

FALL ATHLETIC/ACTIVITY ADMINISTRATORS WORKSHOP

Designed for New Athletic/Activity Administrators

**August Dates: Wednesday August 7 &
Thursday August 8, 2019
Tuesday March 24, 2020**

Radisson Hotel 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 Radisson Hotel Brooklyn Center Lake of the Isles Room

9:00-9:30 a.m. – **Registration and Welcome**

Mark Kuisle MnIAAA President

9:30 a.m. – **LTI 501**

1:00 p.m. – **Pizza Break**

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

Introductions

What questions do you have about?

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

2:30-3:00 p.m. – **How the Workshop helped me (3rd-4th year AD's)**

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**

5:45-6:45 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” – *Brent Schimek MnIAAA 1st Vice President*

“You are the MnIAAA” – *Matt Mattson MnIAAA 2nd Vice President*

“What Works for Me” – *Bob Grey, MnIAAA Past President*

8:15 p.m. – **Idea Exchange**

Day Two
Second General Session
MSHSL Office - Brooklyn Center

9:00-9:30 a.m. – **Welcome and Introductions** – *Erich Martens and MSHSL Staff*

9:30-10:45 a.m. – **Eligibility/Transfers/Best Practices** – *Craig and Bob*

10:45-11:30 a.m. – **Purpose and Why We Play** – *Russ Reetz, Prior Lake H.S.*

11:30-noon – **Q & A** – **Address questions submitted by A.D.'s** – *Craig & Bob*

12:00 p.m. – **Working Lunch**

Day Three – Tuesday March 24, 2020 9:00 a.m. – LTC 502
Rivers Edge Convention Center, St. Cloud.

Registration, MnIAAA.org
(click New Administrators Workshop)

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

Questions: Mike Beck 763.295.4412 or beckmb@live.com

Course Descriptions

LTI 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.

LTI 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.