



New and Aspiring Athletic Director's Workshop

Monday, April 12, 2010

MIAA Office

33 Forge Parkway, Franklin, MA

This event is co-sponsored by the MIAA & MSSADA

Workshop is open to first year Athletic Directors and All who would like to know more about becoming an Athletic Director – Coaches, Teachers, College Students, Youth Organizations, and Official Organizations. More than 225 people have attended our first five workshops and many are presently serving as Athletic Directors in Massachusetts. *Quote from one of last year's participants, "Great Workshop! Very informative, well presented, and extremely organized. Well worth my time, and the investment. Thank You!"*

7:30 **Continental Breakfast and Registration**

8:00 **Welcome – Dick Baker**

Program/Handouts, education requirements to become an athletic director & two “real” situations

8:45 **MIAA – Massachusetts Interscholastic Athletic Association – Dick Neal**

Mission, Philosophy, Workshops, & Handbook of Rules and Regulations

MIAA – Technology – Sherry Bryant- Making use of the MIAA website

NIAAA – National Interscholastic Athletic Administrations Association – Walter Sargent

How to join, Benefits for you, Role it plays, Game Rules & Convention

MSSADA – Massachusetts Secondary School Athletic Directors Association – Fran Whitten

LTC – Leadership Training Courses – Rich Lewis

Courses, when offered and standards

10:00 **What does an Athletic Director do?**

*** PART 1 ***

- School Size – Multiple responsibilities
- Booster Clubs
- Set up hazing & harassment workshops for staff & students
- Develop mission statement & serve as curriculum specialist
- Tournament Formats – Tournament Entry Forms
- Develop a coaches handbook
- Sportsmanship
- Run efficient meetings (pre-season, parents/coaches)
- Eligibility of athletes

10:35 **Break**

10:45 **Getting the Job – Brian Halloran**

Interviewing Process, Techniques and Questions to ask

11:15 **What does an Athletic Director do?**

*** PART 2 ***

- MGL – Ch 119,S51A (Protection of Children)
- Communicates – students, athletes, coaches, commissioners, media, administration, parents & fans
- Checks all facilities for safety & liability issues.
- A typical daily schedule
- Ordering & Purchasing of equipment
- Hiring of coaches – Process & Evaluation
- Line the field & coach the team
- Develop budget, do fund raising, recommend user fees
- Purchase equipment
- Schedule the games, buses, gyms, fields, officials, contracts & practices

11:45 **Sharing – Athletic Directors will speak on how they got involved**

Maryann Cappello, Cambridge Rindge & Latin School

Mike McGrath, Randolph High School



12:00 **Lunch**

12:30 *Preparation – Dealing with real situations – participants will have the opportunity to react to how they would handle the following:*

- Parent brings in a newspaper article about in season athletes drinking
- Police want you to hire 8 for Friday night football home games
- Bomb threat after the Ice Hockey game has started
- Cheering parents go to superintendent to have practices reduced
- Your coach is out of control during a basketball game
- Parent refuses to sign permission form
- Girls come to you to start Girls Lacrosse, you already offer Boys Lacrosse
- You smell alcohol on the breath of your coach
- Captain of tennis comes to you and wants the coach fired

2:00 *What you should do next!*

**General Information for the Sixth Annual New & Aspiring Athletic Director Workshop
April 12, 2010**

Cost: \$95 per – Two registering together: \$150

For more information, contact Dick Baker @ the MIAA: Tel: 508-541-7997 or email: dbaker@miaa.net

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.

1. *Name and Position now (please print):* _____

School/Organization (if applicable): _____

Address: _____

City: _____ *State:* _____ *Zip Code:* _____

Billing address: _____

Phone: _____ *Email Address:* _____

PO #/Check #: _____

2. *Name and Position now (please print):* _____

School/Organization (if applicable): _____

Address: _____

City: _____ *State:* _____ *Zip Code:* _____

Billing address: _____

Phone: _____ *Email Address:* _____

PO #/Check #: _____

Return to MIAA ~ Attn: Nancy ~ 33 Forge Parkway ~ Franklin, MA 02038

Phone: 508-541-9817 ~ Fax: 508-541-9888

[CLICK HERE TO REGISTER ONLINE](#)

From the Mass Pike: Exit at 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.