES

---



## GAME EJECTIONS:

### REGULATION 1007 2.3

- Player or coach disqualified for an unsportsmanlike act shall be suspended from the next contest
- The coach or player **shall not be physically present** at any contest in that sport during the suspension
  - Coach or player must be **out of sight and sound** of the game and game related activities
- Any repeated acts of unsportsmanlike conduct by game participants during a season shall be ineligible for the next contest



# DIAA POLICIES & PROCEDURES

---



## GAME EJECTIONS:

### REGULATION 1007 2.3

- If a coach or player is disqualified from the final game of the season, the suspension will carry over to the next year in that sport
- A coach or player ejected for the **second time** during the same season will be subjected to a **2 game suspension** and will meet before the DIAA Sportsmanship Committee



# DIAA Awards

---



## DIAA Scholar-Athlete State Tournament Awards

NEW format for 2023-2024

1 award per school, per tournament for team sports  
Swimming, Cross Country, Indoor & Outdoor Track,  
Golf Tennis ??

## Harry Roberts/DIAA Senior Scholar-Athlete Awards

## Dale Farmer/DIAA State Champions in Sportsmanship Award

-Award needs to be revamped, HOW ??????



# NFHS AllAccess and Rules App

---



- NFHS AllAccess (replaced e-books) is now available for digital rule books and other publications <https://allaccess.nfhs.org/>
- NFHS Rules App:
  - Searchable
  - Highlight areas of interest
  - Make notes
  - Easy navigation
  - Immediate availability



# NFHS Rules Information

---



- For Coaches & Officials - <http://www.nfhs.org/RuleChangeProposal>
- NFHS Rules Questionnaire – Yearly input from Coaches/Officials  
<http://www.nfhs.org/sports-resource-content/nfhs-sport-questionnaires/>
- 2023-24 Rule Books will be distributed by AD's to Head Coaches (Provided to schools by DIAA)



# NFHS LEARN

---



## FREE courses include:

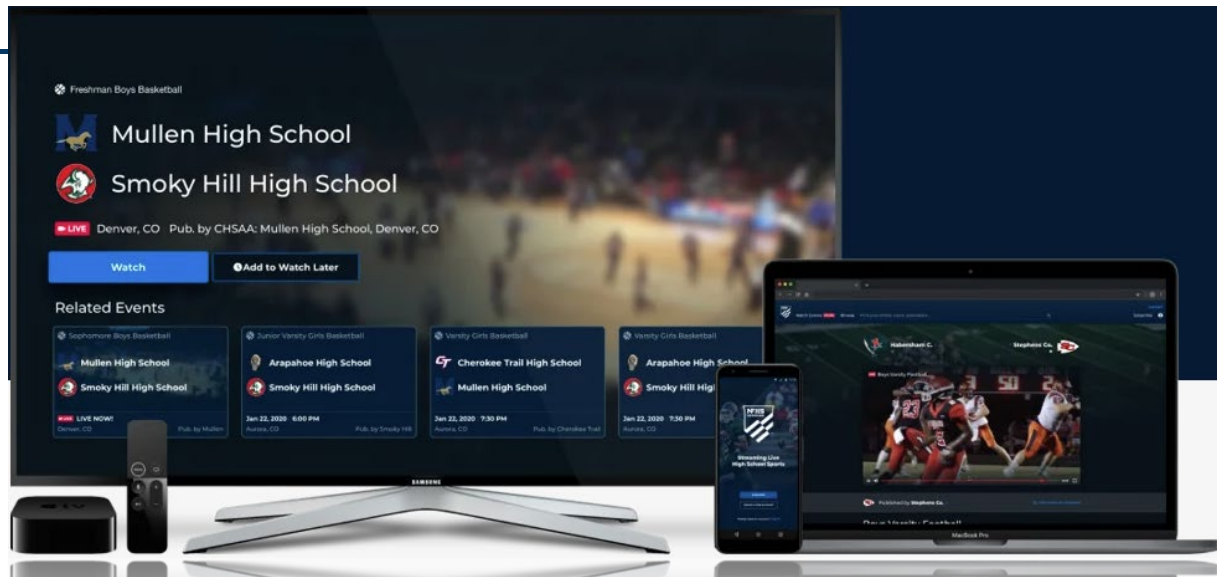
- Bullying, Hazing and Inappropriate Behaviors
- Understanding Copyright and Compliance
- **Hazing Prevention for Students**
- **Concussion in Sports**
- **Concussion for Students**
- **Heat Illness Prevention**
- **Sudden Cardiac Arrest**
- **Sportsmanship**
- Coaching Unified Sports
- Positive Sport Parenting
- NCAA Eligibility







# NFHS Network



- **DIAA will continue to partner with the NFHS Network for all championship events.**
- All Championship events are the sole property of the DIAA. Any events not covered by the NFHS Network can be made available to participating schools (Prior approval is required and fees may apply).
- NFHS Network subscriptions makes watching possible no matter where you are.

# CONNECT WITH DIAA

---



TWITTER

@DIAA\_Delaware



FACEBOOK

Delaware Interscholastic Athletic Association



INSTAGRAM

@DIAA\_de



# THANK YOU

FOR YOUR SUPPORT OF THE DIAA &  
INTERSCHOLASTIC ATHLETICS!

**Do you have any questions?**

Please contact Angel Prinos at:  
[Angel.Prinos@doe.k12.de.us](mailto:Angel.Prinos@doe.k12.de.us)



Coming Up Next ...



# DAAD BUSINESS MEETING

