

LEADERSHIP TRAINING – REGISTRATION FORM



WISCONSIN ATHLETIC DIRECTORS ASSOCIATION (WADA)
AT 41st ANNUAL WADA WORKSHOP – NOV. 4-5-6, 2007
PAPER VALLEY HOTEL & CONVENTION CENTER – APPLETON, WI

Return this form by Friday Oct. 19th, 2007.

We will offer five courses on Sunday, plus the CAA exam at 1:45 p.m. Sunday, and four courses on Monday evening, plus this year we will offer one class on Tuesday.

Sunday, Nov. 4th --- 9:30 a.m. to 1:00 p.m. -- PLEASE INDICATE YOUR CHOICE

LTC 501 _____ LTC 508 _____
LTC 504 _____ LTC 611 _____
LTC 703 _____

Monday, Nov. 5th --- 4:15 p.m. to 8:15 p.m. -- PLEASE INDICATE YOUR CHOICE

LTC 502 _____ LTC 506 _____
LTC 714 _____ LTC 790 _____

Tuesday, Nov. 6th --- 1:00 p.m. to 5:00 p.m. -- PLEASE INDICATE YOUR CHOICE

LTC 619 _____

You can register for only one course each session.

The cost of each course is \$90.00 which includes a box lunch.

Find course description on the following page.

To register for the CAA exam, you will need to complete the form required – by Oct. 4; it's on the WADA web site www.wadawi.org – *in the on-line registration pack.*

MAKE CHECKS PAYABLE TO “WADA”
AND RETURN THIS COMPLETED FORM TO:

Don Dalton
W6850 Porters Lake Rd.
Wautoma, WI 54982-4982
Fax: (920) 787-1614 Phone: (920) 787-1371 e-mail: cochlndn@network2010.net

RETURN BY FRIDAY, OCT. 19th, 2007 \$10.00 LATE FEE AFTER THE DEADLINE!

PLEASE PRINT CLEARLY

NAME _____

ADDRESS _____

SCHOOL _____

WORK PHONE _____ HOME PHONE _____

FAX _____ E-MAIL _____

LEADERSHIP TRAINING, NOV. 2007 – COURSE DESCRIPTIONS

LTC 501

ATHLETIC ADMINISTRATION: Philosophy, Leadership Organizations and Professional Programs

This flagship course of the Leadership Training Program serves as an overview for the Certified Athletic Administrator examination. Topics discussed include: NFHS, NIAAA, State Athletics/Activities Associations, Legal Issues, Communication, Budgets, Technology and Leadership Styles. The course also previews the NIAAA Certification Program and the Leadership Training Program. It is a prerequisite for all levels of certification.

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, 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.

LTC 504

ATHLETIC ADMINISTRATION: Legal Issues 1 (Risk Management)

The course will focus on risk management as an ongoing responsibility of the athletic administrator. Included will be strategies for reducing risks and minimizing litigation that may result from constitutional, federal law and state law challenges. In addition, the 14 legal duties of coaches and athletic administrators will be covered, with special emphasis on the need to be constantly proactive. Current case law studies are provided to demonstrate practical applications of the legal concepts and principles presented. The newest interpretation and applications of Title IX and ADA are introduced.

LTC 506

ATHLETIC ADMINISTRATION: Legal Issues 11 (Title IX, Sexual Harassment, ADA and Employment Law)

This course will provide an overview of contemporary interpretation of law for each topic area, along with contemporary case law studies. Athletic administrators will also be provided a Title IX program assessment instrument. Through the use of this assessment tool, directors will be able to determine the degree to which local schools meet current Office of Civil Rights (OCR) standards.

LTC 508

Athletic Administration: Legal Issues 111 - (Hazing, ADA, Employment Law)

This course will have in-depth coverage of the issues and strategies related to the development of an effective policy for prevention of hazing in an interscholastic athletics program, coverage of the constitutional and statutory issues affecting athletics programs, including the impact of disabilities legislation on school athletics, and coverage of employment law concerns affecting athletics programs, including contract law, equal pay, and FLSA issues. (New course effective 1-1-07)

more

LTC 611

Athletic Administration: Interscholastic Athletic Budget Concepts and Supplemental Fundraising

This course of study will provide an overview of accepted budget management practices and strategies. Included will be budget models, timelines, and public relations strategies, including methods for desktop budget management. Four models of supplemental fundraising will be summarized, along with a method for defining the role and function of a booster club. The potential for fundraising through community foundations or educational foundations will be introduced, along with a focused chapter on "Corporate Sponsorship". An extended reference list will provide a number of Internet Web sites that can provide information about high return fundraising efforts that require minimal effort. (LTC 511-through 12-31-06)

LTC 619

ATHLETIC ADMINISTRATION: Guidelines for Enhancing Curbside Appeal for Outdoor Sports Venues

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". LTC 519 through 12-31-06.

LTC 703

ATHLETIC ADMINISTRATION: Citizenship Through Sports and Fine Arts

The course exposes the individual to the positive values that can be taught through athletic/activity participation, utilizing the NFHS Citizenship Through Sports and Fine Arts Initiative. This interactive course will provide the necessary tools to implement a citizenship initiative within your own school and community. LTC 503 through 12-31-06.

LTC 714

ATHLETIC ADMINISTRATION: Dealing With Challenging Personalities

This course will examine the causes of challenging or difficult personalities in society, with specific reference to high school athletic programs. Basic management strategies will 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 514 through 12-31-06.

LTC 790

Athletic Administration: Leadership Training Instructional Methods and Techniques

This course is designed to provide instructors with an awareness of the expectations that are placed upon them in presenting LTP courses. The course examines teaching and learning styles and provides strategies for instructors to use in teaching LTP courses. It provides for interaction between current national faculty instructors and potential LTP instructors in the exchange of ideas used in the successful implementation of courses. To instruct any LTP course, one must complete LTC 501, LTC 590 and the course that one will be instructing. Only National Conference Presentation Faculty is permitted to teach 590. (LTC 590 through 12-31-06)