



CIF/CSADA LEADERSHIP TRAINING CLASSES

DATE/TIME	TRAINING COURSE	LOCATION	REGISTRATION DEADLINE	COST	MARK CLASS WITH X
Wednesday, April 22, 2009 8-Noon	LTC 506 Athletic Administration: Legal Issues II (Title IX, Sexual Harassment)	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 22, 2009 8-Noon	LTC 608 Athletic Administration: Management Strategies and Organization Techniques	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 22, 2009 1-5pm	LTC 508 Athletic Administration: Legal Issues III – (Hazing, ADA, Employment Law)	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____
Wednesday, April 22, 2009 1-5pm	LTC 705 Athletic Administration: Coach Centered Educational Athletics – A Character Based Coach to Coach mentoring program	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____
Thursday, April 23, 2009 8-Noon	LTC 502 Athletic Administration: Principles, Strategies and Methods	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____
Thursday, April 23, 2009 8-Noon	LTC 612 Athletic Administration: Technology I – Basic Computer Application	CSADA Conference San Diego, CA	April 6, 2009 PRE-REGISTRATION REQUIRED	\$105	_____

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

Choose Either 506 OR 608 at 8:00 a.m. Wednesday AND
 Choose Either 508 OR 705 at 1:00 p.m. Wednesday AND
 Choose Either 502 OR 612 at 8:00 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 _____

Email (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 (510-521-4449) 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

1320 Harbor Bay Parkway, Suite 140, Alameda, CA 94502
lhauck@cifstate.org Phone - 510.521.4447 Fax – 510.521.4449

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 502 Athletic Administration: Principles, Strategies and Methods

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 budgets, transportation, and scheduling and parent/student/coach conflicts. The course also touches 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: Athletic administrators seeking to define and improve their operational procedures.

Required for: RAA, CAA and CMAA Certification

LTC 506 Athletic Administration: Legal Issues II (Title IX, Sexual Harassment)

This course has in-depth coverage of compliance issues regarding Title IX and gender equity in an interscholastic athletic program, including the methodology for a school to perform a Title IX self-audit, and in-depth coverage of the issues and strategies related to the development of an effective policy for the prevention of sexual harassment in an interscholastic athletic program.

Enrollees who will derive greatest benefit: Administrators seeking strategies for minimizing legal challenges in each topic area.

Required for: CMAA Certification

LTC 508 Athletic Administration: Legal Issues III – (Hazing, ADA, Employment Law)

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

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

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 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 athletic administration and who could benefit from orientation to time as an administrative resource.

LTC 612 Athletic Administration: Technology I – Basic Computer Application

This course is an excellent resource and a useful tool in the everyday responsibilities of the athletic administrator when making presentations to community groups, booster clubs, boards of education, etc. Attendees will receive basic instruction and procedures in Word and PowerPoint. The hands-on course offers the athletic administrator an opportunity to actively create Word documents and PowerPoint presentations during the presentation of the course. Attendees will receive a resource disk to watch training sessions as many times as they want while they practice in Word and PowerPoint. For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2003, including PowerPoint, to the class.

Enrollees who will derive greatest benefit: Administrators seeking basic computer Word and PowerPoint skills for everyday office operations and presentations.

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 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.

Enrollees who will derive greatest benefit: Athletic Administrators seeking methods and strategies to maximize and enhance the strengths of their coaching staff.