

Leaving a Legacy while completing your CMAA project

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How you will look pre-CMAA Project





2

How you will look post CMAA project
(Just kidding)



1
How you'll feel once you've completed the CMAA project

NIAAA CERTIFICATION REQUIREMENTS

- ▶ CERTIFIED MASTER ATHLETIC ADMINISTRATOR (CMAA)
- ▶ ATTAINED CAA DESIGNATION
- ▶ APPROVAL OF PERSONAL DATA FORM (PDF)
- ▶ COMPLETION OF LTC 508, LTC 510 AND A MINIMUM OF FIVE (5) LTI ELECTIVES, ONE 600 LEVEL, ONE 700 LEVEL PLUS THREE (3) ADDITIONAL ELECTIVES AT EITHER LEVEL
- ▶ EMPLOYED SO THAT ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS IS/WAS ONE'S PRIMARY RESPONSIBILITY
- ▶ COMPLETE A PRACTICAL WRITTEN OR ORAL EXERCISE

NIAAA CERTIFICATION PROCESS

- ▶ Obtain a Certification Application by
- ▶ Create a member profile online
- ▶ Download and complete the Certification Worksheet to verify your status
- ▶ Access your online profile and complete the application
- ▶ Complete the "Personal Data Form" (PDF) which provides a method of documenting your educational background and professional experiences.
- ▶ The fully completed PDF is then submitted with proof of completion of required LTI courses, proof of college degree and appropriate processing fees to the NIAAA office.
- ▶ Processing Fees (NIAAA Member \$175.00) • Certified Master Athletic Administrator

NIAAA CERTIFICATION PROCESS

The certification committee will review your PDF to confirm attainment of the minimum number of required credits/criteria.

Final Step: A member of the Certification Committee will evaluate the submittal and determine final attainment for CMAA designation.

HOW DOES THE CERTIFICATION COMMITTEE HELP?

A member or members of the Certifications Committee are assigned to each individual CMAA Project (Written or Oral)

Their goal is to help each Candidate complete their project and obtain their CMAA designation. They work with each Candidate to review their project, give feedback and ultimately, help get the project approved

KEYS TO A SUCCESSFUL PROJECT? HOW TO LEAVE YOUR MARK THROUGH YOUR PROJECT!

*An Introduction—Opening paragraph may include school/community demographics and a brief description of your project.

▶ Subsequent paragraphs shall include the following six items:

- ▶ Who—Stakeholders,
- ▶ What—Purpose,
- ▶ When—Timeline,
- ▶ Where—Population and/or location,
- ▶ Why—Need,
- ▶ How—Implementation Assessment and Evaluation—Give supporting data, e.g., newspaper articles, Board of Education minutes, newsletters, etc., where applicable.
- ▶ Conclusion—impact on stakeholders and long-term effect.

CRITERIA FOR WRITTEN OR ORAL PROJECTS

► Introduction

Opening statement which will include the school and community demographic and brief description of the project.

► Who

Stakeholders the project is designed to benefit

CRITERIA FOR WRITTEN OR ORAL PROJECTS

► When

Timeline for development and implementation of the project. Include meeting agendas developed to accomplish the project.

► Where

Population or location where the project will or has been implemented.

CRITERIA FOR WRITTEN OR ORAL PROJECTS

► Why

Need for the project and any risks identified (costs, change, personnel, etc.)

► How

Implementation process and sequencing of events.

CRITERIA FOR WRITTEN OR ORAL PROJECTS

▶ Assessment and Evaluation-

Show supporting data and use evidence to support assertions. Include timelines of activities involved in the development and implementation of the project, surveys, cost analysis, photos, or other supporting information.

▶ Writing

Demonstrate precise, professional language and word choice; use well-structured sentences, correct spelling and grammar.

CRITERIA FOR WRITTEN OR ORAL PROJECTS

► Conclusion-

Describe the impact on stakeholders. Identify LTC course work and other resources that assisted in the development and implementation of the project.

► Oral Presentations Only

Voice Pacing, Tone and Projection, Professional Dress, Eye Contact, Body Language, Division of Themes, Discourse, Pronunciation, Grammar, Vocabulary and ability to engage audience

PROJECT OPTIONS

- ▶ OPTION 1: WRITTEN PRESENTATION
- ▶ OPTION 2: ORAL PRESENTATION *Additional oral presentation instructions will be emailed to you upon approval of your PDF.
- ▶ OPTION 3: RECIPIENT OF THE QPA

What is Legacy

- ▶ Planting trees for shade that you will never see
- ▶ Digging a well from which you'll never drink
- ▶ Coaches win games
- ▶ Teachers see graduations

Athletic Director's Legacy

- ▶ What do Athletic Directors do that is tangible?
- ▶ What's lasting?
- ▶ How do we identify something to call our own?
- ▶ How do we pass it on?
- ▶ How do we make sure it is sustainable?

Your Project - Identify Your Passion

- ▶ The best presentations
 - ▶ Come from the heart
 - ▶ Fill a need

Inventory What You've Already Done

- Have you chosen your project?
- Is project complete?
- Is it already in written form?

Determine Your Type of Presentation

- Your comfort zone
 - Oral can be interactive and highlight use of technology and multimedia
 - Written is more structured and easily adjusted before submission
- Personal Preference
- Let your Personality Come Out

Seek Advice

- ▶ Where Can I Get Advice
 - ▶ Colleagues
 - ▶ State LTI Coordinator
 - ▶ State Executive Director
 - ▶ NIAAA Certification Committee
 - ▶ NIAAA Staff
 - ▶ [List of CMAAs by State](#)

Collect Artifacts

- ▶ Research
- ▶ Surveys
- ▶ Supporting Evidence
- ▶ Implementation
- ▶ Evaluation
- ▶ Testimonials

Leave a Road Map

- ▶ We want what we do to be lasting
- ▶ Leave the “Institutional Knowledge” behind for others
- ▶ Involve others who are in your school

Examples

- ▶ Sample Topics with Contact Information

FREQUENTLY ASKED QUESTIONS

- ▶ What is a project of value?
- ▶ How do I get started?
- ▶ Who can help me?
- ▶ How much extra work will it be?
- ▶ Should I do a Written or Oral project?

▶ This is where you decide how your project can leave a legacy