



**NEW MEXICO ACTIVITIES ASSOCIATION
NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION**



Memorandum

June 23, 2017

To: High School Athletic Directors

From: Joe Butler, Assistant Director for Sports, NMAA
Scott Evans, Executive Director, NMADA

RE: NMAA/NMADA SUMMER MEETINGS AND INFO – SCHOOL YEAR 2017-18

1. NMAA Contact Information. Please go to the NMAA website, www.nmact.org, click on “For Athletic Directors”, then click on “2017-18 AD Contact Information”. Corrections/updates to Tyler Dunkel at: tyler@nmact.org.
2. NMADA Membership. Enclosed is a 2017-18 membership form. Support your professional organization. Benefits include: “NMADA News”, Scholar-Athlete Awards, AD Awards, LTC/NIAAA promotions, etc.
3. NIAAA Leadership Training Courses – July 24, 2017*. Three LTC courses will be offered on Monday, July 24, 2017. Enclosed is a flyer with course and CAA/CMAA info, registration form on the back, pre-reg. 7/10/2017.
4. SAEA Reporting System*. Presentation by NMPED/NMADA on Tuesday, July 25th, 10:00-10:50; gathering data, system access, data entry as required by the School Athletics Equity Act, for new/novice A.D.’s.
5. NMAA Eligibility & Coaching Guidelines*. There will be an NMHSCA Coaches Clinic session on NMAA eligibility and coaching guidelines for A.D.s (and coaches), on Tuesday, July 26th, 8:30am – 9:50am.
6. NMAA Required A.D. Rules Clinic*. The required A.D. rules clinic is on Tuesday, July 25th, 3:00pm – 3:50pm. An alternative online version of the A.D. rules clinic will be available 8/1 to 8/31, same format as coach clinics.
7. NMADA General Membership Meeting*. There will be a general membership meeting of the NMADA on Tuesday, July 25th, 4:00pm – 4:50pm. Business meeting and DOOR PRIZES!
8. NMAA/NMADA Rookie AD & Mentors Social*. There will be a “meet and greet” social for new/novice NMAA athletic directors and NMADA mentors on Tuesday, July 25th, 5:30pm – 6:00pm.
9. NMADA Board Meeting*. There will be a working breakfast meeting of the 2017-18 NMADA Board on Wednesday, July 26th, 7:00am – 8:30am.
10. NMAA/NMADA Rookie A.D. Workshop. Enclosed is an info and registration flyer for a workshop for new/novice athletic directors to be held on Wednesday, August 2, 2017 at the NMAA offices in Albuquerque.

**Events held in conjunction with the NMHSCA Summer Clinic, Crowne Plaza Hotel, Albuquerque, NM. Please see NMHSCA Summer Clinic schedule for room assignments. Athletic Directors are encouraged to join NMHSCA and take advantage of all the clinic offerings – see www.nmhscs.com*



The New Mexico Athletic Directors Association Presents NIAAA Leadership Training Courses



***Monday, July 24, 2017
Crowne Plaza Hotel, Albuquerque, NM***

**SPECIAL PROMOTION – NMADA MEMBER – FIRST LTC COURSE?
Contact Scott Evans for a \$50.00 credit code – see page 2**

LTC 611 Athletic Administration: Concepts and Strategies for Interscholastic Fundraising, Marketing, Promotions and Booster Clubs

Monday, July 24th, 9:00am to 1:00pm, presented by Scott Evans, CMAA and Gary Schuster, CAA

This course will provide the athletic administrator with strategies and ideas to successfully promote and market the school's interscholastic programs and to enhance the success of supplemental fund-raising designed to create interest in, increase enthusiasm for, and enhance the image of a school's interscholastic activities program are described. Models of supplemental fund-raising are summarized, including a focused segment on working successfully with booster clubs and safeguarding of funds that have been raised. The potential for raising funds through grants and outreach efforts for major gifts are introduced. Detailed information related to corporate sponsorship is provided. Appendices include sample materials that may be utilized for grant and corporate sponsorship applications, marketing plans, and booster clubs, as well as fund-raising resources.

LTC 710-A Athletic Administration: Current Issues in American Sports

Monday, July 24th, 1:00pm to 5:00pm, presented by Lawrence Johnson, CAA and JC Fulgenzi, CAA

(Ongoing Challenge of Sportsmanship, Directing Your Non-Faculty Coaches, Dealing with Difficult Problematic Parents, Bullying and Cyberbullying, Dealing with Stress and Burnout as an Athletic Administrator). Participants will have an opportunity to participate in the discussion. The instructional format of the course will consist of lecture, as well as large group and small group interaction. Enrollees who will derive greatest benefit: Administrators seeking discussion of current issues and problem resolution strategies.

LTC 508 Athletic Administration: Legal Issues III (Hazing, Constitutional Law, Disabilities Law, Employment Law & Labor Law

Monday, July 24th, 5:00pm to 9:00pm, presented by Larry Waters, CAA and Ann Stewart, CAA

This course provides in-depth coverage of the legal standards governing hazing in interscholastic athletics programs and strategies for developing, implement, and documenting an effective anti-hazing policy, along with extensive coverage of the constitutional rights of student-athletes that must be respected by schools when sanctioning athletes for misconduct, the impact of federal disabilities legislation on school sports programs, and the employment and labor law issues related to the administration of interscholastic athletic programs, in particular the minimum wage and overtime requirements of the federal Fair Labor Standards Act.

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The NIAAA Professional Development Academy has programs leading to 4 nationally accredited levels of Interscholastic Athletic Director Certification

- Registered Athletic Administrator (RAA) – LTC 501, LTC 502
- Registered Middle School Athletic Administrator (RMSAA) – LTC 501, LTC 502, LTC 504, LTC 700, LTC 701
- Certified Athletic Administrator (CAA) – 2 years experience and current employment as an AD, LTC Courses 501, 502, 504, 506, passing the CAA certification exam, and Personal Data Form
- Certified Master Athletic Administrator (CMAA) – CAA, LTC 501, 502, 504, 506; 508; 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
Monday, July 24, 2017
Crowne Plaza Hotel, Albuquerque, NM

1. Student Information

First Name: _____ M.I. _____ Last Name: _____

School: _____ Phone: _____

Address: _____ Cell: _____

City: _____ State _____ Zip: _____

E-mail: _____ NIAAA# _____

Note – The NIAAA# is the NIAAA member number or website ID#, contact Scott Evans if unknown

2. Course Enrollment

Member Fees Non-Member - Fees

Total

_____ LTC 611 – Monday, July 24 th , 9:00am – 1:00pm	\$89.00	\$99.00	\$ _____
_____ LTC 710-A – Monday, July 24 th , 1:00pm – 5:00pm	\$89.00	\$99.00	\$ _____
_____ LTC 508 – Monday, July 24 th , 5:00pm – 9:00pm	\$89.00	\$99.00	\$ _____

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

First LTC Course Credit Code (if applicable) _____ (\$50.00)

Note – Must be NMADA member taking your first LTC class, contact Scott Evans
(contact information below) for a credit code (Limited to first 10 requests)

TOTAL \$ _____

3. Payment Processing:

_____ 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 scott@nmact.org
Phone: 505-923-3278
Fax: 505-923-3114

REGISTRATION DEADLINE – Monday, July 10, 2017

Note – Late registrations are allowed, materials may be delivered post conference

**NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION
MEMBERSHIP FORM – 2017-18 SCHOOL YEAR
(Please Print Legibly)**

NAME: _____
Last First Middle Initial

SCHOOL: _____ SCHOOL PHONE: _____

SCHOOL ADDRESS: _____ SCHOOL FAX: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ CELL: _____

PRINCIPAL: _____ SUPT.: _____

Please indicate your general areas/levels of athletic director/coordinator duties:

_____ High School Only _____ High School & Mid School _____ Mid School Only

_____ District (Multi-HS) _____ Assistant AD/AC _____ Retired/Other

Please indicate current additional roles/duties beyond AD/AC (if any) with your school/district:

_____ Teacher _____ Coach _____ Ass't Principal _____ Other (please list below)

Please indicate source of dues payment/funding:

_____ School/District _____ Personal

Do you currently hold a NM Administrative License: _____ Yes _____ No

Are you a current member of NIAAA (Nat'l Interscholastic AD Ass'n) _____ Yes _____ No

Number of years of previous experience as an Athletic Director/Coordinator: _____

MEMBERSHIP FEES: High School or High School and MS/JH - \$50.00
Lifetime-Retired - \$50.00
MS/JH or Assistant AD/AC* or Retired or Others - \$25.00

*Note – Assistant AD/AC open to assistants and administrative assistants when combined with a full \$50.00 membership from the same school/district

PLEASE MAKE P.O.'s AND CHECKS PAYABLE TO NMAA-NMADA AND SEND TO:

**SCOTT EVANS
NMAA-NMADA
6600 PALOMAS NE
ALBUQUERQUE, NM 87109**

**E-mail: scott@nmact.org
Phone: 505.923.3278
Fax: 505.923.3114**



2017-18 ROOKIE A.D. WORKSHOP

Presented by

New Mexico Activities Association

and

New Mexico Athletic Directors Association



Day/Date: Wednesday, August 2ND, 2017

Time: 10:00am to 3:00pm (lunch provided)

Place: NMAA Offices – Hall of Pride and Honor

Topics: NMAA Staff – Building Relationships

NMAA Sportsmanship – “Compete with Class”

NMAA Website as a Resource

MaxPreps Data System

NMAA Corporate and Media Information

NMAA/NMOA Officials information

NMAA Eligibility and Petitions

NMAA Coaching and Participation Regulations

NMAA Resources and Professional Development

NMADA/NIAAA Membership, Benefits and Programs

Registration: Complete and return to Joe Butler via FAX (505.923.3114), or scan/e-mail to: joeb@nmact.org

Name _____ School _____

Phone _____ E-Mail _____

