



The Toolkit for New Athletic Administrators

2025 NADC

Tampa, Florida



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Welcome to NADC Tampa '25!



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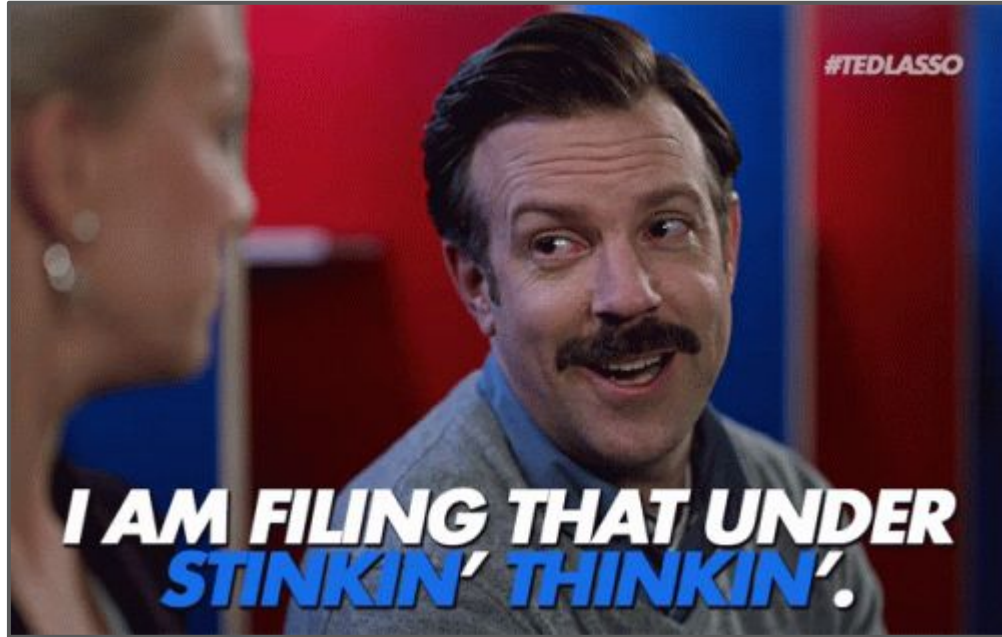
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Session Topics

- An Attitude of Gratitude
- The Student Athlete Experience
- Philosophical Approach to.....
- What's in Your Toolbox?
- What's in Your Digital Toolbox?
- Get to Know Your State Association
- The Student Athlete Experience
- Thriving as an Athletic Administrator
- Resources
- Questions & Discussion



Questions & Discussion





An Attitude of Gratitude

Your brain at positive is 31% more productive than your brain at negative, neutral or stressed.

Shawn Achor



An Attitude of Gratitude

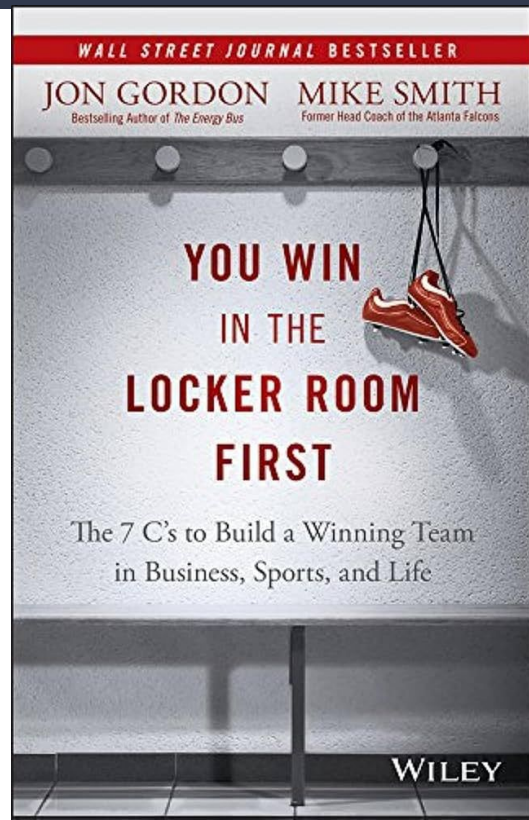
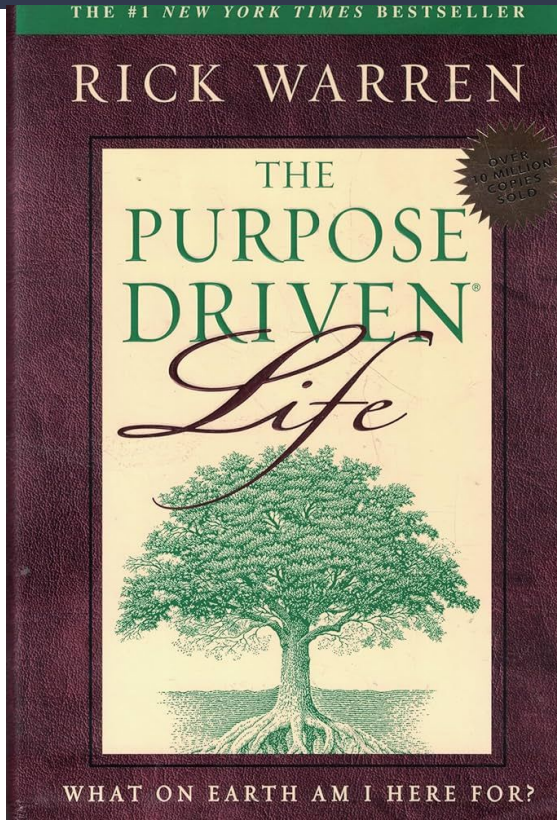
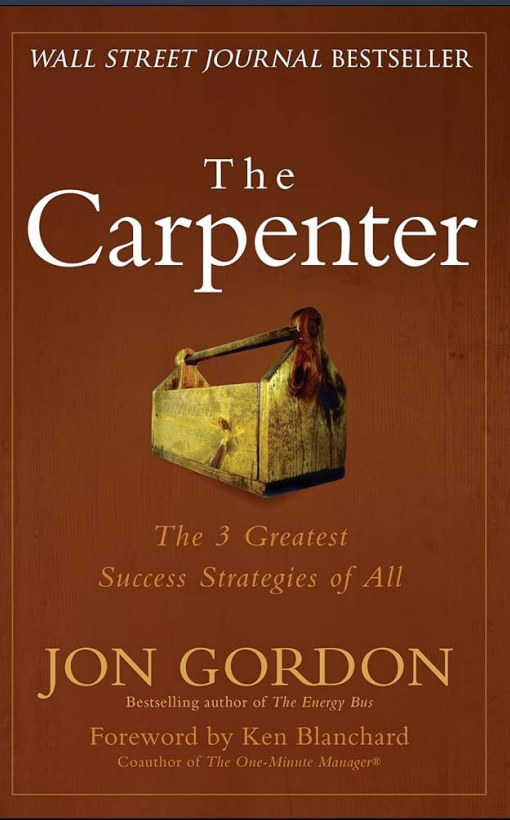


THE STUDENT-ATHLETE EXPERIENCE





Philosophical Approach to.....





Philosophical Approach to.....

- Transition Planning...the First 90 Days...the Next 90 Days...
- What evidence do you want to observe that I have been the Athletic Administrator at Norris High School this past year? In Five Years?
- Michael Whan, USGA CEO
 - Listen
 - Be Curious, Not Judgmental
 - Be Trainable & Adaptable



What's in Your Toolbox?



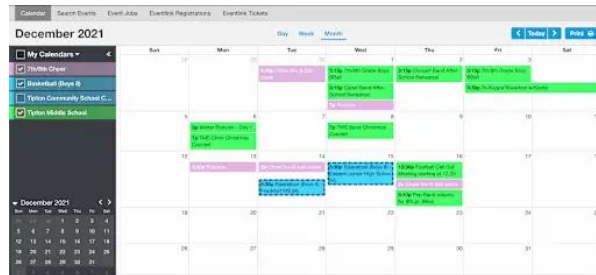
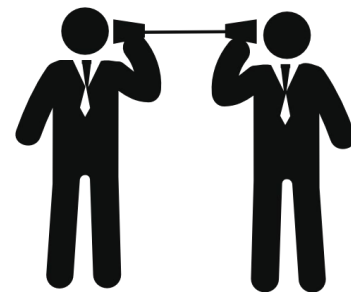


What's in Your Digital Toolbox?

What are some of the tools used in your Athletic Administrator's daily life?

Who is serving who?

How do you define when to use which technology?



Get to know your State Association(s)



YOU ARE YOUR STATE ASSOCIATION!





Get to know your State Association(s)

Health and Safety

- Sports Medicine Advisory Committees
- Physical, Parental Consent, & Other Health Forms
- Health & Safety Policies
 - Head/Heart/Heat
- Weather Standards
- Catastrophic Insurance

Membership Essentials

- “Checklists”
- Becoming a Member
- State Association Online Portal
- Compliance Checklist
- “New” AD Classes/Meetings
- Association Governance
- Constitution and Bylaws
- Administrators' Meeting Resources



Get to know your State Association(s)

Education & Publicity

- Student Services
- Coaches Requirements
- Rules Meetings Information
- Sport Rules Books & Manuals
- Name, Image and Likeness
- Parent Meeting Presentation
- Student Advisory Committee
- Officials' Education
- Social Media
- State Championships

Eligibility

- Student Participation Rules/Regs
 - Academic Requirements
 - Virtual
 - Home School
 - Foreign Exchange
- Transfer Rule Eligibility
- Hardship Rules and Waivers
- Amateurism Rule
- In v Out-of-Season Rules

THE STUDENT-ATHLETE EXPERIENCE





The Student Athlete Experience

“I serve a variety of perspectives, but I work for students.”

- They are at the heart of what we do. Spend time with them, interacting, observing, & listening.
- Show support & build rapport.
- Create a student advisory/leadership committee.



Thriving as an Athletic Administrator

- Setting clear & achievable goals that align with your school district's strategic plan. Be transparent in communicating these goals to those you serve.
- Relationships ➡ Creating, Cultivating, Elevating ➡ All Stakeholders
- Organize Yourself & Organization of the Athletic Administration Department
 - [Commitment 2 Excellence Time Management Daily Activity](#)
- Leadership vs. Management & Understanding Management is a part of Leadership
- All Means All; All Kids, All Programs, All the Time

Resources – NIAAA

PAID RESOURCES

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niaaa.org/paid-resources

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ATHLETIC ADMINISTRATION: A COMPREHENSIVE GUIDE

This guide provides practical materials, successful methods, innovative strategies, checklists and numerous examples of forms, letters and evaluation tools. It features information addressing Athletics and the Law, Risk Management, Personnel, Finance, Turf Management, Public Relations, Student-Athlete Guidelines, Sportsmanship, Fundraising and Promotions, and more. Plus, download forms that might be applicable to your program without having to keystroke the entire form.

→


PURCHASE

AFTER SCHOOL EVENT EMERGENCY PLAN


This plan outlines procedures for addressing emergencies that occur at after school events, including medical, fire, severe weather, violence, power outages, bomb threats, missing child and more.

→

PURCHASE



**ATHLETIC
ADMINISTRATION:
A COMPREHENSIVE
GUIDE**



**AFTER
SCHOOL EVENT
EMERGENCY PLAN**

Resources – NIAAA

- NIAAA Magazine Archive
- PSA's
- Profile of Athletic Admin
 - Guide for Sup's, BOE
- Ath Admin Job Description & Eval
- New AD Welcome Packet
- AD Insider
- Position Statements
- PD Handbook
- NIAAA Pulse Podcast

NIAAA.org/free-resources

ACCESS NOW

FREE RESOURCES

Explore these free resources we have created and curated for athletic administrators and state athletic administrator association leaders.

NIAAA members have exclusive access to an **additional library of resources**. **Join today** and take advantage of these benefits!

FREE RESOURCES

INTERSCHOLASTIC ATHLETIC ADMINISTRATION (IAA) MAGAZINE ARCHIVE

Access previous issues of the IAA—a quarterly print magazine created BY athletic administrators FOR athletic administrators—by purchasing an annual subscription membership (\$20 for U.S.-based, \$30 Canada).

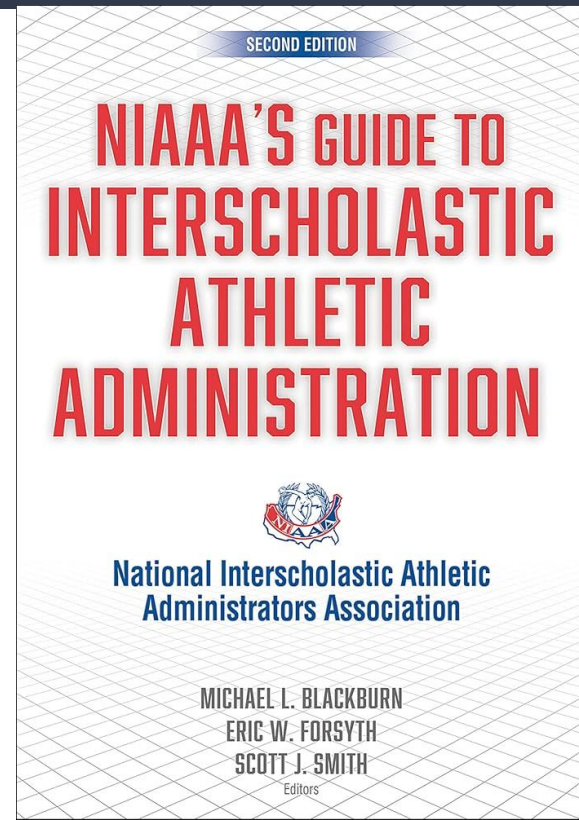
The IAA features articles to help





Resources

- [NSIAAA New Athletic Administrator Manual](#)
- [NSIAAA Mentoring Program Handbook](#)
- [TSSAA Compliance Checklist](#)
- [TSSAA Athletic Administrator Training](#)
- [TIAAA Athletic Administrator's Toolbox](#)
- [NIAAA](#)
 - [Certification](#)
 - [Leadership Training Courses](#)
 - [NIAAA Paid Resources](#)
 - [NIAAA Free Resources](#)





Resources

- [ExtraCurricular Onboarding Form](#)
- [Volunteer Onboarding Form](#)
- [NFHS Article 2016](#)
- Regular updates & reminders
 - [Weekly Updates](#)
- [Football Event Communication](#)
- [Evolving Role of the Athletic Administrator](#)

I'M READY

FINALFORMS 2024 ATHLETIC DIRECTOR READINESS CHECKLIST

Our athletic department is prepared for success:

Coach Compliance <ul style="list-style-type: none">— New hires, re-hires, extensions— Background checks— Department handbook and policies— State athletic association policies— Emergency medical info and contacts	Facilities Review <ul style="list-style-type: none">— Inspections— Cleaning and sanitization— Maintenance requests— AED battery check
Coach Certifications <ul style="list-style-type: none">— School district requirements— State requirements— NFHS / State courses	Inventory Control <ul style="list-style-type: none">— Assignment procedure— Collection policies and penalties— Uniform and equipment orders
Athlete Eligibility <ul style="list-style-type: none">— State requirements— Transfer requirements— Grades and course requirements	Emergency Procedures <ul style="list-style-type: none">— On and Off-campus protocol— Communication standards
Athlete Clearances <ul style="list-style-type: none">— Forms (state, district, department)— Physicals— Concussion and/or cardiac tests	State Compliance Requirements <ul style="list-style-type: none">— State membership forms— Participation / Title IX reports— Tournament entry forms
Coach, Parent, and Athlete Policies <ul style="list-style-type: none">— Substance policy (drug, alcohol, tobacco, etc.)— Social media policy— Hazing policy— Attendance policies— Code of conduct	Team Communication Rules <ul style="list-style-type: none">— Acceptable/Prohibited apps— Monitoring and public records
Parent/Community Communication <ul style="list-style-type: none">— Preseason information and expectations— Fan/Parent behavior policies	Awards and Standards <ul style="list-style-type: none">— Available awards— Lettering standards— List of exceptions
	Accessible Resources <ul style="list-style-type: none">— Return-to-Play Processes— Mental Health Hotlines and Contacts

ELIGIBLE ATHLETES. CONNECTED COACHES. PROTECTED ADs.
FinalForms is the largest and fastest growing online registration platform in the USA.

www.finalforms.com



Questions & Discussion



Enjoy NADC Tampa '25!



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