The Iowa High School Athletic Directors Association will again be offering Leadership Training Courses. These courses are in conjunction with the NIAAA. Two classes are available through the ICN and two additional courses taught at the State Convention. The classes take about four hours to complete and you will receive your certificate upon completion of the course. “Why should I take a class, what is in it for me?” Let me attempt to answer this question by outlining our mission, objectives, and goals of leadership training.

**Mission:** Leadership Training Program is a broad-based curriculum that enhances the leadership potential and ability of all athletic administrators.

**Objectives:** To improve professionalism; to improve the involvement in the NIAAA and state association; to help prepare for the CAA.

**Goals:** To create courses to help train new athletic directors; to improve school athletic programs; to improve learning opportunities for student athletes; to enhance the professionalism of athletic administrators. As you can see the LTP program is in place to help you do your job better and in a professional manner, we can all be served by these courses.

**Staff development credit approval from Heartland, AEA!**
This year, the IHSADA has received approval for staff development credit for persons wishing to take LTC classes, plus attend the various sessions that are offered at the State Convention.

**COST:**
- LTC Class $ 75.00 (covers fees for the materials)
- Staff Development Credit (2 hrs) $ 55.00 (Heartland AEA Certification)
- Or Graduate Credit (Drake) (2 hrs) $180.00

**What you have to do to receive credit?**
Write a synopsis of each session attended at the State Convention. Write an implementation strategy for the four hour class (minimum 500 words).

Class registration must be paid in advance in order for us to have materials on site. (Staff credit will be paid at registration table the day of class, or can be paid online to Heartland AEA 11).

We are offering four LTC Classes, this year. The dates and times for the classes are listed on the registration form. (Reminder – LTC 501 is required if you wish to become a CAA) Again, the IHSAA has agreed to reimburse all new CAA, $100.00.

Brad Rose
Activities Director
Fairfield Community Schools
641.472.2059
brad.rose@fairfieldsfuture.org
March 8th, 2008        ICN Sites    10:00 AM to 2:00 PM
LTC 502 Athletic Administration: Principles, Strategies and Methods

The 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 areas such as budgets, transportation, and scheduling and parent/student/coach conflicts. The course will also touch upon sample athletic/activity program philosophies, department organizational charts, activity procedures/checklist, public relations, coaching applications/assessments and emergency plans.

Enrollees who will derive greatest benefit: Inexperienced athletic administrators seeking to define and improve their operational procedures

Required for: RAA, CAA and CMAA Certification

March 15th, 2008        ICN Sites    10:00 AM to 2:00 PM
LTC 608 Athletic Administration: Management Strategies and Organization Techniques

The 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 form orientation to time as an administrative resource

March 29th, 2008 State Convention 12:30 PM to 4:30 PM
LTC 504 Athletic Administration: Legal Issues I (Risk Management)

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

March 30th, 2008 State Convention 8:30 AM to 12:30 PM
LTC 501 Athletic Administration: Philosophy, Leadership, Organizations and Professional Programs

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

Enrollees who will derive greatest benefit: Administrators with minimal information concerning national and state associations who are interested in beginning the process of certification.

Required for: RAA, CAA and CMAA Certification

Check out the NIAAA web site for more information on LTC programs.
http://www2.niaaa.org/Leadership_Training/LTP_Course_Descriptions.asp
ICN SITES
Atlantic, Atlantic High School
Clinton, Clinton High School
Des Moines, Saydel High School
LeMars, LeMars High School
Mason City, Mason City High School

IOWA 2008 LTC CLASSES
REGISTRATION FORM

Deadline for ICN registration is February 20th, 2008
Deadline for State Convention Class registration is March 8th, 2008

Name___________________________________________ School____________________

Address_____________________________________________________________________________________

Phone____________________________________ email_____________________________________________

Please mark (X) the class you would like to take:

_______ LTC 502 Saturday, March 8, 2008 10:00 am – 2:00 pm @ ICN Sites
_______ LTC 608 Saturday, March 15, 2008 10:00 am – 2:00 pm @ ICN Sites
_______ LTC 504 Saturday, March 29, 2008 12:30 pm - 4:30 pm @ Hotel Ft. Des Moines
_______ LTC 501 Sunday, March 30, 2008 8:30 am - 12:30 pm @ Hotel Ft. Des Moines

Make checks payable to: IHSADA Cost: $75.00/per course
Mail registration form to:
Brad Rose, LTP Coordinator
Fairfield High School
605 East Broadway
Fairfield, Iowa 52556 or fax to 641.472.5253

For Questions? Please contact Brad Rose at 641.233.7022 or brad.rose@fairfieldsfuture.org