



NMADA/NIAAA LTC WORKSHOP

***Sunday, September 26, 2021
Embassy Suites, Albuquerque, NM***



LTC 608 Athletic Administration: Management Strategies and Organization Techniques

Sunday, September 26th 2:00pm-6:00pm, Presented by Ben Tensay, CMAA

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 706 Athletic Administration: Coaching Coaches to be Leaders and Educators

Sunday, September 26th 2:00pm-6:00pm, Presented by Roy Sanchez, CMAA

This course will examine the training, preparation, and guiding of coaches, by athletic administrators, to understand the inherent tasks related to education-based athletics. The administrator will be better prepared to integrate new learning opportunities for coaches through the nurturing of suggested coaching knowledge, skills, behaviors, and attitudes. Enrollees in this course will be better empowered as the athletic administrator to deal with the constant turnover and training of coaches that can demand much of the administrator's time.

CAA Exam Administration—Presented by Ann Stewart, CAA

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The NIAAA Professional Development Academy has 4 nationally accredited levels of I-S A.D. Certification:

- **Registered Athletic Administrator (RAA)** – LTC 501, LTC 502
- **Registered Middle School Athletic Administrator (RMSAA)** – LTC Courses 501, 502, 503, 504, 700, 701
- **Certified Athletic Administrator (CAA)** – 2 years' experience and current employment as an AD, LTC Courses 501, 502, 503, 504, and 506 passing the CAA certification exam, and Personal Data Form.
- **Certified Master Athletic Administrator (CMAA)** – CAA, LTC 501, 502, 504, 506; 508, and 510; 3 courses each from the Operations group (600) and the Leadership group (700), completion of CMAA Project, and Personal Data Form – points earned subsequent to award of CAA (except LTC courses)

Please see page 2 for registration form and payment details – note registration deadlines

NMADA
Leadership Training Courses
Course Registration Form
Sunday, September 26, 2021
Embassy Suites, Albuquerque, NM

1. Student Information

First Name: _____ M.I. _____ Last Name: _____
 School: _____ Phone: _____
 Address: _____ Cell: _____
 City: _____ State _____ Zip: _____
 E-mail: _____ NIAAA# _____

2. Course Enrollment

		Member Fees	Non-Member Fees	<u>Total</u>
_____ LTC 608	Sunday, September 26, 2021 2:00—6:00 PM	\$89.00	\$99.00	\$ _____
_____ LTC 706	Sunday, September 26, 2021 2:00—6:00 PM	\$89.00	\$99.00	\$ _____
_____ CAA Exam	Sunday, September 26, 2021 2:00—5:00 PM			

Note - NMADA Members - \$89.00, Others - \$99.00

TOTAL \$ _____

3. Payment Processing: Courses must be paid in full by registration deadline

_____ Check enclosed (Check # _____) payable to NMAA-NMADA
 _____ Purchase order enclosed (PO # _____) payable to NMAA-NMADA
 _____ Registration/guarantee, payable to NMAA-NMADA, payment to follow

Registration/payment to: **NMAA-NMADA**
6600 Palomas NE
Albuquerque, NM 87109

E-mail tammy@nmact.org
Phone: 575-740-0409
Fax: 505-923-3114

REGISTRATION DEADLINE – Monday, September 13, 2021

Note – Late registrations are allowed *if paid at time of class*, materials may be delivered post conference