

**FLORIDA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION  
LEADERSHIP TRAINING INSTITUTE REGISTRATION FORM  
May 5, May 6 and May 8, 2012  
Orlando Airport Marriott**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(As it appears on your Drivers License)

School: \_\_\_\_\_

Address: \_\_\_\_\_  School  Home

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (      ) \_\_\_\_\_  School  Home

E-Mail Address: \_\_\_\_\_

**FIRST COURSE – \$95.00, SECOND COURSE – \$90.00, THIRD COURSE – \$85.00, FOURTH COURSE – \$80.00**

**Registration fee for LTC 790 waived if two other courses are taken**

(see reverse side for description of courses)

**CHOOSE ONLY ONE PER SESSION**

**SESSION I: Saturday, May 5, 2012 – 8:00 AM – 12:00 Noon Courses**

- LTC 504 – Athletic Administration: Legal Issues I – Risk Management
- LTC 608 – Athletic Administration: Management Strategies and Organization Techniques

**SESSION II: Saturday, May 5, 2012 – 1:00 PM – 5:00 PM Courses**

- LTC 506 – Athletic Administration: Legal Issues II – Title IX and Sexual Harassment
- LTC 621 – Athletic Administration: Synthetic Fields, Design and Construction Components
- LTC 790 – Athletic Administration: Leadership Training Instructional Methods and Techniques

**SESSION III: Sunday, May 6, 2012 – 8:00 AM – 12:00 Noon Courses**

- LTC 501 – Athletic Administration: Philosophy, Leadership Organizations and Professional Programs
- LTC 508 – Athletic Administration: Legal Issues III – Hazing, ADA and Employment Law
- LTC 710A – Athletic Administration: Current Issues in American Sports

**SESSION IV: Tuesday, May 8, 2012 – 11:00 AM to 3:00 PM Courses**

- LTC 502 – Athletic Administration: Principles, Strategies and Methods
- LTC 703 – Athletic Administration: Student Centered Educational Athletics

**Registration Deadline is  
Saturday, April 7, 2012  
\$20.00 Late Fee after April 7, 2012  
No Refunds after April 21, 2012**

Amount Enclosed \$ \_\_\_\_\_  
(1 Course \$95.00, 2 courses \$185.00, 3 courses \$270.00  
4 courses \$350.00, Plus \$20.00 Late Fee if applicable)

Make Checks Payable to and Mail to:

FIAAA  
5200 NW 43 St., Suite 102-192  
Gainesville, FL 32606

**LTC 501 Athletic Administration: Philosophy, Leadership Organizations & Professional Programs (Sun, May 6 – 8:00 AM – 12:00 Noon)**

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.

**LTC 502 Athletic Administration: Principles, Strategies and Methods (Tue, May 8 – 11:00 AM – 3:00 PM)**

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.

**LTC 504 Athletic Administration: Legal Issues I – Risk Management (Sat, May 5 – 8:00 AM – 12:00 Noon)**

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."

**LTC 506 Athletic Administration: Legal Issues II – Title IX, Sexual Harassment (Sat, May 5 – 1:00 PM – 5:00 PM)**

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.

**LTC 508 Athletic Administration: Legal Issues III – (Hazing, ADA, Employment Law) (Sun, May 6 – 8:00 AM – 12:00 Noon)**

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.

**LTC 608 Athletic Administration: Management Strategies and Organization Techniques (Sat, May 5 – 8:00 AM – 12:00 Noon)**

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.

**LTC 621 Athletic Administration: Synthetic Fields, Design and Construction Components (Sat, May 5 – 1:00 PM – 5:00 PM)**

This course will review the stages and procedures involved in defining the concept, ensuring a successful design and the selection of a qualified professional to construct a synthetic turf playing surfaces. Discussion will take place regarding specific language, selection criteria bidding strategies and a checklist of contract considerations. In addition, a review of requirements to ensure professional project management, necessary steps to maintain quality assurance and best practices for care and maintenance.

**LTC 703 Athletic Administration: Student Centered Educational Athletics (Tue, May 8 – 11:00 AM – 3:00 PM)**

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 710A Athletic Administration: Current Issues in American Sports (Sun, May 6 – 8:00 AM – 12:00 Noon)**

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. Possible topics include booster clubs, home schooling, hazing, specialization, performance enhancing substances and equity issues.

**LTC 790 Athletic Administration: Leadership Training Instructional Methods and Techniques (Sat, May 5 – 1:00 PM – 5:00 PM)**

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 790 and the course that one will be instructing. Enrollees who will derive greatest benefit: Administrators seeking to become instructors in the Leadership Training Program.