

# **National Board Certified Athletic Administrator CAA**

STUDY GUIDE  
For the  
CERTIFIED ATHLETIC ADMINISTRATOR  
Examination  
Revised 7/2020



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## General Information

Congratulations! Review of this document is an indication that you are preparing to take a very important step in your career by seeking a CIAA designation with the NIAAA. Certifications are affidavits of industry knowledge AND knowledge beyond course curriculum. When an individual demonstrates knowledge, they earn a certification that may be a personal goal, may serve as a practical vehicle for attaining continuing education requirements or may lead to salary enhancements. More importantly, earning a certification makes a candidate more relevant. The process of certification provides systematic professional continuity toward a leadership role while acquiring a strong background of educational preparation.

The CAA exam is a 100 question, multiple choice assessment requiring 75% accuracy. This study guide content is based on information and discussions from the required Leadership Training Courses 501, 502, 503, 504, and 506 and will specifically list concepts and terms that will be helpful to your study regime. Other resources used include the NFHS Handbook and A Guide to College Bound Student Athletes and their Parents. Examples of test questions may or may not necessarily be from the exam itself but will reflect concepts of importance.

Keep in mind, a Study Guide is a “road map” and should reflect the “big ideas” of your course work; however, all content is not equally important. When challenged by a question, ask yourself, “what is the BEST answer?”

As you begin to prepare, keep these key aspects of study preparation in mind:

- Auditory learners may want to read the questions aloud and record them
- Study with another person if possible
- Study when you are alert
- Create a study schedule
- Be positive
- Stay hydrated during your study session
- Turn off your phone....really...turn off your phone
- Moderate caffeine intake is good, but not too much
- Reward yourself when you are done!

## Content Areas

The content areas included in the CAA exam are related to responsibilities of the athletic administrator.

Content Area	# of Questions	Content Area	# of Questions	Content Area	# of Questions
Athletic Policies	7	Athletic Handbooks	7	Booster Clubs	2
Budget & Fundraising	7	Communication	4	Eligibility	2
Ethics	4	Game Management	5	Leadership Styles	5
Legal/Legislative	14	Medical/Health & Safety	7	NIAAA/NFHS	7
Office Management	4	Organizational Structure	9	Public Relations	3
Sexual Harassment	6	Sportsmanship	7		

## Accommodations

Noting ADA requirements, Athletic Administrators requiring special accommodations to take the exam, *and* those AD's with hearing or visual impairments or AD's from a foreign country that might have a problem with the English language should contact the NIAAA office by phone at 317-587-1450 or by mail:

NIAAA  
9100 Keystone Crossing Suite 650  
Indianapolis, IN 46240

# Code of Ethical and Professional Standards

## Prologue: Why a Code of Ethics for Athletic Administrators?

The athletic administrator is, an educational-leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics **is** an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values, and principles of **education-based athletics** and how they translate into everyday decisions and actions.

### **The Interscholastic Athletic Administrator is committed to the student-athlete:**

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.-

### **The Interscholastic Athletic Administrator is committed to education-based athletics:**

- Organizes, directs, and promotes an interscholastic athletic program that is an integral part of the total educational program and **enhances** the learning process.
- Cooperates with the staff and school administration in establishing, implementing, and supporting school policies.
- Promotes high standards of ethics, sportsmanship, and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

### **The Interscholastic Athletic Administrator is committed to the profession:**

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

# Content Area Terminology & Practice Questions

## Budget Terms

**Resource Utilization** - Use of funds or equipment within the cost constraints, and consistent with long range plans and defined maintenance programs. The focus of this concept is on cost accountability.

**Surplus Funds** - Revenues or generated income that exceed athletic program budgets or costs. In some school districts, booster clubs or ticket revenues create surplus funds that exceed funds derived from the tax base.

**Contingency Funds** - Funds that are maintained, controlled, and dispensed by the Board of Education for the purpose of responding to unforeseen emergencies (e.g.: gym roof leak, scoreboard replacement).

**Cost Analysis** - A practice wherein a statistical analysis of expenditures may be conducted according to gender costs, per capita costs, etc. Sports comparisons are common outgrowths.

**Participation Fees** - A pre-season cost assessment levied on families and/or athletes that can be used to offset some of the cost of an athletic program.

**Accountable** - For public funds and equipment, open records must be made available to citizens or contracted auditors, to document appropriate use and maintenance of resources.

**Revenue** - All sources of income including tax resources, ticket sales, item sales, booster club funding, donations, and bequeathals.

**Austerity** - Fiscal or economic hardships or resource shortfall created by inflation, cost controls, economic recession, or increasing tax rates.

**Purchase Order** - A financial document issued by a school district to order or requisition a product. This document must be supported by appropriate funding. As such, the document represents a promise to pay upon delivery of an acceptable product and appropriate invoicing.

**Budget Padding** - An unethical practice wherein funds are requested that are not directly tied to a long-range purchase plan or to the preceding year's budget proposal. This is usually done to ensure at least the same budget allocation as the preceding year.

**Bidding** - A process of specifying the desired qualities of a particular item to area vendors. Bids are required to acquire the most cost effective and durable equipment. Justification is usually required for NOT selecting the lowest bid.

**General Fund** - The overall operating budget from which the costs of non-capital supplies, materials, transportation, officials, maintenance, and cleaning/repair of equipment are paid.

**Anticipated Income** - Projection of revenues or funds available from various sources including the tax base, ticket revenues, school fund raising projects, and booster club contributions.

**Zero-Based Budgeting** - An annual exercise wherein the athletic administration is allowed no previous budget reference. All expenditures are specified and justified. Heavy scrutiny is given to existing inventories and long-range purchase plans.

**Transaction Audit** - An assessment of district approved procedures used to expend and account for legitimate use of public funds. The audit process usually involves inspection of purchase orders, invoices, and budget compliance.

## Budget Practice Questions

1. The best way to fund an education-based athletic program is by:
  - a. donations from the parent booster club and corporate sponsorship
  - b. gate receipts and student participation fees
  - c. subsidy from the board of education
  - d. local educational foundation funding
2. An invoice is:
  - a. a document authorizing the purchase of athletic equipment
  - b. an itemized statement specifying the price of goods and the terms of sale
  - c. an offer to provide equipment at a specified cost
  - d. a written statement showing payment of a bill

## Crowd Management Terms

**Regulations Posted** - Public posting of notices, signs or citing various behavior expectations, or prohibitions. May include prohibitions against alcohol, tobacco products, loitering, blocking stadium or gymnasium aisles, and exits. May also specify hours of operations. May also include signs and similar information in the contest program.

**Restriction Signs** - Notices to the public restricting access to certain areas including the competitive surface, coaches' offices, officials, and team dressing rooms.

**Coaches Responsibilities** - The control of player behaviors is ultimately the coaches' responsibility. That responsibility may also include one's own spectators when traveling. Other responsibilities include control of player interactions with opponents, opponent spectators, and contest officials.

**Lavatory Availability** - A series of management procedures to enhance patron comfort and to ensure legitimate use and access. Signs indicating access routes should be highly visible. Periodic inspection should be implemented to prevent smoking and other unacceptable or illegal conduct.

**Spectator Exit Flow** - Enhancing rapid and unhindered spectator traffic flow. May require stationing of supervisors, additional gates opened, and traffic directed to prevent over crowding or interaction between spectators.

**Supervision Positioning Assignments** - Stationing of facility and security officials to facilitate entry and exit to monitor spectator conduct. This practice is often governed by the amount of space and illumination available and the proximity of streets, parking lots and driveways. Frictions between schools or student entities are a significant consideration and may require supervision by staff members from both schools.

**Ejection Procedures** - A necessary procedure to prevent disruptive, unsportsmanlike, or dangerous actions. Should be accomplished in as quiet and inconspicuous manner as possible.

**Program Announcements** - Specification of approved and prohibited conduct. These announcements may be specified in the contest program and announced periodically during the contest.

**Occupancy Relations** - May include separation of spectator sections; prohibiting of non-purposeful movement or wandering by students; standing or sitting in aisles and walkways.

**Safety Checks** - Any of a wide range of physical plant inspections to ensure spectator safety. This procedure can include inspection of bleachers, supports, railways, walkways, aisles, lighting conditions, bathroom conditions, emergency plans, communications, and management plans for spectator control removal.

## Crowd Management Practice Questions

3. In setting up for a safe athletic contest, which of the following is the **least desirable**:
  - a. to arrange for adequate security personnel
  - b. to develop a procedural plan for the exit of team, officials, and spectators
  - c. to personally provide refreshments for the officials at half-time of the contest
  - d. to position staff in a manner that prevents fans from getting on the field, around the players bench area or directly into areas of competition
4. The **least** important element of good crowd control is:
  - a. appropriate sideline decorum of the coaching staff.
  - b. a policy of refunding the price of admission to spectators who are ejected.
  - c. an explanation of the basic rules of the sport in the game program.
  - d. periodic announcements that identify the behavioral expectations of spectators.

## **Sportsmanship Terms**

**Courtesy** - A series of approved and expected behaviors that must be taught and reinforced annually which include:

- Shaking hands with opponents
- Control of spectator and player emotions, language and behaviors directed at opponents, officials, and other spectators
- Providing secure team dressing areas and bus parking

**Management Plan** - A supervisory model designed to facilitate the control of spectators including safe entrances and exits, separation from players and officials, behavior management and contingency models for ejections or emergencies.

**Posters and Banners** - Posted signs, flags or emblems that encourage appropriate crowd, player and spectator conduct and set a tone that indicates that appropriate behavior is expected.

**Self-Control** - The goal of all sportsmanship efforts is development of this attribute among spectators, coaches, and players when emotions or challenges rise.

**Announcers Neutrality** - Emphasis on reporting the contest rather than editorializing or sensationalizing. Announcers must control personal emotions during heated play and must refrain from comments about opponents. Appropriate pronunciation of opponent names is also important.

**Communicating Expectations** - A variety or combination of techniques may be used to communicate expectations to players, coaches, and spectators. These include:

- pre-season orientation meetings
- public address announcements
- student council involvement
- printing expectations in contest programs
- public service announcements
- student handbooks

**Cheerleading Expectations** - These guidelines must include assisting with the crowd control, avoiding derogatory comments or behaviors aimed at opponents and positive action such as recognizing an injured opponent who is removed from the contest with appropriate applause.

## Sportsmanship Practice Question

5. Which of the following areas ARE NOT a major concern in establishing guidelines for good sportsmanship at athletic contests:
- respect for the integrity and judgment of game officials
  - the behavior of the coach which must at all times be marked by dignity and self control
  - the attitude of the student body which may be improved through assemblies and the school public address system
  - payment of the officials during the game

## Fundraising Terms

**Expense Reports** - Any of a series of accounting procedures used to demonstrate legitimate use of funds. This procedure becomes especially important when Booster clubs provide funds for the purchase of equipment, uniforms, and supplies.

**Project Timelines** - A designated time frame in which a fundraising effort is to be conducted which may prevent conflict with other projects.

**Project Potential** - An assessment of the revenue producing potential of a fundraising initiative. Times required compared to the funds that can be raised are key considerations.

**Audit** - An accounting procedure utilized to monitor the use of public or supplemental resources.

**Profit Margin** - The percentage of profit projected or demonstrated from the sale of a fundraising product.

**Project Benefit** - Designation of programs or recipients of fundraising initiatives.

**Gate/Event Receipts** - A source of revenues for the school, district, or athletic department. This revenue may be incorporated within the overall budget resources or may supplement the tax revenue.

**Item Marketability** - The attractiveness of an item to the students, parents, or citizens within a school community. Marketability may determine profit margins and worker commitment to a project.

**Educational Compatibility** - Certain fundraising initiatives may not be compatible with the goals of education. These may include gambling and other games of chance, conducting door-to-door sales or late evening fund raising events.

**Activity Approval** - Fundraising efforts may require approval of the Board of Education, building principal and the city licensing bureau (sales or food permits).

**Performance** - Fundraising activities that involve performances or talent shows are extremely time and personnel intensive. Performance may also refer to the fundraising potential of an item or activity.

## Fundraising Practice Question

6. Research shows that time is an important factor in the success of a fundraising project. It is recommended that the maximum period for a project from start to finish is:
- dependent on the product being sold and target population
  - two months
  - no more than a semester
  - four to six weeks



## **Legal/Legislative/Sexual Harassment Terms**

**Comparative Negligence** - A legal theory that apportions percentages of responsibility for injury or loss for individuals involved in negligence litigation.

**Liability** - The responsibility of a negligent individual to make an injured or damaged individual whole.

**Attractive Nuisance** - A physical asset or property that may be dangerous and that attracts individuals by nature of its contents, or the usual activities conducted therein (e.g., unlocked swimming pools, unsupervised gym).

**Absolute Negligence** - To be negligent, a person with responsibility for supervision:  
Had a duty (moral obligation):

- to supervise
- to conduct activity safely
- to provide safe equipment
- to warn of dangers inherent in the activity
- to condition sequentially
- to teach sequentially
- to respond to injuries appropriately
- to develop and implement an emergency plan

**Self-Incrimination** - A protection under the Fifth Amendment that precludes a witness from providing testimony that could prove his/her guilt.

**Waiver** - A written release of liability. NOTE: Adults cannot waive the right of a child to health & safety.

**Litigation** - A legal court challenge.

**Misdemeanor** - A minor law violation-usually an ordinance violation (petty theft, parking, or curfew).

**Proximate Cause** - The most closely related factor that caused injury or loss because of negligence (e.g., an 18 year old player crossing a street to practice is hit by a drunk driver - intoxication is the proximate cause NOT the location of practice or the supervision of the coach).

**In Loco Parentis** - "In place of the parent." Coaches and athletic administrators are considered child advocates and stand "in loco parentis" during practice and competition.

**Title IX** - The Education Amendment Act of 1972 requires equal contest scheduling, facility access, uniform quality, officiating and coaching quality for boys' and girls' athletic teams. The Civil Rights Restoration Act of 1988 strengthened this act by affecting any institution receiving Federal funding.

**Assumption of Risk** - Athletes assume some risk of injury when they become candidates for a sport team. This is the reason that warning statements become imperative.

**Damage** - Loss or destruction of property. If negligence is involved, monetary awards may be ordered by a court to make the injured party whole.

**NOCSAE** - National Operating Committee on Safety in Athletic Equipment. Protective equipment (helmets, face guards, pads) must carry current NOCSAE certification. Coaches and athletic administrators who use non-certified equipment would be liable for damages if injury occurs.

**Unreasonable Search** - A constitutional protection that precludes locker searches unless there is "reasonable belief" that a dangerous or illegal item is contained in the locker.

**Free Speech** - Appearance and speech of athletes may be curtailed when athletes are involved in voluntary athletic participation. There is a question as to whether a coach can abridge this right when the athlete is not directly involved in sports. If the free expression violates a law, then discipline may be imposed.

**Due Process** - A constitutional protection that requires the accused to be appraised of an alleged violation. The accused has the right to challenge the accuser, the right to present supporting witnesses and the right to appeal an adverse verdict.

**Negligence** - Failure to meet an obligation to discharge a duty that results in injury/loss or commission of an act that results in injury or loss when that injury or loss was foreseeable to an ordinary observer. NOTE: Due to the legal duties of care, coaches and athletic administrators are held to a higher standard because they are considered trained professionals.

**Accountability** - Holding one responsible for removing athletes from harm's way or removing a dangerous circumstance from the athlete's way.

**Contributory Negligence** - An injury resulting from the unsafe behavior of an individual who knew or was warned of the hazards inherent in his/her behavior(s).

**Tort Liability** - A tort is a wrongful act. The obligation to make an injured or damaged person whole because of omission or commission of a duty that results in an injury or loss.

**Restitution** - Monetary awards that make a damaged individual whole.

**Prudent Person** - The standard of ordinary care. What behavior or careful actions would an ordinary person take to avoid danger? NOTE: Coaches and athletic administrators are held to a higher standard and are NOT considered ordinary. (They are trained professionals).

**Duty to Instruct** - In a manner appropriate for the age, fitness, maturity, readiness and skill, or the athlete, with appropriate protective equipment, and in a logical and sequential progression.

**Breach of Duty** - Failure to perform a duty, or performance of a dangerous act, while supervising athletes that result in injury or loss (omission or commission). Omitted or committed breach of duty examples:

- could foresee that omission of a duty or commission of any unsafe act would create a dangerous environment
- was guilty of breach of duty involving commission or omission which was the proximate cause
- caused actual loss by omission or commission

**Property Right** - A constitutional guarantee (own property; re-employment under a contract).

**Sexual Harassment** - unwelcome words or actions of a sexual nature which results in harm to the victim.

**ADA** - American with Disabilities Act is a federal law that creates a protective right by prohibiting discrimination on the basis of a disability.

**Section 504** - With respect to participation in school sponsored athletics, disabled students enjoy the protected rights granted by Section 504, ADA, and IDEA of federal law.

## **Legal/Legislative/Sexual Harassment Practice Questions**

7. When documents are requested by the media via a Freedom of Information Act request, an athletic administrator may withhold any written records which:
  - a. document repeated breeches of conduct by a coach
  - b. were composed by parents in confidence criticizing a coach
  - c. were personal, hand-written notes by the athletic administrator intended as non-disciplinary warnings to a coach
  - d. explain the absence of a starting athlete from competition due to discipline
8. Three components of Title IX provide a framework for measuring compliance by high school athletic departments. In assessing compliance of component No. 1, districts must satisfy:
  - a. one of the three prongs.
  - b. two of the three prongs.
  - c. all three prongs.
  - d. sufficient documentation of effort.
9. A 2009 U.S. Supreme Court ruling clarified that students or school employees who are alleged victims of sexual harassment may seek redress under both Title IX of the Education Amendments of 1972 and:
  - a. The Fourteenth Amendment Equal Protection Clause.
  - b. Title VII of the Civil Rights Act of 1964.
  - c. Section 504 of the Rehabilitation Act of 1973.
  - d. Hazing Prohibition Act of 2003.

## **Philosophy & Leadership Styles Terms**

**Idealism** - Values and beliefs that cause individuals to aspire to a higher state of being. A certain degree of idealism should give direction to the long-range plans of coaches and athletic administrators.

**Ethics** - Values that give direction to behavior in all situations.

**Cogent** - A convincing point of view. One's philosophy should be cogently expressed in practice.

**Realism** - Actual factors that exist in one's environment that give direction to planning and that may temper idealism.

**Logic** - Reasoning or the science of reasoning.

**Autocratic** - A dictatorial, singular, or dominant point of view that is not open to discussion.

**Pragmatic** - A philosophy and behavior model that focuses on logical and tangible goals that have clear value merit.

**Integrity** - Honesty, sincerity in day- to -day operation.

**Democratic** - A leadership style that emphasizes cooperative, shared, and collegial decision- making.

**Naturalism** - Actions or thoughts based on natural desires.

**Laissez-Faire** - A leadership style provides minimal guidance or structure to subordinates.

**Code of Behavior** - Norms, values, standards that are accepted by a culture, society, or population (e.g., good, or poor sportsmanship).

**Exigent** - That which is pressing or urgent and thus may affect priorities.

**Eclectic** - A comprehensive leadership style that incorporates elements of all others as dictated by the circumstance.

### **Philosophy and Leadership Styles Practice Question**

10. A pragmatic philosophical approach to an athletic situation would best be described as:
- An NIAAA program which defined logic and its application to athletics
  - an inclination toward literal truth
  - the course of action which results in observable outcomes
  - a projection of situations (actions/things) in an ideal form

### **Communication Terms**

**Open Door Policy** - An invitation for any person to drop in to the athletic administrator's office at any time. This may not be realistic as an ongoing practice.

**Media Relationships** - Must be open, honest, and forthright. Special courtesies need not be extended in order to "get good press".

**Internal Memorandum** - A department level correspondence that may or may not be confidential.

**Staff Newsletter** - An excellent vehicle for keeping parents aware of needs, directions, and growth of athletic teams. Involves parents as partners.

**Coaches Handbook** - A comprehensive set of policies, standards and procedures that define the operational behavior of a coach throughout a sport season (pre/during/after).

**Athletic Bulletin Board** - A posting area for notices or announcements. An excellent method for reinforcement of verbal announcements.

**Press Release Format** - Who, What, When, Where, Why, How.

**Parents Letters** - Preseason, midseason, postseason - each have functions.

### **Communication Practice Question**

11. Proper Public Relations depend on:
- well organized monthly booster club meetings
  - frequent publicity and promotion
  - communication with both parents and coaches
  - developing good relations with the local media

### **Booster Clubs Terms**

**Constitution/Bylaws** - Define the function of the club-fund raising.

**Appropriate Program Promotion** - Athletic fundraising initiatives should not compete with or harm other fundraising efforts. They should comply with laws, statutes, and board of education policy ordinances.

**Support of Educational Goals** - Certain fundraising activities may not be compatible with the goals of education.

**Relationship to the Athletic Program**-The booster club should not be a decision-making, policymaking, or personnel committee.

**Objectives** - Specific behavioral targets that relate to fundraising.

**Inappropriate Program Intrusion** - Competition with the school store or local vendors may cause frictions. Booster club members should not expect to be involved in team selections or coach selections.

**Fundraising** - Any series of methods used to assemble revenues to supplement the tax and/or ticket revenues that support the athletic program.

**Marketing** - Enhancing the image and attractiveness of athletic activities or fundraising products.

### **Booster Club Practice Question**

12. Booster clubs should promote school spirit and increase the funds by:
- selling sweatshirts in the school color with the school logo on it to provide new uniforms
  - having a car wash to gain enough money to pay off a coach with a poor record
  - using the slush funds for the president to attend school contests out of town
  - using their influence to pressure the coaches to play their sons and daughters

### **NIAAA/NFHS**

The purpose of the NFHS is to coordinate the efforts of its member associations toward the objectives of interscholastic activities. To accomplish this, the NFHS is guided by a philosophy consistent with accepted purposes of secondary education. Member state associations' programs are administered in accordance with the basic beliefs stated in the philosophy.

These state high school associations are organizations of individual high schools. Each school designates an individual to represent it in the state association which is primarily concerned with the administration and establishment of controls to insure the proper conduct of activities and programs. These controls both protect and promote interscholastic activities.

NIAAA Objectives:

- Provide knowledge and direction
- Fuel passion, vision, and willingness to take risks that will demonstrate a pursuit of excellence
- Strategic Plan

NFHS Objectives:

- **Purpose** - Recommend regulations and standards to guide the conduct of high school athletic programs.
- **Rule Writing/Policy Committees** - Advice from states, sections, and regions.
- **Bylaws/Philosophy** - Support for state association standards; defines participation as a privilege and suggests local standards be defined; defines spectator events as positive outlets for student participation; suggests physical exams every two years.
- **Healthy Lifestyle activities** – Avoidance of performance enhancing and banned substances.
- **NFHS Origin** – 1920 - School personnel from Illinois, Wisconsin, Michigan, Indiana, and Iowa.

## **NIAAA/NFHS Practice Question**

13. Which of the following is **NOT TRUE** about the NIAAA Strategic Plan:
- The plan is to help the Association to remain on the cutting edge
  - The plan will make deep changes that will lead the NIAAA to future excellence
  - The plan reflects innovative leadership
  - The plan is for 10 years

## **Ethics Terms**

**Operations** - The athletic administrator is expected to conduct and supervise the daily operations of an athletic department in keeping with the highest standards of the school's policies, conference policies, state association regulations, and the NIAAA/NFHS standards. Integrity and altruism must characterize the program's operation and the athletic administrator's behavior.

**Moral principles** – The principle of right and wrong that are accepted by an individual or social group.

**Integrity** – Adherence to moral and ethical principle.

## **Ethics Practice Question**

14. The NIAAA Code of Ethical and Professional Standards is designed to:
- be consistent with all districts in the geographic area
  - set specific guidelines for an athlete to qualify for participation
  - establish standards for all members to attempt to achieve
  - develop rules to operate sport activities

## **Medical/Health and Safety Terms**

**Stress** - can accrue from external and internal sources. Management of stress is an ongoing task for athletic administrators.

**First Aid** - Emergency response to life threatening conditions (ABCs) first, then non-life threatening conditions.

**Athletic Trainer** - A professional trained in injury response, prevention, and rehabilitation techniques. Must complete a four-year degree including 800 hours of supervised practical experience. Must pass a certification exam administered by the National Athletic Trainers Association (NATA).

**Physical Exam Standards** - Recommended by the NFHS, specified by the state association (usually a sports medicine committee).

**Nutrition** - Role of fats, proteins, carbohydrates, vitamins and supplements in health maintenance and athletic performance.

**Sports Medicine** - A science that focuses on sport injuries, management, and rehabilitation.

### **Weather Related Emergencies**

- heat cramps, heat exhaustion, heat stroke (relation to pre-event hydration and electrolyte intake)
- frostbite
- dangerous weather-lightning warnings

**Kinesiology** - The scientific analysis of human movement in terms of physical and mechanical principles.

**Concussion** – A type of traumatic brain injury caused by a bump, blow or jolt to the head that can change the way the brain functions.

### **Medical/Health and Safety Practice Questions**

15. Concussion management protocol should include:
  - a. A gradual return to play after medical clearance is received.
  - b. Parents and coaches can encourage an athlete to return to play despite having concussion symptoms.
  - c. The game official has the responsibility of allowing an athlete to return to play.
  - d. The athlete can return to play on the same day after symptoms subside fifteen minutes after the injury.
16. Signs and symptoms of steroid use in a high school athlete could cause:
  - a. a decrease in secondary sex characteristics
  - b. the development of excessive acne and aggressive behavior
  - c. the onset of weight loss
  - d. an increase in mental capacity

### **Leadership Terms**

#### **Staff Planning**

- The essence of democratic leadership.
- Excellent procedure for policy development by a coaching staff

#### **Methods of Communicating:**

- sending, receiving
- content, emotion
- reinforcement of another person's communication (affirmation, head nodding)
- autocratic-rigid-structured
- laissez faire-unstructured
- democratic-cooperative

#### **Analyzing Productivity:**

- goal setting
- regular assessment of progress
- re-prioritizing goals and directions
- resource allocation

### **Leadership Practice Questions**

17. An autocratic or dictatorial leadership style is not characterized in the following manner:
  - a. authoritative
  - b. inflexible
  - c. extremely restrictive
  - d. cooperative
18. The management role of the athletic administrator:
  - a. varies with each season
  - b. if handled correctly will provide the athletic administrator with time to perform other more important tasks
  - c. may be the most varied of all school administrators
  - d. is a role which can be delegated to others within the school

## **Athletic Policies Terms**

**Understand your school district policies, mission, and goals as they pertain to hiring, eligibility, evaluations, etc.**

**Coaching Assessment** – Quality instructional coaching, potential leadership, a climate to achieve improvement, having a thorough job description, etc.

**Education of Coaches** - self-assessment, principal as advocate for coaches, input from players and parents, collaborative goal setting.

## **Athletic Policies Practice Question**

19. Which of the following steps should not be included to implement a broad comprehensive evaluation of the coaching staff in your school?
- a. a thorough job description
  - b. a plan for self evaluation by the coach
  - c. a comprehensive written end-of-season evaluation
  - d. a weekly parent evaluation



## **Answer Key & Rationale**

### **Budget: Reference to LTC 502**

**1-C**—When funds to operate the athletic program are provided by the board of education, the control of the program remains in its hands and the employees of the district. The entire thrust of the program is directed at accomplishing the goals and objectives of the school district. This includes the staff employed to work with the student-athletes as well as the means used to accomplish the intended experiences.

**2-B**—An itemized statement specifying the price of goods and the terms of the sale.

### **Crowd Management: Reference to LTC 502**

**3-C**—The least appropriate activity for an athletic administrator would be to personally provide refreshments to the officials.

**4-B**—Federal Law – **Reference to LTC 506**

### **Sportsmanship: Reference to LTC 503**

**5-D**—Integrity, dignity, self-control, and regular assemblies to address sportsmanship create an atmosphere that promotes a positive atmosphere. The payment of officials should take place outside of the public's eye.

### **Fundraising: Reference to LTC 502**

**6-D**—Additional the LTC 611 (Interscholastic Athletic Budget Concepts and Supplemental Fundraising indicates that research has shown that projects should not extend more than four to six weeks.

### **Legal/Legislative: Reference to LTC 506**

**7-D, 8-A, 9-A** —Refer to suggested references and study materials on the Freedom of Information Act.

### **Philosophy: Reference LTC 502**

**10-C**—Pragmatism deals with a course of action which lies in observable outcomes.

### **Communication: Reference LTC 502**

**11-B**—The key to success is regular communications that are factual in nature and keep interested students, parents, staff, administrators, board of education and community members "in the know".

### **Booster Clubs: Reference LTC 503**

**12-A**—Support groups should always confine their activities to positive activities that are designed to promote healthy growth in the athletic program, with input from the athletic administrator and coaching staff, and have a direct impact on all the student-athletes.

### **NIAAA/NFHS: Reference 501**

**13-D**—The NIAAA Strategic Plan is a five-year plan

### **Ethics: Reference LTC 502**

**14-C**—A code of ethics should be designed to create an atmosphere that creates challenges, encourages growth, and sets expectations.

### **Medical/Health & Safety: Reference LTC 502**

**15-A**— A gradual return to play protocol after medical clearance is received.

**16-B**-The development of excessive acne and aggressive behavior

### **Leadership: Reference LTC 501**

**17-D, 18-B**—A knowledge of all the leadership styles is extremely important. The athletic administrator who has a complete "arsenal of tools" and can employ them at the appropriate time has potential for success.

### **General Administration: Reference LTC 502**

**19-D**—A comprehensive program has a variety of means to identify strengths as well as weaknesses and encourage growth.