

You'll benefit from the MPA's

Mandatory Workshop for New High School Athletic Administrators

- MPA staff will provide a comprehensive review of policies, procedures, publications, and services.
- You'll network with other athletic administrators and explore issues related to your unique position.
- You'll learn about key organizations involved in Maine's interscholastic sports and your opportunities for participation.
- You'll have the opportunity to take the NIAAA-LTC Course 502 "Athletic Administration: Principles, Strategies, and Methods."

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 such areas 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/check lists, public relations, coaching applications/assessments, and emergency plans. Course materials, as well as the manual, "Athletic Administration: A Comprehensive Guide," are included.

Instructors will be Susan Robbins, CMAA, Yarmouth High School and Todd Livingston, CAA, Falmouth High School.

— How to get to the MPA Conference and Meeting Center —

The MPA office is located at 50 Industrial Drive, Augusta, telephone - 622-0217.

From the Augusta/Belgrade exit, Exit 112B (from the south) or Exit 112 (from the north) off Interstate 95, turn right onto Route 27 (Civic Center Drive) as if to go towards Belgrade and travel 7/10 of a mile. At the light, take a left onto the Leighton Road (opposite the Elks Lodge) and an immediate right on Industrial Drive. The MPA Conference and Meeting Center is the third building on the left.

ATTENDANCE IS MANDATORY FOR NEW ATHLETIC ADMINISTRATORS.

The MPA membership voted in 2008 that all new high school athletic administrators must attend the "Mandatory Workshop for New High School Athletic Administrators."

Attendees are asked to please bring copies of the fall bulletins. Fall bulletins may be downloaded from the MPA website: http://www.mpa.cc/id_sports_bf.html. Reading the sections on sport seasons, eligibility, transfer rules, officials' fees, sanctions, sports medicine, and Heat points before the workshop will help you to raise questions relevant to your school.

For more information, call the MPA office at 622-0217.

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Organization
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Hallowell, Maine

Maine Principals' Association
50 Industrial Drive
P.O. Box 2468
Augusta, ME 04338-2468



Mandatory Workshop for New High School Athletic Administrators

August 4, 2010

Maine Principals' Association
Conference and Meeting Center
50 Industrial Drive
Augusta, Maine

Mandatory Workshop for New High School Athletic Administrators
~ August 4, 2010 ~

Please register before July 28.
(Sorry, no refunds after the July 28
registration deadline.)

**Mandatory Workshop for New
High School Athletic Administrators**

Name _____

Badge Name _____

Position _____

School _____

Address _____

Phone _____

E-mail * _____

(* Required—Conference confirmation sent by e-mail only)

MPA Registration Fee: \$80
8:45 a.m. - 2:20 p.m.

Includes program, materials,
continental breakfast, and lunch.

___ Check enclosed. ___ Bill school.

*Mail registration form
and check payable to MPA to:*

Maine Principals' Association
P.O. Box 2468
Augusta, Maine 04338-2468

What one question/issue do you suggest we address?

Wednesday, August 4, 2010

8:30 a.m. Registration and Refreshments

8:45 a.m. Welcome and Introduction of MPA Staff
Dick Durost, MPA Executive Director

The Athletic Administrator and the MPA

- Organization of the MPA/Committee Structure
- MPA services
- MPA website, Online forms, and Heal Points
- Handbook, Due Dates, Bulletins, Forms, and Late Fees
- Classification, Cooperative Teams/Individuals, Hy-Tek

Break

- Eligibility, Appeals, Transfers, Recruitment
- Coaches' Eligibility/Coaches' Handbook
- Sports Season, Foreign Exchange, Rulebooks, Sanctions, Single Sex Teams/
Gender Equity, Sunday Competition, Ethics, Home Schooling, and Middle Level

Important Information/Issues

Ethics	Single Sex
Foreign Exchange	Sportsmanship
Home Schooling	Sport Season Policy
Middle Level	Sunday Competition
Rulebooks	Team/Gender Equity
Sanctions	Transfer and Recruitment

12:30 p.m. Lunch

Your Issues -- Identified through the registrations

MIAAA Panel -- What I know now that I wish I knew then...
Todd Livingston, CAA, Falmouth High School; Marty Ryan, CMAA,
MIAAA Executive Director; Susan Robbins, CMAA, Yarmouth High School;
and Craig Sickels CAA, Freeport High School

2:20 p.m. Wrap-up/Closing Remarks

2:30-6:30 p.m. MIAAA Presents the National Interscholastic Athletic Administrators Association's Leadership Training Course #502 (See Course Description)
Instructors will be members of the MIAAA Leadership Training and Teaching staff. SEPARATE REGISTRATION REQUIRED.

Please register before July 16.
(Sorry, no refunds after the July 16
registration deadline.)

**LTC 502—Athletic Administration:
Principles, Strategies, and Methods**

Name _____

Badge Name _____

Position _____

School _____

Address _____

Phone _____

E-mail * _____

(* Required—Conference confirmation sent by e-mail only)

**LTC 502—Athletic Administration:
Principles, Strategies, and Methods**
Registration Fee: \$125
2:30 - 6:30 p.m.

Includes materials.

**~ TO HAVE LTC 502 MATERIALS, YOU
MUST REGISTER BY JULY 16, 2010 ~**

___ Check enclosed. ___ PO # _____

**Make check payable to MIAAA and
mail registration form and check
to:**

Susan Robbins, Athletic Administrator
Yarmouth High School
286 West Elm Street
Yarmouth, ME 04096