

# *Leadership Training Course Descriptions*

## *Foundation Courses*

### **LTC 501 ATHLETIC ADMINISTRATION: GUIDING FOUNDATIONS AND PHILOSOPHIES**

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 four levels of certification and includes study materials for the CAA Certification.

Required for: RAA, RMSAA, CAA and CMAA Certification AND LTI instructor

### **LTC 502 ATHLETIC ADMINISTRATION: STRATEGIES FOR ORGANIZATION MANAGEMENT**

This course takes a basic approach to the fundamentals and methods of athletic administration and alerts and educates athletic administrators regarding potential problems and possible solutions in areas such as chain of command, scheduling, contest management, and personnel management. The course also touches upon eligibility, Critical Incident planning, financial responsibilities, legal, law, liability, equipment and facilities.

Required for: RAA, RMSAA, CAA and CMAA Certification

### **LTC 503 ATHLETIC ADMINISTRATION: ENHANCING ORGANIZATION MANAGEMENT**

This course is a companion course to Strategies for Organization Management and outlines an approach to the fundamentals and methods of athletic administration and alerts and educates athletic administrators regarding potential problems and possible solutions in areas such as special events, public relations, awards, fundraising and Booster Clubs. The course also touches upon ways to increase or improve citizenship and sportsmanship through positive initiatives. Athletic Administrators will have a hands-on experience creating handbooks and a strategic plan for their school.

**Beginning on January 1, 2019, Leadership Training Course 503 will be required for RAA, RMSAA, and CAA designations. December 31, 2018, will be last date for passing the CAA Exam without the completion of LTC 503.**

### **LTC 504 ATHLETIC ADMINISTRATION: LEGAL ISSUES I (LIABILITY FOR SPORTS INJURIES & RISK MANAGEMENT)**

This course provides in-depth coverage of the legal standards governing liability for sports injuries, including the duties imposed by courts and legislatures on athletics administrators, coaches, athletic

trainers, and other athletics personnel related to safeguarding the health and well-being of student-athletes and other persons in school sports environments, along with strategies for developing, implementing, and documenting an effective risk management program for interscholastic athletics.

Required for: RMSAA, CAA and CMAA Certification

**LTC 506 ATHLETIC ADMINISTRATION: LEGAL ISSUES II (TITLE IX & SEXUAL HARASSMENT)**

This course provides in-depth coverage of the legal standards regarding Title IX compliance and gender equity assurance for interscholastic athletics programs, including the methodology for a school to perform a Title IX self-audit in order to proactively identify problem areas and necessary corrective actions to satisfy all applicable Title IX legal mandates, along with extensive coverage of the legal standards governing sexual harassment and sexual violence in school sports programs and strategies for developing, implementing, and documenting an effective anti-sexual harassment policy.

Required for: CAA and CMAA Certification

**LTC 508 ATHLETIC ADMINISTRATION: LEGAL ISSUES III (HAZING, CONSTITUTIONAL LAW, DISABILITIES LAW, & EMPLOYMENT & LABOR LAW)**

This course provides in-depth coverage of the legal standards governing hazing in interscholastic athletics programs and strategies for developing, implementing, and documenting an effective anti-hazing policy, along with extensive coverage of the constitutional rights of student-athletes that must be respected by schools when sanctioning athletes for misconduct, the impact of federal disabilities legislation on school sports programs, and the employment and labor law issues related to the administration of interscholastic athletics programs, in particular the minimum wage and overtime requirements of the federal Fair Labor Standards Act.

Required for: CMAA Certification

**LTC 510 ATHLETIC ADMINISTRATION: LEGAL ISSUES IV (SOCIAL MEDIA, TRANSGENDER PARTICIPATION, EVENT MANAGEMENT & SECURITY, PREGNANT & PARENTING STUDENT-ATHLETES, & INTELLECTUAL PROPERTY)**

This course provides in-depth coverage of the legal standards governing the authority of schools to sanction student-athletes and athletics personnel for misuse of electronic communications tools and inappropriate postings on social media, including strategies for developing and implementing effective social media policies, along with extensive coverage of the legal mandates imposed by courts and legislatures related to event management and security, legal issues regarding the participation by transgender students in school sports programs, the rights of pregnant and parenting student-athletes

that must be respected by interscholastic athletics programs, and the intellectual property issues related to schools sports nicknames, logos, and mascots.

**Beginning on January 1, 2019, Leadership Training Course 510 will be required for CMAA designation and completion of a minimum of five (5) LTI Electives, one 600 level, one 700 level, and three additional electives from any level.**

**LTC 511 ATHLETIC ADMINISTRATION: CONCEPTS AND STRATEGIES FOR INTERSCHOLASTIC BUDGETING AND FINANCE USING EXCEL SPREADSHEETS**

This course of study provides an overview of accepted management practices and strategies. Included are budget models, timelines, documentation practices and suggested strategies for long range planning. A major component of this course will be desktop budget management using Excel Spreadsheets. It is highly recommended that attendees bring a laptop computer with at least Windows 2003, including Excel.

Enrollees who will derive the greatest benefit: Administrators desiring to incorporate Microsoft Excel and computer programs into budget management practices.

## *Operations and Management Courses*

**LTC 608 ATHLETIC ADMINISTRATION: MANAGEMENT STRATEGIES AND ORGANIZATION TECHNIQUES**

This course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively and Reduce Stress.

Enrollees who will derive greatest benefit: Administrators who are not familiar with the pressures and intensity of athletics administration and who could benefit from orientation to time as an administrative resource.

**LTC 610 ATHLETIC ADMINISTRATION: TODAY'S ATHLETIC TECHNOLOGY SOLUTIONS FOR PRODUCTIVITY AND COMMUNICATION**

How efficient and/or effective are administrators and coaches on a daily basis? Can they manage themselves and all related administrative tasks? What tools are they using to assist them with these responsibilities?

With the number of tasks Athletic Administrators face on a day to day basis, it is imperative to conduct ongoing research of innovations and latest developments in technology. Athletic administrators do not necessarily need to work harder, if they employ technology to work smarter and be more organized.

Availability and access to technology has changed significantly in the past few years. Just a few years ago, there was no email, internet, mobile marketing, tablets, or smart/cell phones. Today, huge amounts of information move through email and digital communications each day. User-friendly software and applications are available to everyone who is willing to utilize them. Recent innovations in technology have potential to make the task of athletic administration more effective and efficient than ever. The technology solutions available today with a simple tap or click are designed to ease the ever-growing burden of responsibilities being placed on athletes, coaches, and administrators.

#### **LTC 611 ATHLETIC ADMINISTRATION: CONCEPTS AND STRATEGIES FOR INTERSCHOLASTIC MARKETING, PROMOTIONS AND FUND-RAISING**

This course will provide the athletic administrator with strategies and ideas to successfully promote and market the school's interscholastic programs and to enhance the success of supplemental fund-raising efforts. Promotional activities designed to create interest in, increase enthusiasm for, and enhance the image of, a school's interscholastic activities program are described. Models of supplemental fund-raising are summarized, including a focused segment on working successfully with booster clubs and safeguarding of funds that have been raised. The potential for raising funds through grants and outreach efforts for major gifts are introduced. Detailed information related to corporate sponsorship is provided. Appendices include sample materials that may be utilized for grant and corporate sponsorship applications, marketing plans, and booster clubs, as well as fund-raising resources.

Enrollees who will derive greatest benefit: Administrators seeking strategies to promote and market their school's interscholastic program, work successfully with booster clubs, increase the success of fund-raising initiatives, and initiate or broaden financial gain from grants and/or corporate sponsorships/donations.

#### **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 614 ATHLETIC ADMINISTRATION: TECHNOLOGY III – ENHANCING PUBLIC PRESENTATIONS**

This course is designed for those who would like to learn to use some of the advanced features of PowerPoint such as action buttons, master slide design, narration, sound and video insertions. Participants will also learn to use Photo Story 3 as a means of creating video stories and converting PowerPoint to video. Innovative methods of presentation and steps to better presentations, as well as public speaking, are included in the course. The hands-on course offers the athletic administrator opportunities to actively take part in the presentation of the course. For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2000, including PowerPoint and Photo Story 3, to this class.

Enrollees who will derive greatest benefit: Administrators seeking to improve their speaking and presentation skills as well as those who wish to improve their ability to use technology to enhance public presentations.

#### **LTC 615 ATHLETIC ADMINISTRATION: ATHLETIC FIELD MANAGEMENT**

This course provides athletic administrators with a practical, cost-effective and scientific approach to turf management. Upon completion, administrators will have developed skills and knowledge required to maintain, safe, resilient and attractive fields. The course will help athletic administrators develop long range, operational and assessment plans and a documentation process for outdoor playing surfaces.

Enrollees who will derive greatest benefit: Administrators desiring strategies for management and enhancement of existing playing fields or to resolve a persistent turf problem

#### **LTC 616 ATHLETIC ADMINISTRATION: MANAGEMENT OF INDOOR PHYSICAL PLANT ASSETS**

This course will consider spectator facilities, special use gymnasiums, natatoriums, laundry rooms and locker rooms and the various systems that support them. Mechanical system checklists for use in regular inspections and maintenance programming will be provided. In addition, considerations and issues related to construction and remodeling programs will be discussed.

Enrollees who will derive greatest benefit: Administrators seeking guidance concerning management, maintenance and construction or remodeling of sport facilities and methods to enhance customer satisfaction and safety

#### **LTC 617 ATHLETIC ADMINISTRATION: ADMINISTRATION OF INTERSCHOLASTIC SPORTS MEDICINE PROGRAMS**

This course will examine the role of the athletic director and other school administrators in supporting and developing the interscholastic sports medicine program within a school or district. In this regard, topic coverage will include: (1) philosophy of sports medicine services; (2) roles and responsibilities of the Certified Athletic Trainer (A.T.C.); (3) roles of other members of the sports medicine team; (4) the high school sports medicine center – specifications and equipment; (5) helping parents, athletes and the general public understand the role of athletic trainers; (6) legal issues and risk management strategies; and (7) contemporary administrative issues and response strategies.

A series of appendices will also be developed to provide athletic directors and athletic trainers with helpful information. These appendices include: (1) physical plant floor plans and photographs; (2) contract format for employment of off-duty emergency response personnel for emergency care; (3) samples of multi-purpose student athlete information card; (4) sample site-specific emergency response plan; (5) a descriptive sports medicine handbook for coaches and parents; (6) position proposal guide for Certified Athletic Trainers in secondary school athletics programs; (7) public presentation power point slides and bullet point lecture to develop for a sports medicine program; and (8) references and resources.

Enrollees who will derive greatest benefit: Administrators seeking methods to better support sports medicine programs in high school programs.

#### **LTC 618 ATHLETIC ADMINISTRATION: MANAGEMENT OF INTERSCHOLASTIC ATHLETIC PLAYER EQUIPMENT**

This course will make use of principles, strategies and best practices for fitting, adjusting, managing, reconditioning and maintaining athletic apparel, footwear and protective equipment. All methods and techniques discussed will be drawn from American Equipment Managers Association standards and practices.

Enrollees who will derive greatest benefit: Administrators who are inexperienced with techniques and methods for maintenance of competitive player equipment

#### **LTC 619 ATHLETIC ADMINISTRATION: THE POWER OF CURB APPEAL**

The power of curb appeal is highlighted in this course. Visitors to a school often form an opinion of the school and community based on first impressions of the appearance of the facilities. This course discusses the power of curb appeal and how communication can enhance curb appeal. Strategies and methods are provided for maintaining structures and facilities as well as a comprehensive and thorough study of “Best Turf Field Maintenance Practices” as well as “Best Operational Management Practices.”

Enrollees who will derive greatest benefit: Administrators seeking techniques and methods to enhance public confidence in the administrator’s ability to maintain athletic facilities and to project a positive image to the community.

#### **LTI 620 ATHLETIC ADMINISTRATION: CONCUSSION ASSESSMENT AND MANAGEMENT AND THE PROPER FITTING OF ATHLETIC PROTECTIVE EQUIPMENT**

This course examines the role of the athletic director and other school administrators in supporting the use of the three principle P’s – the principles of concussion awareness and management, proper fitting of protective equipment; proper preparation of athletes for participation. Part I consist of principles of concussion awareness and management; Part II: proper fitting of all protective athletic equipment; Part III: preparation for participation: This also includes a description of the PPE (pre-participation evaluation form) and neurological testing.

#### **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 626 ATHLETIC ADMINISTRATION: STUDENT ATHLETES – EFFECTS OF ALCOHOL, CHEMICALS AND NUTRITION ON BODY AND PERFORMANCE**

This course addresses the issues of chemical health and the relationship to the student athlete’s personal health, performance and long-range body effects. Administrators who wish to better understand the

effects of all chemical substances on student athletes will benefit. Study includes effects of alcohol, street and prescription drugs, supplements and food.

#### **LTC 627 ATHLETIC ADMINISTRATION: ADMINISTRATION OF INTERSCHOLASTIC SPORTS STRENGTH & CONDITIONING PROGRAM**

This course will examine the role of the athletic director and other school administrators in supporting and developing the interscholastic strength & conditioning program within a school or district. In this regard, topic coverage will include: (1) philosophy of strength & conditioning for ages 12-18; (2) function of strength & conditioning in rehabilitation of injury; (3) roles and responsibilities of coaches and athletic administrators; (4) the interscholastic weight room – specifications and equipment; (5) financial issues and strategies; (6) helping parents, athletes and the general public understand the role strength and conditioning; (7) legal issues and risk management strategies; (8) certification of strength & conditioning personnel; (9) performance enhancing substances in interscholastic strength & conditioning; and (10) contemporary administrative issues and response strategies.

Enrollees who will derive greatest benefit: Administrators seeking methods to better support strength & conditioning programs in middle and high school programs.

#### **LTC 630 ATHLETIC ADMINISTRATION: INTERSCHOLASTIC CONTEST MANAGEMENT – PLANNING, PREPARATION AND METHODS**

This course examines the historic foundations and precedents for contest management as an extension of educationally sound sports programs. Planning methods for contest management are examined including selection of supervisory personnel, suggested need assessment tools, and checklists for the development of supervision plans and policies. In addition, an overview of methods is suggested for creation of an educationally sound competition environment among players, coaches, students and other spectators. Course appendices provide assessment tools and examples of contemporary management practices. These tools are also contained on an attached compact disc for local reproduction, discussions and planning.

Enrollees who will derive the greatest benefit: Administrators seeking to increase knowledge of event planning methods in order to develop policies, enhance safety and provide assessment surrounding contest management.

#### **LTC 631 ATHLETIC ADMINISTRATION: EMERGENCY MANAGEMENT OF INTERSCHOLASTIC ATHLETIC EVENTS**

This course will provide an overview of how to mitigate/prevent, prepare for and manage emergencies during interscholastic athletic events. The course will highlight venue and event safety, security and



emergency management issues. The course will provide guidelines for creating an emergency team, assessing the venues for risks and needs, developing and implementing emergency management plans and debriefing after an incident.

#### **LTC 633 ATHLETIC ADMINISTRATION: THE ADMINISTRATIONS OF INTERSCHOLASTIC ATHLETIC PROGRAMS FOR STUDENTS WITH DISABILITIES**

As result of the U. S. Department of Education communication and clarification of Section 504 of the Rehabilitation Act of 1973, each school district is encouraged to include disabled students in school extra curriculum athletic programs. This course content and model plans will provide a guide for school districts to implement opportunities for disabled students to participate at the fullest extent of their abilities. All enrollees will derive strong benefit because the course alerts and educates school and athletic administrators regarding the school district's responsibilities in providing opportunities for disabled students.

#### **LTC 640 ATHLETIC ADMINISTRATION: THE URBAN ATHLETIC DIRECTOR**

The course will provide insight and strategies for the leadership for the athletic administrators in urban area schools. Additionally, the course will also focus on concerns and/or challenges regarding the value of sports programs in urban area schools.

Participants who will derive the greatest benefit: Urban Athletic Administrators will gain useful strategies to make their day to day work environment more effective and efficient.

## *Leadership Courses*

#### **LTC 700 ATHLETIC ADMINISTRATION: ADMINISTRATION OF MIDDLE SCHOOL ATHLETIC PROGRAMS**

This course provides insights and strategies for the leadership of developmentally sound educationally compatible middle level school athletic programs. Middle school philosophy is discussed along with the relationship it has to the psychological and physical development of the middle school child. This course also focuses on concerns and/or challenges raised about the value of middle school sports programs in today's educational setting.

Enrollees who will derive greatest benefit: Athletic Administrators and coaches with limited perspective of the role of middle school sports and the developmental needs of the middle school students.

#### **LTC 701 ATHLETIC ADMINISTRATION: ADMINISTRATION AND APPLICATION OF MIDDLE SCHOOL ATHLETIC PROGRAMS**

This course provides strategies for the development of middle school athletic programs and concentrates on the role of the middle school coach and coaching principles. Middle level athletics is an essential part of the total educational process and an excellent opportunity for the home, school and community to work together in order to provide a positive educational experience for middle level children.

Enrollees who will derive greatest benefit: Administrators seeking to develop student leadership and school citizenship programs as well as implementing leadership strategies among coaches.

#### **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.

#### **LTC 705 ATHLETIC ADMINISTRATION: COACH CENTERED EDUCATIONAL ATHLETICS A CHARACTER BASED COACH TO COACH MENTORING PROGRAM**

Character based coach to coach mentoring programs utilize the talents, strengths and qualities of the entire team of coaches to maximize the potential of the coaching staff. Mentoring is an attitude, a relationship and an investment which provides coaches the opportunity to support and nurture each other professionally, personally and ethically. This course will highlight mentoring models that demonstrate key behaviors to implement when establishing an effective mentoring program. It will also provide athletic administrators strategies and methods to develop and enhance successful coach to coach mentoring programs.

#### **LTC 707 ATHLETIC ADMINISTRATION: ASSESSMENT OF INTERSCHOLASTIC ATHLETIC PROGRAMS AND PERSONNEL**

This course examines a philosophical rationale and a variety of methods that may be used to assess athletic programs and personnel. The goals of this program are to improve the performance of athletic coaches and other athletic department personnel, improvement of program operations and improvement of satisfaction among players, parents and employees.

A central theme is to encourage assessment of needs, interests and opinions that can enhance goal-setting and planning priorities. The course examines a philosophical rationale for assessment of high school sport

programs, discusses basic statistical concepts, focuses on Affective Assessment, describes various Personnel Assessment methods and concepts, and details various Program Assessment techniques.

#### **LTC 709 ATHLETIC ADMINISTRATION: COMMUNICATIONS, METHODS AND APPLICATIONS FOR ATHLETIC ADMINISTRATORS**

This course examines relevant strategies and principles that can be used to enhance the skills of athletic administrators in communications. This course is focused on Communications concepts. Materials and strategies for the enhancement for communication skills are provided. Appendices provide relevant materials that support text materials and principles.

#### **LTC 710-A ATHLETIC ADMINISTRATION: CURRENT ISSUES IN AMERICAN SPORTS**

(Dealing with Parents, Athletic Director Burnout, Ethics & Media Relations, Retaining Coaches, Technology). A panel of secondary level athletic administrators and outside experts will lead small-group discussions of important issues and effective response strategies for 3 topics of contemporary issues selected to be presented will be examined by using a moderator to guide the discussion and cover certain aspects of the topic. Participants will have an opportunity to participate in the discussion. The instructional format of the course will consist of lecture, seminar discussion and audience interaction. Enrollees who will derive greatest benefit: Administrators seeking discussion of current issues and problem resolution strategies.

#### **LTC 710-B ATHLETIC ADMINISTRATION: CURRENT ISSUES IN AMERICAN SPORTS**

(Booster Clubs, Home Schooling, Hazing, Specialization, Performance Enhancing Substances, Equity Issues). A panel of secondary level athletic administrators and outside experts will lead small-group discussions of important issues and effective response strategies for 3 topics of contemporary issues selected to be presented will be examined by using a moderator to guide the discussion and cover certain aspects of the topic. Participants will have an opportunity to participate in the discussion. The instructional format of the course will consist of lecture, seminar discussion and audience interaction. Enrollees who will derive greatest benefit: Administrators seeking discussion of current issues and problem resolution strategies.

#### **LTC 714 ATHLETIC ADMINISTRATION: DEALING WITH CHALLENGING PERSONALITIES**

This course examines the causes of challenging or difficult personalities in society, with specific reference to interscholastic athletic programs. Basic management strategies include the use of emotional intelligence and transactional analysis considerations and methods. Specific protocols will be defined for dealing with individuals who “must be right,” “must win,” “must be logical” and “must be accepted.” In addition, techniques will be covered for preventing or responding to anger, sarcasm, denigration,

complainers and backbiters and rigid-obstinate personalities. A model will also be discussed for creative interaction with parents who demand involvement in athletic department decision-making or who seek to influence the decisions of senior administrators.

**LTC 715 ATHLETIC ADMINISTRATION: APPROPRIATE PROFESSIONAL BOUNDARIES: IDENTIFYING, IMPLEMENTING AND MAINTAINING**

This course will assist in identifying professional boundary awareness as it relates to interaction between student and educator. It examines and describes several categories of boundary issues and attempts to create a pathway to a proactive approach for the school administrator to formulate a professional Code of Conduct. Several examples of legal statutes and reporting mandates that all school employees should become familiar with will be examined. The course will provide guidance in developing educational responsibilities by offering suggested training mandates and reporting rules. Identifying roles of victims, offenders and bystanders will be defined. Examples and best practice techniques in developing useful social media policies will be discussed.

**LTC 719 ATHLETIC ADMINISTRATION: LEADERSHIP, MANAGEMENT/SUPERVISION AND DECISION-MAKING CONCEPTS, METHODS AND APPLICATIONS**

This course examines relevant strategies and principles that can be utilized to enhance the skills of the athletic administrator in the areas of leadership, management and decision-making. Learning begins with an introduction to the differences between leadership, management and supervision, and continues with an in-depth investigation of each. Through the analysis of specific leadership and management characteristics and techniques, students will be able to apply specific skills to improve their leadership effectiveness. Concepts and techniques of decision making strategies are discussed and demonstrated through various in-class exercises. Appendices provide relevant materials, instruments and assessment procedures that support text materials and principles.

**LTC 720 ATHLETIC ADMINISTRATION: COMMUNITY CENTERED EDUCATIONAL ATHLETICS—A CHARACTER BASED APPROACH TO IDENTIFYING AND UNIFYING THE WHOLE TEAM**

Character based educational athletics can only truly succeed when the entire community—School Board, Superintendent, Principal, Parents and Boosters—support and embrace the values and views lived daily in the school setting by the student and strategies needed to implement these programs within the entire community athletes, coaches, athletic department and school faculty. Without question, teachable moments in athletics prepare students for life when the whole community supports and reinforces those life lessons. This course will empower the athletic administrator to motivate the entire community to walk the talk by creating strategies to use in your school community.

**LTC 721 ATHLETIC ADMINISTRATIONS: POSITIVE SPORTING BEHAVIOR-FOR THE LOVE OF THE GAME**

In this course students will learn to implement appropriate strategies and techniques, designed to create a positive, productive learning environment, which will support a system that encourages character and self-discipline and sportsmanship. This class will provide opportunities for self-assessment and reflection in regard to prior performance. In addition, students will participate in class discussions, and activities which will increase their knowledge and skills of the effective components of successful character, citizenship and sportsmanship to share with their students, coaches, parents and communities.

#### **LTC 723 ADMINISTRATION OF PROFESSIONAL GROWTH PROGRAMS FOR INTERSCHOLASTIC ATHLETIC PERSONNEL**

Since enactment of Title IX of the Education Amendment of 1972, the number of high school sports programs has increased geometrically. This pattern of growth has created an ever-increasing demand for trained coaches at all levels of high school and middle school competition. While the term “trained” may be defined variously, legal definitions, court cases and professional standards of care have clearly identified various competencies and performance expectations for coaches. In courts, these standards have placed increased responsibilities on athletic directors. First, is an obligation to carefully screen candidates for coaching positions during the hiring process. Second, is the responsibility to provide in-service training opportunities to ensure that all coaches are prepared for their work with children of variable skill and maturity levels.

#### **LTC 724 ATHLETIC ADMINISTRATION: STRESS MANAGEMENT METHODS, TECHNIQUES AND SYSTEMS**

The demands of high intensity daily work, evening and weekend supervision requirements, demanding public expectations, challenging interactions and limited resources place the athletic director in a stressful position. Needed are ways of intervening stress, managing its onset and using proven methods for reducing its impact. Stress will ALWAYS be present. Because of the individual nature of perception and preferred response, this course will provide an overview of individual methods (breathing control, muscle relaxation and mindfulness) along with systems drawn both from conventional Western medical practices and Eastern alternative or complementary medicine. In the latter area, an introduction to Yoga/Meditation, Tai Chi, Ai Chi, Acupuncture and Healing Touch will be used to complement the more traditional pain and stress management practices.

#### **LTC 726 ATHLETIC ADMINISTRATION: STUDENT LEADERSHIP DEVELOPMENT**

Student Leadership Development is an essential component to any successful education-based athletic program. In this course will be covered numerous ways to actively develop leaders in your local school and at the state level. Topics that will be covered include: captains council, student leadership workshops, service learning, and local and statewide student summits. The society in which we live is ever-changing and so are our student-athletes resulting in a necessity to evolve in finding new ways to teach and

challenge students to be the next generation of leaders. Enrollees that will derive the greatest benefit include educators who seek ideas and materials to help develop student leadership in their respective school, state and across the nation.

#### **LTC 790 ATHLETIC ADMINISTRATION: LEADERSHIP TRAINING INSTRUCTIONAL METHODS AND TECHNIQUES**

Since its inception, the integrity of the NIAAA LTI program has been maintained through the consistent and accurate delivery of course curricula. LTC 790 ensures the consistent and accurate delivery of all LTI courses by first providing instructors with an awareness of the expectations that are placed upon them as course instructors, and then by providing instructors with the appropriate instructional strategies, methods and techniques necessary to properly deliver the courses to students. Current LTI National Faculty Instructors guide potential LTI instructors through a series of exercises and interactions that demonstrate best practices for the successful teaching all LTI courses. To become an LTI instructor, individuals must complete LTC 501, LTC 790 and the course the individual will be instructing.

Required for LTI instructors

#### **LTC 799 ATHLETIC ADMINISTRATION: STANDARDS OF EXCELLENCE IN INTERSCHOLASTIC ATHLETIC PROGRAMS**

Leadership Training Course 799 has two purposes and potential benefits for high school athletics directors. For newly or recently appointed directors, the course provides an overview of 11 NIAAA Leadership Training Courses (LTCs) including key concepts, strategies and best practices. Whether working to improve a program or looking for long-range planning guidance, this overview of 11 NIAAA course components can be of value. At the close of each of the nine chapters contained in the course manual, other LTCs are cited wherein an athletic director can derive more detailed information on a particular topic addressed within each 799 chapter. For more experienced directors, the same planning and guidance benefits can be derived. However, an additional benefit and incentive can be realized by seeking NIAAA Recognition of Program Excellence as an exemplary athletic program. For this purpose, the course provides an assessment instrument that describes in detail important components of an educationally sound interscholastic athletic program. Required for QPA application.