

**AKIAAAA**  
ALASKA INTERSCHOLASTIC  
ACTIVITY ADMINISTRATORS ASSOCIATION



ABOUT ASAA

# 2026 NEW ACTIVITY DIRECTORS TRAINING

*GAME DAY & TRAVEL*

ABOUT AKIAAAA



PARENT MEETINGS



COACHES MEETINGS



The logo for the Alaska School Activities Association (ASAA) is enclosed in a dark blue oval. The acronym "ASAA" is written in a large, bold, dark blue sans-serif font. Below it, the full name "ALASKA SCHOOL ACTIVITIES ASSOCIATION" is written in a smaller, dark blue, all-caps sans-serif font. At the bottom, the slogan "Win for Life" is written in a dark blue script font, followed by a registered trademark symbol (®).

**ASAA**

ALASKA SCHOOL ACTIVITIES ASSOCIATION

*Win for Life*®

# ASAA HAS EMPLOYEES... BILLY STRICKLAND, EXECUTIVE DIRECTOR, SANDI WAGNER, ASSOCIATE DIRECTOR

---



[billy@asaa.org](mailto:billy@asaa.org)

907-545-4054

responsible for ASAA operations, staff, finances, **eligibility, waivers**, and ASAA board relations. He is Alaska's representative on the National Federation Council and currently is on the NFHS Board of Directors. Additionally, Billy serves on the ASAA Sports Medicine Advisory Committee.



[sandi@asaa.org](mailto:sandi@asaa.org)

907-723-3421

responsible for historical data, Alaska High School Hall of Fame, awards and serves on the Sports Medicine Advisory Committee. **She also provides support for the School Activities Reporting System (SARS)** She is the NIAAA Liaison and also coordinates **Tennis, 3A/4A Volleyball, Mix Six/2A Volleyball, Nordic Ski, Cheer, Soccer and Softball. Sandi also coordinates ASAA trainings for coaches and admin.**

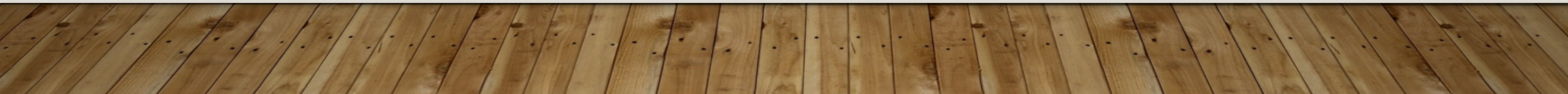
## Staff Roles

Deanna Montagna - Office Manager and Director of Fine Arts...manages office operations, assists Associate Directors and works with the Executive Director in communication to schools. Deanna provides support for the School Activities Reporting System (SARS) and is also responsible for **All State Art Competition, DDF and World Language Declamation Competition**. She is the secretary for the ASAA Board of Directors meetings and is charged with maintaining the minutes.

Kathleen Navarre -Associate Director- **coordinates Cross Country, Flag Football, Swim & Dive, Wrestling, Basketball, Track & Field, Baseball** and assists in other ASAA programs. Kathleen consults with Special Olympics Alaska on the development and promotion of Unified Sports.

Brian Hosken -Associate Director...responsible for officials and coaches' certification, state championship officials' selection and ejections, grant writing and administrating. He also **coordinates Football and Hockey**.

Kari McFeron – Receptionist...assist with front office duties



# ASAA CONTRACTORS AND PARTNERS

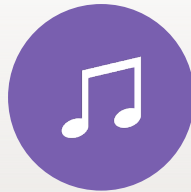
---



COLIN MCDONALD - TPG  
(MARKETING &  
DEVELOPMENT)



RAPI SOTOA – TPG/ASAA  
(MARKETING, SOCIAL  
MEDIA, ESPORTS)



BARB CARROLL - MUSIC



Jeanie Farley – Business  
Manager



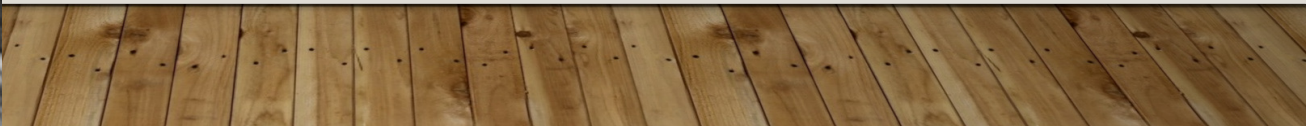
KASSANDRA MIROSH –  
STUDENT GOVERNMENT



# ASAA STRUCTURE

---

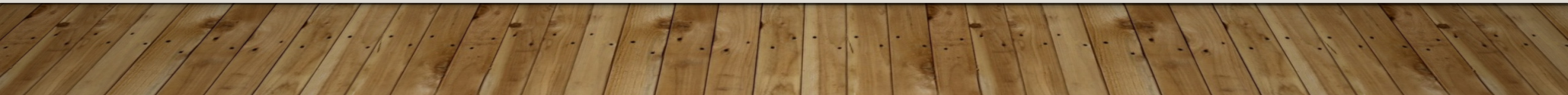
....In 1986, the Department of Education eliminated funding for ASAA. The Board of Control voted to incorporate as a **501(c)(3) non-profit corporation**, beginning July 1, 1987. Because of ongoing jurisdictional issues between the Association and the State of Alaska, both entities sought a legal resolution. This resulted in the 1995 repeal of the Legislative Statue that had placed ASAA under the Department of Education.



# ASAA LEADERSHIP...

---

- The Alaska School Activities Association is governed by a Board of Directors. The Board of Directors consists of the elected representative from Region 1, Region 2, Region 3, Region 4, Region 5 and Region 6 and one representative each from the Association of Alaska School Boards, the Alaska Superintendents Association, and one non-voting ex-officio member representing the Alaska Association of Student Governments.
- The Board of Directors shall appoint an Executive Director, prescribe duties and fix the compensation. This person shall serve at the pleasure of the Board. The Board may appoint other officers, agents and employees and prescribe their duties and compensation.



# CURRENT ASAA BOARD OF DIRECTORS

- Board members serve two-year terms and may serve up to three consecutive terms.
- The Alaska Association of Student Governments is invited to appoint one non-voting ex-officio representative to the Board with terms not to exceed two years.



**Region 1**  
**Patrick Callahan**  
**Activities Director**  
Nome-Beltz  
P.O. Box 131  
Nome, AK 99762  
Phone: 907-443-6180  
Fax: 907-443-3626  
(3rd term, ends December 2026)



**Region 2**  
**James Sickler**  
**Activities Director**  
Sustina Valley High School  
P.O. Box 8580  
Talkeetna, AK 99676  
Phone: 907-733-9300  
Fax: 907-733-9380  
(3rd term, ends December 2026)



**Board President**  
**Region 3**  
**Stacia Rustad**  
**Activities Principal**  
Wasilla High School  
701 East Bogard Road  
Wasilla, AK 99654  
Phone: 907-352-8249  
Fax: 907-352-8282  
(3rd terms, ends December 2027)



**Region 4**  
**Tim Helvey**  
**Principal**  
Eagle River High School  
8701 Wolf Den Drive  
Eagle River, AK 99577  
Phone: 907-742-2700  
Fax: 907-742-2710  
(3rd terms, ends December 2027)



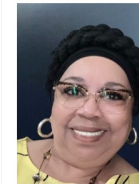
**Region 5**  
**Jaime Cabral**  
**Activities Director**  
Petersburg High School  
P.O. Box 289  
Petersburg, AK 99833  
Phone: 877-526-7656  
Fax: 907-772-4168  
(2nd term, ends December 2026)



**Region 6**  
**Wayne Sawchuk**  
**Activities Director**  
Fairbanks North Star Borough School District  
520 5th Ave  
Fairbanks, AK 99701  
Phone: 907-452-2000  
Fax: 907-451-0541  
(2nd term, ends December 2026)



**Alaska Superintendents Association (ASA)**  
**Dr. Luke Meinert**  
**Superintendent**  
Fairbanks North Star Borough School District  
520 Fifth Ave  
Fairbanks, AK 99701  
Phone: 907-452-2000  
(First term, ends December 2027)



**Alaska Association of School Boards (AASB)**  
**Margo Bellamy**  
P.O. Box 202167  
Anchorage, AK 99520  
(1st term, ends December 2026)



**Alaska Association of Student Governments (AASG)**  
**Leif Konrath-Bera**  
Eagle River High School  
8701 Wolf Den Dr.  
Eagle River, AK 99577  
Phone: 907-742-2700  
Fax: 907-742-2710  
(Term ends December 2026)

*ASAA member schools are divided into 6 regions that span the entire state.*

## **Regional Divisions**

**Region 1 (Western Alaska)**

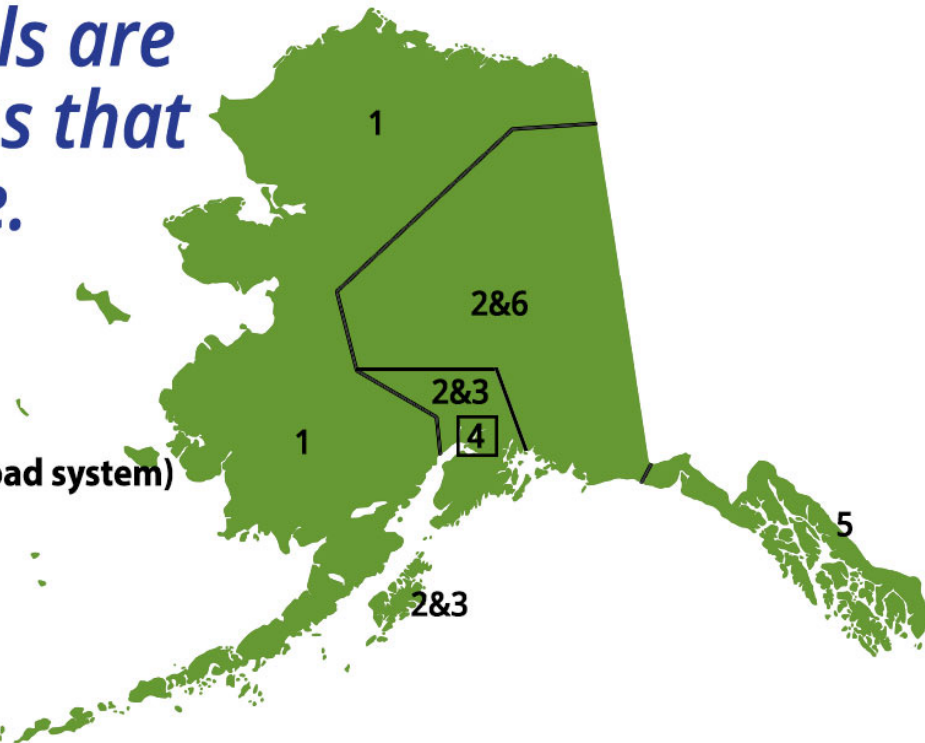
**Region 2 (Small Schools primarily along road system)**

**Region 3 (Southcentral Large Schools)**

**Region 4 (Anchorage School District)**

**Region 5 (Southeast)**

**Region 6 (Interior Large Schools)**



## Number of Schools, Students, Activities and State Championship Participation by Region

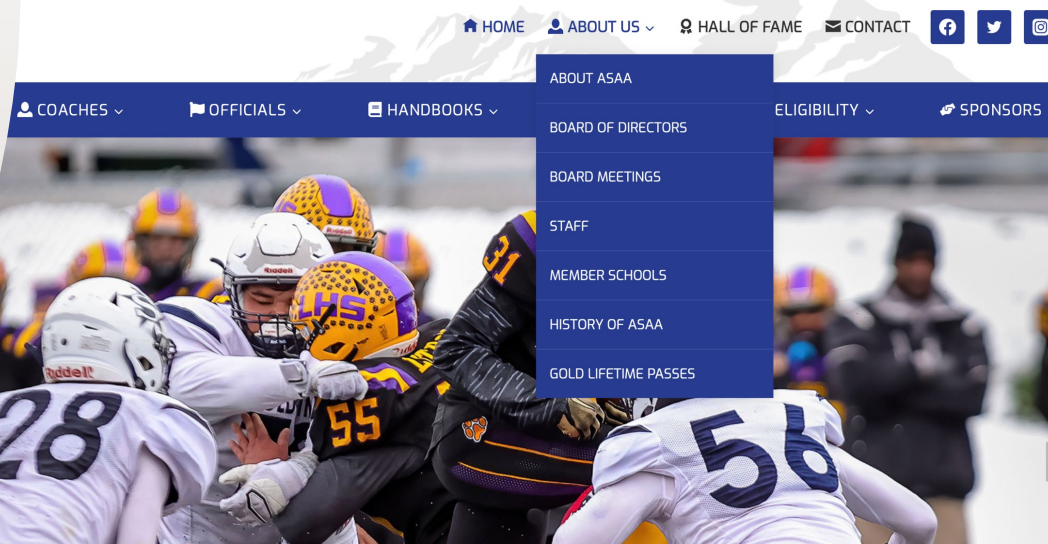
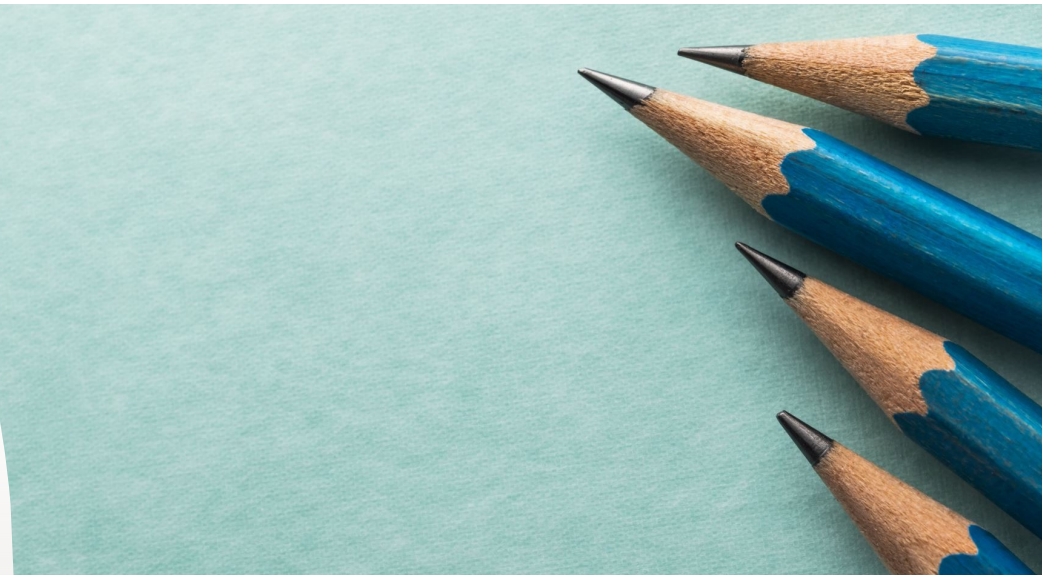
| REGION   | SCHOOLS | STUDENTS | ALT ED STUDENTS | ACTIVITIES | CHAMPIONSHIP PARTICIPATION |
|----------|---------|----------|-----------------|------------|----------------------------|
| Region 1 | 105     | 4,202    | 57              | 19         | 31 STATE EVENTS            |
| Region 2 | 55      | 2,947    | 1,899*          | 18         | 28 STATE EVENTS            |
| Region 3 | 13      | 9,043    | 2,876           | 26         | 46 STATE EVENTS            |
| Region 4 | 8       | 13,053   | 2,153           | 29         | 32 STATE EVENTS            |
| Region 5 | 21      | 3621     | 493             | 24         | 48 STATE EVENTS            |
| Region 6 | 10      | 6016     | 2,510           | 27         | 43 STATE EVENTS            |
| Totals   | 212     | 38,882   | 9,988           |            |                            |

The Student enrollment numbers include Alt Ed Students

\* The vast majority of Region 2 Alternative Education Student participate with Regions 3, 4, and 6 schools.

# BOARD AGENDA, PACKET & MINUTES

- I will typically post the Meeting Agenda about three weeks prior to the meetings.
- I will typically send out the Board packet to the Board Members about two weeks prior to the meetings.
- Unadopted Minutes are usually posted within a week of the Board meeting being concluded.





**2026 ASAA/First National Bank Alaska  
Football DII/DIII State Championships**  
October 16/17, 2026 at Colony/Wasilla High School

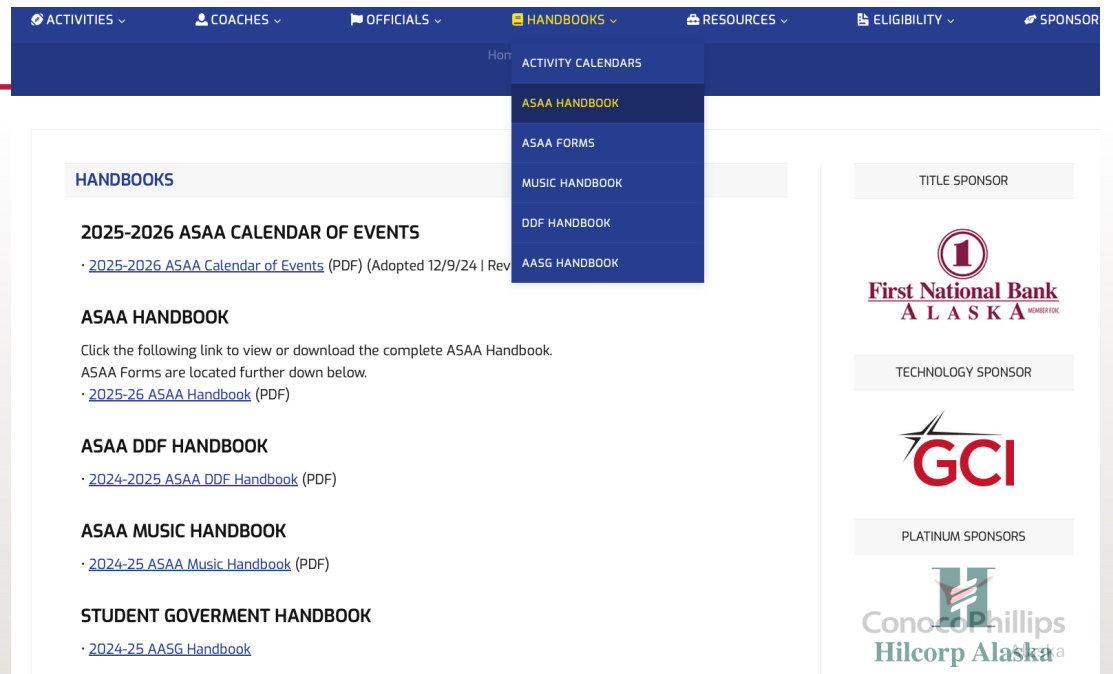
.....

Our Mission is to Provide and Promote Opportunities through Activities for all Alaska Students

ASAA WEBSITE----ASAA.ORG

# ASAA HANDBOOK

Found on the Handbook Tab...will  
be updated throughout the year



The screenshot displays the ASAA website's navigation menu and the Handbook section. The top navigation bar includes links for ACTIVITIES, COACHES, OFFICIALS, HANDBOOKS, RESOURCES, ELIGIBILITY, and SPONSORS. The HANDBOOKS dropdown menu is open, showing options for ACTIVITY CALENDARS, ASAA HANDBOOK, ASAA FORMS, MUSIC HANDBOOK, DDF HANDBOOK, and AA5G HANDBOOK. The main content area is titled 'HANDBOOKS' and lists several handbooks with links to their respective PDFs:

- 2025-2026 ASAA CALENDAR OF EVENTS**
  - [2025-2026 ASAA Calendar of Events](#) (PDF) (Adopted 12/9/24 | Rev
- ASAA HANDBOOK**
  - Click the following link to view or download the complete ASAA Handbook.
  - ASAA Forms are located further down below.
  - [2025-26 ASAA Handbook](#) (PDF)
- ASAA DDF HANDBOOK**
  - [2024-2025 ASAA DDF Handbook](#) (PDF)
- ASAA MUSIC HANDBOOK**
  - [2024-25 ASAA Music Handbook](#) (PDF)
- STUDENT GOVERNMENT HANDBOOK**
  - [2024-25 AA5G Handbook](#)

On the right side of the page, there are sections for sponsors:

- TITLE SPONSOR**: First National Bank ALASKA
- TECHNOLOGY SPONSOR**: GCI
- PLATINUM SPONSORS**: ConocoPhillips, Hilcorp Alaska

# CALENDAR OF EVENTS

- Approved each year at the December Board Meeting.
- **First Practice Date**
- **First Contest Date**
- **Last Contest Date**
- State Championship Dates and Location
- Board of Directors Meetings



## 2026–2027 ASAA CALENDAR

Approved: 12/8/25  
Revised: 6/21/26

| FALL ACTIVITIES                                   | Class                | First Practice | First Contest        | Last Contest (Regular Season/Cont. Champ) | STATE CHAMPIONSHIP DATES & LOCATIONS       |
|---------------------------------------------------|----------------------|----------------|----------------------|-------------------------------------------|--------------------------------------------|
| Cross Country Running                             | DI I DII I DIII      | July 27        | Aug 7                | Sep 26                                    | Oct 3 @ Bartlett HS                        |
| Coed Soccer                                       | One Class            | July 29        | Aug 13               | Oct 3                                     | None                                       |
| Tennis                                            | One Class            | July 29        | Aug 13               | Oct 3                                     | Oct 8-10 @ Alaska Club East                |
| Flag Football                                     | One Class            | July 29        | Aug 13               | Oct 3                                     | Oct 8-10 @ Wasilla HS                      |
| Football                                          | DIII / DII           | July 29        | Aug 13               | Oct 10                                    | Oct 16/17 @ Wasilla/Colony HS              |
| Football                                          | DI                   | July 29        | Aug 13               | Oct 17                                    | Oct 23 @ Colony HS                         |
| Football Cheer                                    | One Class            | July 29        | Aug 13               | Oct 23                                    | None                                       |
| Gymnastics                                        | One Class            | July 29        | Aug 13               | Oct 24                                    | None                                       |
| Swim & Dive                                       | One Class            | Aug 5          | Aug 20               | Oct 31                                    | Nov 6-7 @ Bartlett HS                      |
| Volleyball                                        | 3A   4A              | Aug 5          | Aug 20               | Nov 7                                     | Nov 12-14 @ Alaska Airlines Center         |
| Rifle                                             | One Class            | Sept 2         | Sept 17              | Dec 12                                    | None                                       |
| Volleyball                                        | Mix Six   2A         | Sept 9         | Sept 24              | Nov 26                                    | Dec 3-5 @ Dimond HS                        |
| Bowling                                           | One Class            | Sept 30        | Oct 15               | Feb 20                                    | None                                       |
| E-Sports - Fall                                   | One Class            | Sept 30        | Oct 15               | TBD                                       | None                                       |
| Wrestling                                         | DI I DII I Girls     | Sept 30        | Oct 15               | Dec 12                                    | Dec 18-19 @ Alaska Airlines Center         |
| WINTER ACTIVITIES                                 | Class                | First Practice | First Contest        | Last Contest (Regular Season/Cont. Champ) | STATE CHAMPIONSHIP DATES & LOCATIONS       |
| Hockey                                            | DII                  | Oct 14         | Oct 29               | Jan 30                                    | Feb. 4-6 @ Palmer MTA Ice Arena            |
| Hockey                                            | DI                   | Oct 14         | Oct 29               | Feb 6                                     | Feb. 11-13 @ Sullivan Arena Anchorage      |
| Hockey Cheer                                      | One Class            | Oct 14         | Oct 29               | Feb 13                                    | None                                       |
| Nordic Ski                                        | One Class            | Oct 28         | Nov 12               | Feb 20                                    | Feb. 25-27 @ Kincaid Park/Anchorage        |
| Basketball                                        | 1A   2A              | Dec 2          | Dec 17               | March 6                                   | Mar. 10-13 @ Alaska Airlines Center        |
| Basketball                                        | 3A   4A              | Dec 2          | Dec 17               | March 6                                   | Mar. 17-20 @ Alaska Airlines Center        |
| Cheer Competition                                 | One Class            | Dec 2          | Dec 17               | March 6                                   | March 16 @ Alaska Airlines Center          |
| SPRING ACTIVITIES                                 | Class                | First Practice | First Contest        | Last Contest (Regular Season/Cont. Champ) | STATE CHAMPIONSHIP DATES & LOCATIONS       |
| E-Sports - Spring                                 | One Class            | TBD            | TBD                  | N/A                                       | April @ Online                             |
| Badminton                                         | One Class            | Mar 3          | Mar 20               | May 8                                     | None                                       |
| Track & Field                                     | DI I DII             | Mar 3          | Mar 25               | May 22                                    | May 28-29 @ Dimond HS                      |
| Soccer                                            | DI I DII             | Mar 3          | Mar 25               | May 22                                    | May 27-29 @ Anchorage                      |
| Baseball                                          | DII                  | Mar 3          | Mar 25               | May 29                                    | June 3-5 @ Fairbanks                       |
| Baseball                                          | DI                   | Mar 3          | Mar 25               | May 29                                    | June 3-5 @ Mulcahy, Anchorage              |
| Softball                                          | DI I DII             | Mar 3          | Mar 25               | May 29                                    | June 3-5 @ Carlee Fields Anchorage         |
| ACADEMIC   FINE ARTS                              | Class                | Register Opens | Eligibility Deadline | Last Submission & Registration            | STATE CHAMPIONSHIP DATES & LOCATIONS       |
| Student Gov. Fall Conference                      | One Class            | Aug 14         | Sept 11              | Sept 11                                   | Sept 25-27 @ Tri-Valley                    |
| All-State Music Festival                          | One Class            | Aug 28         | Sept 25              | Oct 16                                    | Nov 19-21 @ West Anchorage HS              |
| World Language                                    | One Class            | TBD            | Feb 13               | Feb 13                                    | Mar 6 @ Dimond HS                          |
| Drama, Debate & Forensics                         | One Class            | TBD            | Feb. 11              | Feb. 11                                   | Feb. 25-27 @ Bettye Davis East             |
| Student Gov. Spring Conference                    | One Class            | Mar 8          | Apr 9                | Apr 9                                     | TBD                                        |
| All-State Art Competition                         | One Class            | Prior Mar 23   | Mar 31               | Apr 7                                     | Apr 22   Online Only                       |
| Solo/Ensemble Music                               | One Class            | TBD            | Apr 16               | TBD                                       | May 7-8 @ ASD/Bettye Davis East            |
| ASAA BOARD OF DIRECTORS MEETING DATES & LOCATIONS | IMPORTANT ASAA DATES |                |                      |                                           |                                            |
| Fall Meeting                                      | Oct 5-6              | Anchorage      |                      |                                           | AD Conference - October 2                  |
| Early Winter Meeting                              | Dec 7-8              | Anchorage      |                      |                                           | ASAA Statewide Scheduling - January 27     |
| Late Winter Meeting                               | Feb 15-16            | Anchorage      |                      |                                           | Alaska High School Hall of Fame - April 25 |
| Spring Meeting                                    | Apr 30 - May 2       | Petersburg     |                      |                                           |                                            |

# ALL ASAA BYLAWS AND POLICIES ARE APPROVED AND CAN ONLY BE CHANGED BY THE ASAA BOARD OF DIRECTORS

---

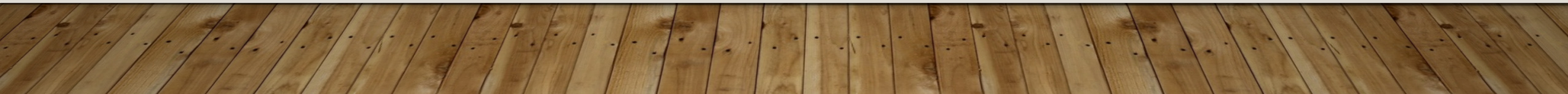
While they are all important, I would suggest making sure you know then following rules as soon as possible:

- Student Eligibility Rules
- Practice Rules
- Qualifications of Coaches and Advisors
- Transfer Rules
  - How a student establishes a “school of eligibility”
- Out of Season Contact Rules
- Scrimmages
- How the waiver system works
- Alternative education
- Reporting Schedules and Scores
- Cooperative School Programs

# SELF-REPORTING-REVISED

---

Self-Reporting: A member school shall report its own violation for any infraction of the Bylaws or policies. Some degree of leniency, including waiver of minimum mandatory financial and other penalties, may be made in self-reporting cases since the majority of such infractions may not otherwise come to light. Game or contest forfeitures as stated in Article 12, Section 1, shall not be waived in cases of self-reporting, **unless the school was given incorrect information from the student, parent or guardian. In these instances, the association may waive the game or contest forfeitures.**



# BEWARE

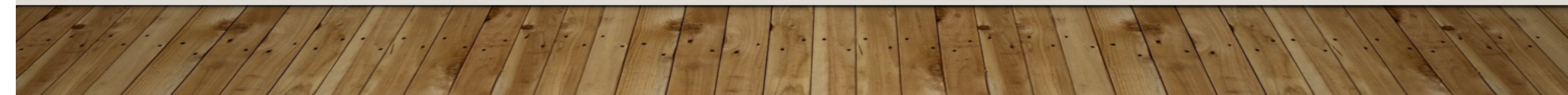
---

- ASAA's rules are the minimal ones all our member schools must follow. It is very common for a school district to set higher standards, so make sure you know if your district does.



[HTTPS://AKIAAAA.ORG](https://akiaaaa.org)

---



# EXECUTIVE BOARD

---



**Jaime Cabral**

Assistant Principal & Director  
of Activities  
Petersburg High School  
Mittkof Middle School  
ASAA Region 5  
Representative  
President AKIAAA



**Stacia Rustad**

Activities Principal  
Wasilla High School  
ASAA Region 3  
Representative  
Vice-President AKIAAA



**Brett Slaathaug**

Activities Director  
Galena City School District  
Treasurer/Secretary AKIAAA



**Mike Hollett**

Activities Coordinator  
North Pole High School  
3A/4A Representative



**Kristen  
Hendrickson**

District Activities Director  
Lower Kuskokwim School  
District  
1A/2A Representative



**Sandi Wagner**

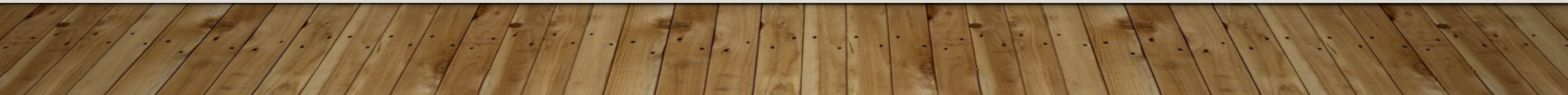
Associate Director ASAA and  
AKIAAA Liaison

# AKIAAA

The Alaska Interscholastic Activity Administrators Association is a voluntary association of public and Private high Schools which was established by and is responsible to its members. We are committed to improving the governance of activities within the state of Alaska in cooperation with the Alaska Schools Activities Association (ASAA).

The AKIAAA provides activity administrators with the knowledge and skills required to administer the highest quality education based activity programs.

[Join us today and become a member of AKIAAA!](#)



# Membership

**MEMBERSHIP INFORMATION**

Name  
   
First Last

Email  
  
The contents of this form are sent to this email address. A Billing request is also sent to this email if you select to pay by credit card.

Phone

School

Position

**PAYMENT INFORMATION**

**PAYMENT AMOUNT**  
☐ \$25 - 2026-27 School Year

**PAYMENT METHOD (Required)**  
☐ Check  
☐ Credit Card

[HTTPS://AKIAAA.ORG/MEMBERSHIP-FORM/](https://akiaaa.org/membership-form/)

## AKIAAA is a Member of NIAAA

AKIAAA is a member of the National Interscholastic Athletic Administrators Association. The NIAAA provides education, leadership, resources and best practices for athletic administrators.

[HTTPS://NIAAA.ORG](https://niaaa.org)

# AKIAAA CONFERENCES

---

Fall Conference

October 2, 2026

Aloft Hotel, Anchorage

- LTI 502 - Fundamentals of Education-Based Athletic Management

More details coming soon

Winter Conference

January 26-27, 2027

- Workshops
- Statewide Scheduling

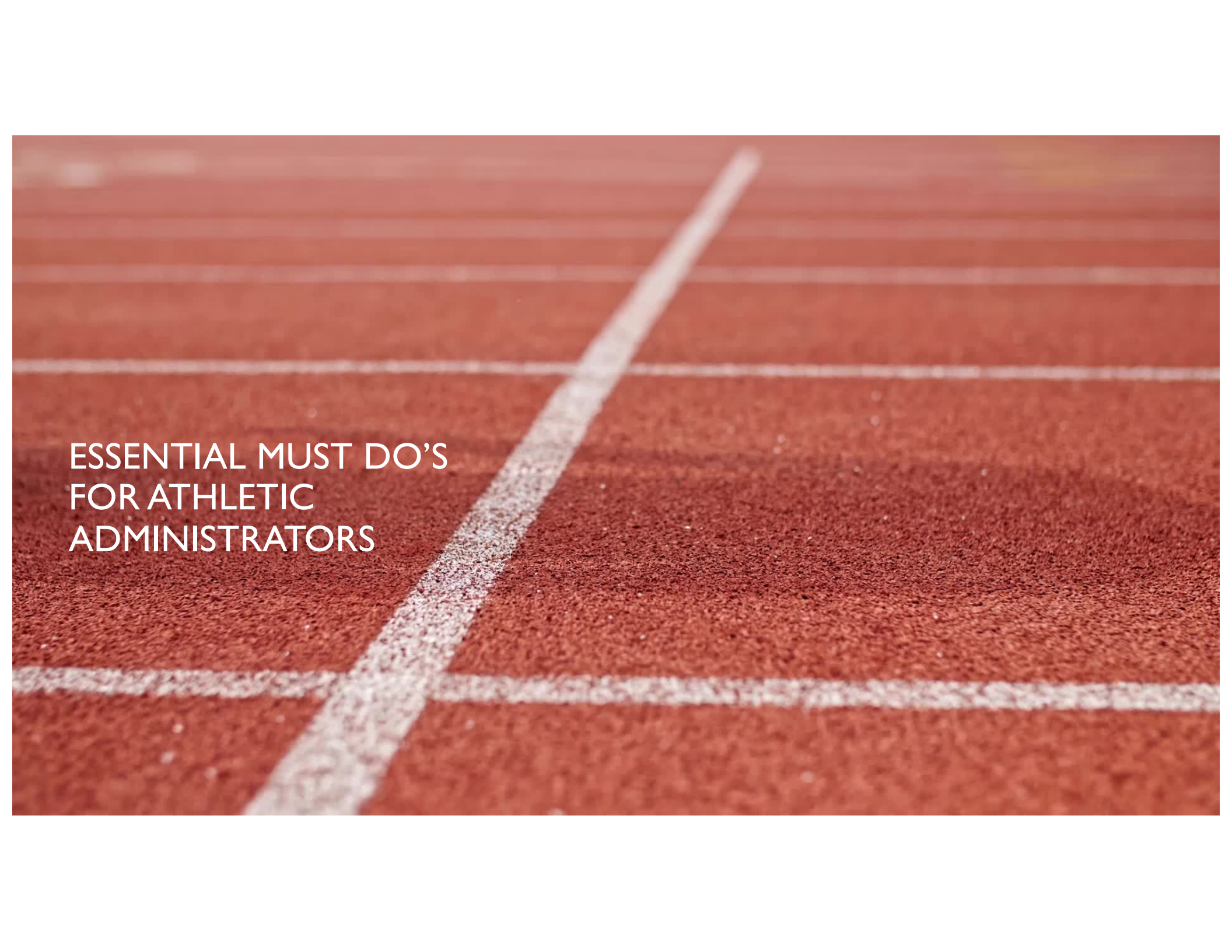
Details to follow

# NIAAA



The NIAAA's Professional Development Academy includes the Leadership Training Institute (LTI), the Certification Program, Assessment, and Educational Initiatives.





# ESSENTIAL MUST DO'S FOR ATHLETIC ADMINISTRATORS

# COACHES MEETING

---

- Week of or week before activities start.
- Have drinks/snacks/everything prepared.
- EAP folder prepared and ready for coaches meeting.
- Theme for the year.
- Start with introductions, for example: name, how many years at your school, and one good thing from the summer.
- Coaches goals for the season.
- Thank them, show appreciate for them and their family.
- Paperwork completion and expectations for coaches and participants.
- Adding late athletes.
- Fundraising expectations and policies to follow.
- Expectations of athletes.
- Expectations of coaches.
- Expectations of parents.
- Chain of command.
- Supervision before, during, and after practice time.

# COACHES MEETING

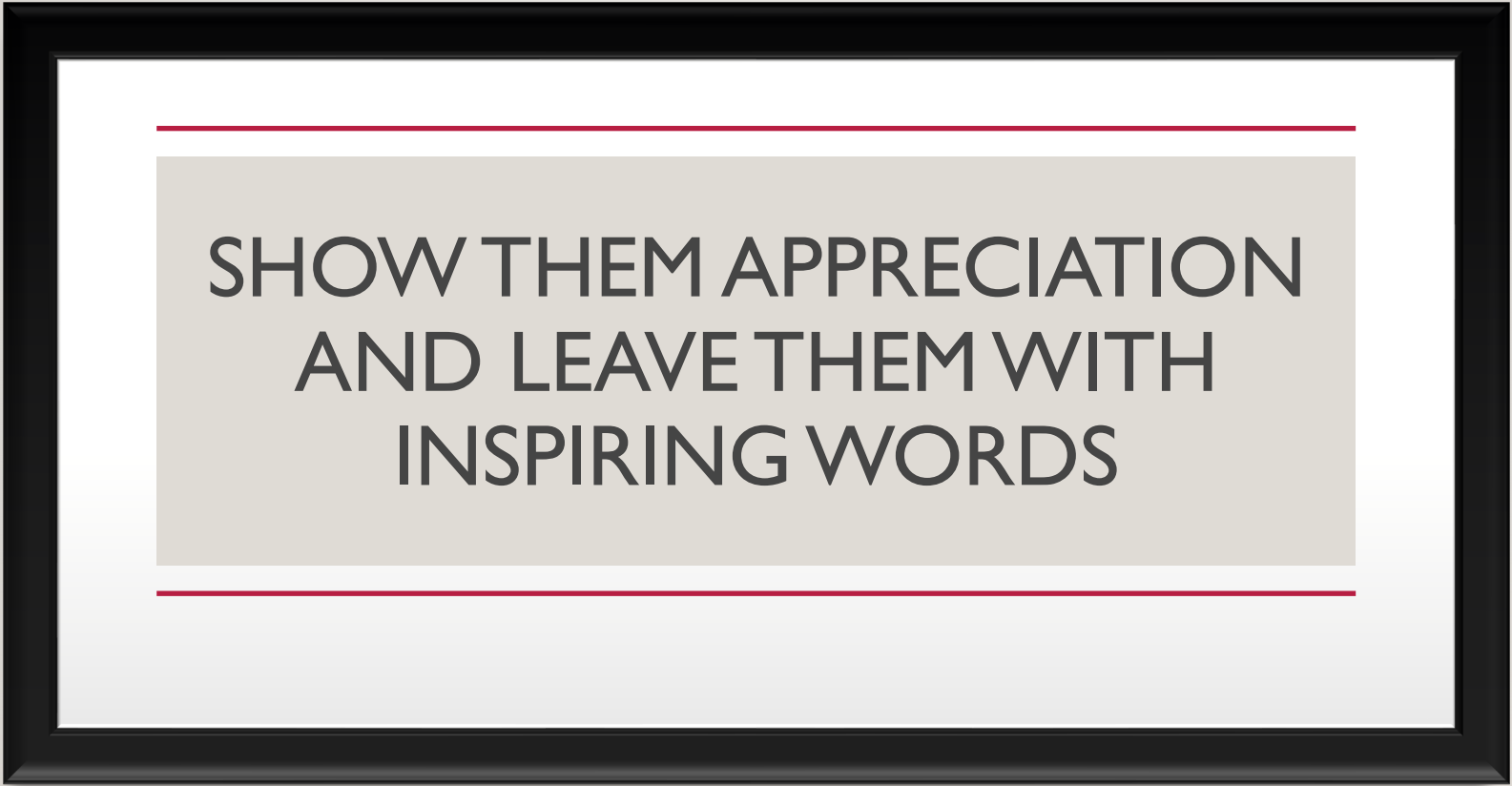
---

- Injury process.
- Travel expectations:
  - What the school pays for and what the boosters will pay for.
  - Bussing/rental request.
  - Review district policies on students driving.
  - Flight information.
  - Rosters to staff.
  - Itineraries to athletes/parents/and bussing personal.
- Putting in leave/absence.
- Attendance expectations for your athletes.
- Endowment fees and who pays for those games.
- Gate fees/workers.
- Entry fees for tournaments/meets.
- Review eligibility.
- Review waivers.
- Review new district policies that pertain to activities.

# COACHES MEETING

---

- Expectations for facilities and maintaining the facilities.
- Schedules and where that information can be found.
- Communication platform and those expectations.
- Website expectations.
- What to do if an athlete is removed from the team, quits the team, or is ejected.
- Where they can find district and ASAA information regarding activities/their program.
- Coaches immediate to-do list:
  - Booster information.
  - Signed code of conducts.
  - Athlete/parent contract.
  - Team picture.
  - Fall meeting information.
  - Transportation requests.
  - Review fall calendar.



SHOW THEM APPRECIATION  
AND LEAVE THEM WITH  
INSPIRING WORDS

# ATHLETE/PARENT MEETING

---

- Welcome and introductions.
- Celebrate and talk about your coaches in front of the athletes and parents.
- Medical coverage, if any.
- Celebrate last school years activity accomplishments to the group.
- Grade eligibility and when grades are checked.
- Participation and daily attendance at school.
- Where schedules can be found.
- Communication platform and expectations.
- Fee payment due date.
  - Payment plan.
  - Athletes working it off.

# ATHLETE/PARENT MEETING

---

- Expectations for the athletes:
  - Have athletes down front, empower them, don't just say don't, don't, don't.
  - Give examples of expectations.
  - Review what hazing and harassment means, give examples.
  - No phones in the locker rooms—explain why.
  - Social media expectations.
  - Winning is important but not the most important thing.
  - Talk about sportsmanship.
  - Talk about what being a good teammate looks like, give examples.

# ATHLETE/PARENT MEETING

---

- ASAA updates:
  - Policy updates.
  - TAD violations and penalties.
  - MSBSD—proximity rule.
- Transportation updates:
  - Bussing updates.
  - Please be flexible and help out.
  - Don't be part of the problem, be part of the solution.

# ATHLETE/PARENT MEETING

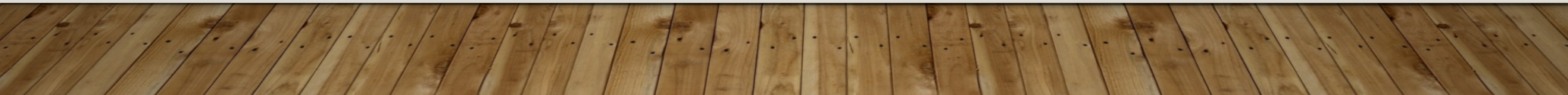
---

- Parent expectations:
  - Don't be afraid of this conversation.
  - Be firm but pleasant when delivering your information.
  - Thank them.
  - Volunteer however they can.
  - Be positive spectators.
  - Be flexible, understanding, and patient.
  - Chain of command.

Thank the parents and athletes.

Have a closing statement.

Give your contact information.



# GAME DAY MANAGEMENT

---

- Safety – EAP's
- Sportsmanship (Announcements & Signage)
- Positive student experiences
- Community engagement
- Professional operations
- LTC 625 – Course with NIAAA

# GAME DAY MANAGEMENT (PRIOR TO START)

---

- Checklist
  - Playing Area, Equipment, Scoreboard, Sound System, Locker Rooms, Restrooms, Bleachers, Signage, Streaming
  - Officials, Visiting Team Received information, Gate Workers, Medical Coverage, Table Workers, Concessions, Security.
- Be prepared for the unexpected
- Have EAP ready
- Communication Plan
- Small Schools, sometimes you are the only administrator at the event.

# GAME DAY MANAGEMENT (DURING THE EVENT)

---

- Don't manage from your office
- Be visible
- Address issues early, Model expectations
  - Support Coaches, Officials, Students and Parents. Never ignore unsporting behavior.
- Observe:
  - Crowd, Student Section, Officials, Facilities, Hallways, Restrooms, Weather
- Managing the what if's
- Injuries, ejections, weather delay, power outage, equipment failure, medical emergency, spectator issue.

# GAME DAY MANAGEMENT (END OF EVENT)

---

- Thank your Officials, Volunteers, Table Workers, Gate Keepers.
- Visiting Teams depart safely OR housing in your building
- Secure Facility
- Sample Reading Prior to Game

## Common Mistakes:

Not Visible

Assuming Volunteers know their jobs

Poor Communication

No emergency planning

Waiting too long to address poor behavior

# TRAVEL & LOGISTICS

---

- Understand your districts transportation policies. Alaska is unique.
- Weather is always part of the schedule especially in the winter.
- Back up plans, contact lists, flexible arrival times, alternate options (within reason)
- Build strong relationships to make travel for your school and groups easier.
- Good relationships may often solve problems before they become a problem.
- Communicate with parents, coaches, and administration early and often

# TRAVEL & LOGISTICS

---

- Prepare Travel packets for your teams
- Have a welcome letter for your visiting teams with pertinent information on it.
- Meal planning.
- Understanding school attendance impacts. Sometimes unavoidable.

## Toolbox:

[Sample Tournament Headquarters Doc](#)

[Sample Itinerary for Teams](#)

[Sample Visiting Team Information Sheet](#)

[Sample Group Housing Agreement](#)

# CONTACTS

---

**Billy Strickland**

ASAA Executive Director

[billy@asaa.org](mailto:billy@asaa.org)

cell 907-545-4054

**Sandi Wagner**

ASAA Associate Director

[sandi@asaa.org](mailto:sandi@asaa.org)

cell 907-723-3421

**Jaime Cabral**

AKIAAA President

[jcabral@pcsd.us](mailto:jcabral@pcsd.us)

cell 808-651-5282

**Stacia Rustad**

AKIAAA Vice President

[stacia.rustad@matsuk12.us](mailto:stacia.rustad@matsuk12.us)

cell 907-690-0255