

MHSA Requirement for Pre-Event Medical Meetings beginning in the 2026-27 School Year

A pre-event medical meeting is a brief, essential gathering held before every sanctioned interscholastic athletic contest to review the emergency action plan (EAP), confirm AED location, and clarify each participant's role. The Montana High School Association (MHSA) has mandated this meeting starting July 1, 2026, for every level of play from freshmen to varsity. The requirement is supported by the National Federation of High Schools and the National Athletic Trainers' Association.

The Requirement

A brief pre-event medical meeting must occur before every sanctioned contest at every level (freshmen through varsity).

Attendees must include game officials, home and visiting head coaches, game administrator, and on-site athletic trainer or medical professional, if present.

- The meeting must cover introductions, AED location, EMS access points, and a brief role review using the attached template.
- The host school's athletic trainer/medical professional initiates the meeting; if none is present, the game administrator leads.
- Post-season tournament exemption: EAP and meeting information should be distributed at the pre-tournament coaches' meeting or emailed to all ADs and ATs. Individual pre-game meetings are not required during tournaments; the printed template should be kept at the score table throughout.

Implementation

The MHSA Sports Medicine Advisory Committee has piloted this program since fall 2025. Recommended timing by sport:

- **Football:** 30 minutes before kickoff, when officials first step on the field.
- **Soccer, volleyball, basketball, softball, baseball:** At the conclusion of the coaches and captains meeting.
- **Cross-country, golf, track & field, wrestling, swimming, tennis:** Designate a time on the event timing sheet sent prior to the contest.

For sports without a formal coaches' meeting, the template may be sent digitally or handed to visiting coaches upon arrival—but not more than 24 hours before the contest. The template must be re-filled for each home contest to reflect current personnel.

Conclusion

Pre-event medical meetings require no additional equipment, personnel, or cost. They take 30 seconds to 2 minutes and do not disrupt established pre-game procedures. By mandating them across all MHSA classifications—regardless of whether a school employs an athletic trainer—the MHSA can strengthen emergency preparedness, reduce response time, and take a simple yet powerful step toward protecting the health and safety of Montana's student-athletes.





MONTANA
ATHLETIC
TRAINERS'
ASSOCIATION

Pre-Event Medical Meeting

Please delete the highlighted portions below and fill in according to your specific school information

Emergency Personnel *(add/delete rows according to personnel present)*

Personnel	Name	Cell Number	Location
Athletic Trainer			
Game Admin			
Visiting AT	<i>If present</i>		
Team Physician	<i>If present</i>		
Designated Hospital			

AED Location: *State exact location of the AED*

Lightning Location: *Outdoor sports only. Specify indoor location if lightning delay occurs*



AED Location: *State exact location of AED*

Lightning Location: *Outdoor sports only. Specify indoor location if lightning delay occurs*

EMS Access Point: *Include meeting point for EMS and how they will access the specific venue or ambulance location if they are onsite. Also include any emergency hand signals to call ambulance or EMS on to field (outdoor sports only) Ex. Arms crossed overhead*



Emergency Action Plan

Insert name of school coaches are trained in the venue specific EAP and CPR. They will assume their roles if an emergency occurs including care of injured athlete, home or away team, and calling 911.

Visiting Coach Roles: crowd control, ride in ambulance if parents are not present, contact parents

Example script: "My name is Riley, I'm the athletic trainer and this is Travis our game admin today. We'll both be sitting in the corner by the home bench if needed. The AED is under the home bench water cart in the lime green bag. If we need to call an ambulance, Travis will do so and coach will meet EMS at the East endzone of Naranche through the Main Street doors. If an athlete goes down, Butte High staff will activate the EAP and assume their roles. As visiting coach, please contact the athlete's parents, remove your team from the court, and ride in the ambulance if parents aren't present."

Medical Time Out

Event: Lockwood vs Hardin Football

Date: 9/25/26



Emergency Personnel:

Personnel	Name	Cell Number	Location
Athletic Trainer	Marietta Meuli	406-223-2563	Line of scrimmage, Home sideline
Game Admin	Jake Lynch, AD	406-594-5472	Home sideline
Team Physician	Tom Spears, DO	406-426-6557	Home sideline
Designated Hospital	Intermountain ER	406-657-7000	1233 N 30th St E Billings, MT 59101

Emergency Action Plan

Lockwood High School coaches are trained in the venue specific EAP and CPR. They will assume their roles if an emergency occurs including care of the injured athlete, home or away team, and calling 911.



Visiting Coach Roles: crowd control, ride in ambulance if parents are not present, contact parents.

AED Location

AED is with the Athletic Trainer in the **FIELD CART** on the **HOME SIDELINE** at the **50 YARD LINE**
OR in the wall mounted AED box inside the **TICKET BOOTH** at the **MAIN GATE** to the stadium.

Lightning Location

Teams & Officials to their respective locker rooms. Band & Cheer the Main Gym. Spectators to their cars.
Weather Bug & My Lightning Alert is used to monitor & track lightning. Athletic Trainer will inform head official of approaching weather at 12 miles. The facility is cleared at 10 miles. No return until storm lightning is clear for 30 minutes.

EMS Access Point

EMS will be onsite for today's game.

EMS will be located at the **NORTHWEST** end of the field between the end zone and the **GRANDSTANDS**

****If transport is required, a second ambulance will be called to transport.**

The second unit will take **US HIGHWAY 87 EAST** to the **MAIN PARKING LOT** of Lockwood High School. They will park outside the **AMBULANCE GATE** located at the **NORTH END** of the **GRANDSTANDS**.

Emergency Hand Signals:

Hand Signal	Action Initiated
Arm extended overhead with clenched fist	Summon physician to the field
Clenched fist, pointer finger spinning	Activate EMS on site or designated individual to call
Fist striking chest	Cardiac/respiratory arrest; bring AED, oxygen, stretcher; ATs removed uniform
Arms held horizontally	EMS bring spine board for possible cervical/spine injury; EMTs & ATs prepare for patient roll or lift
Supinated hands in front of body, waist level	Stretcher needed

Medical Time Out

Event: Lockwood vs Park Volleyball

Date: 9/22/26



Emergency Personnel:

Personnel	Name	Cell Number	Location
Athletic Trainer	Marietta Meuli	406-223-2563	On the soccer field
Game Admin	Bryce Wright, MS AD	406-696-5399	Scorer's table
Designated Hospital	Intermountain ER	406-657-7000	1233 N 30th St E Billings, MT 59101

Emergency Action Plan

Lockwood High School coaches are trained in the venue specific EAP and CPR. They will assume their roles if an emergency occurs including care of the injured athlete, home or away team, and calling 911.

Visiting Coach Roles: crowd control, ride in ambulance if parents are not present, contact parents.



AED Location

AED is in the wall mounted AED box across the hall from the second set of doors to the CTE Gym.

EMS Access Point

EMS is not on site for today's game. They can be contacted using **911**.

EMS will use **STONEHAVEN TRAIL** to park in the **DON REED CENTER PARKING LOT**.

EMS enters the building using the doors marked **TEAM ENTRANCE**. EMS enters the **MAIN GYM** using the **EAST DOUBLE DOORS**.

Emergency Hand Signals:

Hand Signal	Action Initiated
Clenched fist, pointer finger spinning	Activate EMS - designated individual to call
Fist striking chest	Cardiac/respiratory arrest; bring AED, Activate EMS
Pointing at head	Possible concussion

Example script: "My name is Bryce, I'm the Game Admin today. I will be at the scorer's table by the home bench if needed. Marietta, our Athletic Trainer, will be on the soccer field. She is available, if needed. The AED is at the top of the WEST bleachers on the walking track OR out the double doors to the Right at the end of the hallway on the LEFT. If we need to call an ambulance, Bryce will do so and coach will meet EMS at the TEAM ENTRANCE doors. If an athlete goes down, Lockwood High staff will activate the EAP and assume their roles. As visiting coach, please contact the athlete's parents, remove your team from the court, and ride in the ambulance if parents aren't present."