

MIAA SIXTH ANNUAL ATHLETIC DEPARTMENT ADMINISTRATIVE ASSISTANTS' CONFERENCE



Tuesday, September 23, 2008
33 Forge Parkway
Franklin, MA

This event is co-sponsored by MIAA and MSSADA.

This conference is inspired by the valuable work of the athletic department assistant. We encourage athletic directors to consider attending this event with their assistants. To quote from one of last years participants: "My favorite section was just sharing information. Loved meeting Jan, Bonnie & Nancy."

EACH ATTENDEE IS ASKED TO BRING 2 FORMS THEY USE ON A REGULAR BASIS IN THEIR OFFICE, FOR NETWORKING AND DISTRIBUTION – THANKS!

8:00-8:30 Continental Breakfast and Registration

8:30 Welcome – MIAA Executive Director, **Dick Neal**

- MIAA Handbook
- Cooperative Teams
- Coaching Out of Season
- Ways the MIAA can assist you
- Hosting an MIAA Tournament

9:00 Meet the MIAA Staff – put a face with the telephone call or email

9:15 Group Activity – situations that happen in your Athletic Office

10:00 Break

10:15 Technology – MIAA Assistant Director, **Sherry Bryant**

- Member's Only
- Scheduling System
- Facility Information
- Coaches registration
- Tournament Forms
- Member School look-up and edit functions
- Important MIAA deadlines & cut-off dates

11:15 Student Services – How to involve your school, Assistant Director of Student Services, **Peter Smith**

11:30 MIAA Rule Change Proposals for 2009-11, MIAA Assistant Director, **Dick Baker**

11:45 Open discussion – current issues & handouts

12:15 Luncheon & Networking



Directions to the MIAA Office
33 Forge Parkway, Franklin, MA
508-541-7997

From the Mass Pike: Take exit 11A Route 495. Follow directions below – **From the North.**

From the North: Follow Route 495 south to Exit 17 (Franklin/Bellingham) Route 140 (North). At the top of the exit ramp bear right. Follow Route 140 straight for approximately one mile, to the third set of traffic lights, turn left onto Forge Parkway and left again into the MIAA entrance.

From the South: Follow Route 495 north to Exit 17 (Franklin/Bellingham) Route 140. At the top of the exit ramp take a left. Follow Route 140 straight over new bridge for approximately one mile, at the fifth set of traffic lights on Route 140 (counting the light at the top of the exit ramp from Route 495S), turn left onto Forge Parkway and left again into the MIAA entrance.



Athletic Department Administrative Assistants' Conference Registration Fee:

Attendee: \$75
Two Attendees (from the same school): \$100

Cancellation Policy: Cancellations received up to 72 hours before the workshop will be honored. If you do not cancel and do not attend, you are responsible for full payment.



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Name (please print)

School

Title

School Address

City

State

Zip Code

School Phone

Email

Billing Address

City

State

Zip Code

PO Number

Return to MIAA -Attn: **Nancy** ~ 33 Forge Parkway ~ Franklin, MA 02038
Phone: 508-541-9817 ~ Fax: 508-541-9888

[CLICK HERE TO
REGISTER ON LINE](#)