



## CIF/CSADA LEADERSHIP TRAINING CLASSES

DATE/TIME	TRAINING COURSE	LOCATION	REGISTRATION DEADLINE	COST	MARK CLASS WITH X
Wednesday, April 21, 2010 <b>8-Noon</b>	<b>LTC 625</b> Athletic Administration: Management and Game Announcing	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 21, 2010 <b>8-Noon</b>	<b>LTC 703</b> Athletic Administration: Student Centered Educational Athletics – Performance Beyond the X's and O's	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 21, 2010 <b>1-5pm</b>	<b>LTC 504</b> Athletic Administration: Legal Issues I (Risk Management)	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 21, 2010 <b>1-5pm</b>	<b>LTC 630</b> Athletic Administration: Interscholastic Contest Management Planning, Preparation and Methods	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____
Thursday, April 22, 2010 <b>7:30-11:30am</b>	<b>LTC 501</b> Athletic Administration: Philosophy, Leadership Organizations and Professional Development	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____
Thursday, April 22, 2010 <b>7:30-11:30am</b>	<b>LTC 613</b> Athletic Administration: Technology II – Advanced Computer Application Skills	<i>CSADA Conference Reno, NV</i>	April 5, 2010 PRE-REGISTRATION REQUIRED	\$105	_____

*NOTE: Because some class sessions are simultaneous, you can only sign up for a max of 3 classes:*

Choose either 625 OR 703 at 8:00 a.m. Wednesday AND

Choose either 504 OR 530 at 1:00 p.m. Wednesday AND

Choose either 501 OR 613 at 7:30 a.m. Thursday

Please do not register for two classes being held at the same time. For a full description of the classes, see page 2.

**\*\*\*Once the registration deadline has passed, you will receive an email confirmation.\*\*\***

Name \_\_\_\_\_ School \_\_\_\_\_

School Address \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

E-mail (Most Important): \_\_\_\_\_ Fax: \_\_\_\_\_

**Select Method of Payment Below: Only Check One Option**

\_\_\_\_\_ Personal/school/district check (write in check #) Make Payable to STATE CIF  
 \_\_\_\_\_ District or School PO (write in # and indicate either SCHOOL or DISTRICT)

**Please Fax (916.239.4478) or Mail in this form. (If you fax, mail payment with copy of this form)**

For additional information contact Lisa Hauck at the CIF State Office

4658 Duckhorn Drive, Sacramento, CA 95834

lhauck@cifstate.org Phone – 916.239.4477 Fax – 916-239-4478

## FOUNDATION COURSES (500 Series)

The Foundation Courses category provides a base of knowledge and skill that serves as a platform for conducting educationally sound extra-curricular activities.

### **LTC 501 Athletic Administration: Philosophy, Leadership Organizations and Professional Development**

The flagship course of Leadership Training serves as an overview for interscholastic athletic administration. This course introduces the philosophy of educational athletics then focuses on the roles of the NIAAA, the NFHS, the State Athletic/Activity Associations, and the State Athletic Administrator's Associations. The course also previews the NIAAA Leadership Training and Certification Programs. It is a prerequisite for all levels of certification and includes study materials for the CAA Certification Examination.

Enrollees who will derive greatest benefit: Athletic administrators seeking to learn more about educational athletics, national organizations, and those interested in pursuing the certification process. This course is a recommended prerequisite to all other LTP courses.

Required for: RAA, CAA and CMAA Certification

### **LTC 504 Athletic Administration: Legal Issues I (Risk Management)**

This course has in-depth coverage of all aspects of liability for sports injuries and risk management, including the duties imposed on athletic administrators, coaches, athletic trainers, and other athletic personnel, documentation requirements for an effective risk management program, and development of a strategic plan for risk management in the context of an interscholastic athletic program.

Enrollees who will derive greatest benefit: Administrators seeking information concerning Constitutional law and the need of exposure to causes for negligence and to legal "Standards of Care"

Required for: CAA and CMAA Certification

## OPERATIONS AND MANAGEMENT COURSES (600 Series)

The Operations and Management Courses category provides skills, knowledge and best practices that enhance administrator efficiency and effectiveness in the management and operation of extra-curricular activities.

### **LTC 613 Athletic Administration: Technology II – Advanced Computer Application Skills**

This course is designed for those individuals who would like to use some advanced features in Word, e-mail applications, EXCEL and PowerPoint to improve the quality and presentation of materials. Additional areas covered in the overview are mail merge using Microsoft Word, and creating charts in Microsoft Excel. The course is an extension of LTC 612, and each lesson requires the student to interact with the software in the process of developing presentations and daily administrative reports. Attendees will receive a resource disk to watch training sessions as many times as they want while they practice in Excel, Outlook and PowerPoint. For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2003, including PowerPoint and Excel, to the class.

Enrollees who will derive greatest benefit: Administrators seeking advanced computer skills for advanced office operations and presentations.

### **LTC 625 Athletic Administration: Management of Game and Event Announcing**

This course is designed to assist the athletic administrator in understanding his/her role in managing the public address program for athletic contests. Topics include the role of the athletic administrator and announcer, announcing guidelines for addressing emergency situations, security situations, and unsportsmanlike situations, pre-game, during contest and post game announcements; halftimes; preparing student announcers and understanding sound systems. Attendees will receive announcing guidelines endorsed by the NIAAA, NAIA and the NJCAA. A CD addresses key issues regarding public address announcing and demonstrates proper and improper announcements.

Enrollees who will derive greatest benefit: Administrators interested in using contest announcement techniques to project a positive image, to assist in maintaining high standards of sportsmanship and spectator safety

### **LTC 630 Athletic Administration: Interscholastic Contest Management Planning, Preparation and Methods**

This course provides guidance and samples of high school contest management methods and procedures currently in use throughout the United States. These strategies are provided to enhance local planning efforts. The course emphasizes the need for flexible plans and responses to various contest situations and contingencies. Basic prevention and intervention methods are examined followed by an overview of responses to disruptive or potentially violent spectator conduct. Post game management strategies are presented along with suggestions for incident reporting and post-season assessment of local sport-specific management plans. A large number of currently-used contest management plans are provided to facilitate local discussions and planning. Appendices provide printed and electronic management plans and other checklists and tools for local school or district use.

Enrollees who will derive the greatest benefit: Administrators seeking to increase knowledge of improving local event planning methods through study of basic and enhanced plans currently in use throughout the country.

## LEADERSHIP COURSES (700 Series)

The Leadership Courses category provides knowledge and skill that will facilitate development of new visions, creative strategies and innovative practices for educationally sound extra-curricular activities.

### **LTC 703 Athletic Administration: Student Centered Educational Athletics—Performance Beyond the X's and O's**

This student centered program will provide learning experiences for student athletes beyond the X's and O's. This course will support a value based curriculum that will demonstrate model behaviors and qualities that students should emulate both in and out of the athletic arena. Teachable moments beyond the classroom—center court, centerfield or center ice—provide the opportunity to promote and maximize the achievement of these educational goals and life skills. This course will provide the necessary strategies, methods and resources to implement this initiative within your own school.

Enrollees who will derive the greatest benefit: Athletic Administrators seeking methods and strategies to recognize, maximize, and enhance model student behaviors.