

FALL ATHLETIC/ACTIVITY ADMINISTRATORS WORKSHOP

Designed for New Athletic/Activity Administrators

**August Dates: Tuesday, August 14 &
Wednesday, August 15, 2018
Tuesday, March 26, 2019**

DoubleTree North Brooklyn Center and
Minnesota State High School League Office

Co-Sponsored by



This workshop is designed to help new Athletic/Activity Administrators.

The program is set up to give information on the benefits of the MnIAAA and NIAAA, the Minnesota State High School League, its functions and how it helps the member schools. Sessions designed to help with the “Nuts and Bolts” of everyday operations, and a session on the “Role of the Region in Student Activities”.

Bring your laptop, ipad, or tablet

Day One
First General Session
DoubleTree North – Lake of the Isles Room

1:00-1:30 p.m. – **Registration and Welcome**

1:30-2:30 p.m. – **Roundtable discussions**

Introductions

What questions do you have about?

- 1) Eligibility
- 2) rSchool
- 3) MSHSL
- 4) Conference
- 5) Regions/Sections
- 6) etc.

2:30-3:00 p.m. – **How the Workshop helped me; presenters pending**

3:00-3:15 p.m. – **Break**

3:15-4:00 p.m. – **Exec Board Q & A from the 1:30 pm Roundtable**

4:00-5:15 p.m. – **Using rSchooltoday – MnIAAA Exec. Board**

5:15-5:45 p.m. – **Break**

5:45-6:46 p.m. – **Dinner – Invocation** Bob Grey, MnIAAA President

6:45-8:00 p.m.

“The MnIAAA, NIAAA AND You” – *Mike Beck, MnIAAA Exec. Sec*

“It Begins with the MNIAAA” – *Mark Kuisle, MnIAAA 1st Vice President*

“You are the MnIAAA” – *Brent Schimek, MnIAAA 2nd Vice President*

“What Works for Me” – *Charlie Campbell, MnIAAA Past President*

8:15 p.m. – **Idea Exchange**

Day Two
Second General Session
MSHSL Office - Brooklyn Center

9:00 -9:15 a.m. – **Welcome and Introductions** – Erich

9:15 -10:15 a.m. – **Eligibility Info/Training** – Craig

10:15 -10:30 a.m. – **Break**

10:30 -11:00 a.m. – **CER Training** – Jody

11:00 -11:30 a.m. – **Important things to know** – Bob

- Projected Calendar
- MSHSL Webpage
- 3-year calendar
- Administrative Page
- Activities and State Tournament information
- Certified Online Providers
- Section Assignments
- Developing your network

11:30-noon – **Questions** – we can give them an opportunity to write down questions and then collect

12:00 p.m. – Working lunch and LTC 501

Day Three – Tuesday, March 26, 2019 9:00 a.m. – LTC 502
Rivers Edge Convention Center, St. Cloud

Registration, MnIAAA.org
([click HERE to register](#))

Rooms if needed Doubletree North 763.566.8000,
ask for MnIAAA Workshop rate, \$109 plus tax.

Questions: Mike Beck 763.295.4412 or beckmb@live.com

Course Descriptions

LTC 501 – Athletic Administration: Philosophy, Leadership, Organizations, and Professional Programs

This flagship course of Leadership training serves as an overview for the Certified Athletic Administrator examination. Topics discussed include: NFHS, NIAAA, legal issues, communication, budgets, Technology and Leadership Styles. The course also previews the NIAAA Certification Program and the Leadership Training Program. It is a prerequisite for all levels of certification. A student activity manual is included.

LTC 502 – Athletic Administration: Principles, Strategies and Methods

This course will take a basic approach to the fundamentals and methods of athletic administration and will alert and educate athletic administrators regarding potential problems and possible solutions in areas such as budgets, transportation, scheduling and parent/student/coach conflicts. The course will also touch upon sample athletic/activity program philosophies, department organizational charts, activity procedures/checklists, public relations, coaching applications/assessments and emergency plans. Course materials, as well as the manual "Athletic Administration: A Comprehensive Guide" are included.