



**2024
Kentucky Athletic Administrators' Association
Conference
April 23rd – 26th
Louisville Marriott East**

The Kentucky Athletic Administrators' Association returns to the Louisville Marriott East for our 2024 conference. The hotel located at 1903 Embassy Square Boulevard in Louisville.

The Conference Schedule, On-line Conference Registration & Hotel information, Leadership Training Class Information, and our dual membership form are included in this packet for your review.

EARLY BIRD REGISTRATION DEADLINE: Friday, April 12

- **LODGING NOTE:** You must make your registration with the hotel by April 12th to get the conference rate! Registration after this date will be at current hotel rates. You are encouraged to reserve a room early as the room block will fill up early and we cannot guarantee available rooms after this date.
- **LEADERSHIP TRAINING CLASS:** The KAAA offers 1st Year Athletic Directors the opportunity to take one (1) class FREE. Those interested in this offering should email Hugh McReynolds regarding this class.

Anyone taking a Leadership Training class will need to register for the class by the April 12 deadline so that class materials can be ordered and shipped for use during the conference. Late registrations for Leadership Training classes will be accepted but course material will not be available for those individuals until after the conference.

KAAA Mission Statement

The mission of the Kentucky Athletic Administrators' Association is to serve its members by providing leadership skills and professional growth opportunities. As a partner with the Kentucky High School Athletic Association, the KAAA promotes positive working relationships between the two organizations and their respective member schools and athletic administrators. Furthermore, the KAAA strives to develop, enhance, preserve, and promote the educational value of interscholastic athletics.

2024

**Kentucky Athletic Administrators' Association
Conference Schedule**

Tuesday, April 23

9:00 am - 4:00 pm
4:00 pm - 5:00 pm
5:00 pm - 9:00 pm

Conference Set-Up / Preparation
Leadership Training Instructors Meeting
Leadership Training Institute

LTC-501 Athletic Administration: Guiding Foundations and Philosophies
LTC-506 Athletic Administration: Legal Issues II (Title IX & Sexual Harassment)
LTC - 601 Athletic Administration: Developing Athletic Department Handbooks
LTC-700 Athletic Administration: Administration of Middle School Athletic Programs

8:00 pm - 11:00 pm

KAAA Networking Center

Wednesday, April 24

TIME

6:30 am - 7:15 am
7:30 am - 8:45 am
9:00 am - 1:00 pm
10:00 am - 2:00 pm

ACTIVITY / EVENT

Board of Directors' Breakfast (Ticketed Event)
KAAA Board of Directors' Meeting
Conference Exhibitor Set-Up & Registration
Leadership Training Institute

LTC-502 Athletic Administration: Strategies for Organization Management
LTC-504 Athletic Administration: Legal Issues I (Liability for Sports Injuries & Risk Management)
LTC-619 Athletic Administration: Enhancing the Game Experience through Curb Appeal
LTC-799 Standards of Excellence in Interscholastic Athletic Programs

11:00 am - 2:00 pm
12:00 pm - 4:00 pm
1:00 pm - 6:00 pm
2:00 pm - 3:00 pm
2:00 pm - 3:00 pm
3:30 pm - 5:00 pm
4:30 pm - 5:15 pm
5:00 pm - 5:30 pm
6:00 pm - 8:30 pm
7:45 pm - 8:00 pm

Meet and Greet Hospitality
Conference Attendee Registration
Exhibit Hall Open

Workshop #1: "ATC Curriculum within the School Setting"
Workshop #2: "Mental Health--Balancing Work & Life"
Seminar #1 "Emergency Action Plans--Preparing for the Unexpected"
Conference Gift Pick-Up (Exhibit Hall)
1st Time Attendees' Orientation
Opening General Session (MEAL)

Recognitions / Introductions
Exhibitor Recognition
Recognition of 1st Time Attendees
Introduction of Regional AA's of the Year (High School)
Announcement of 5 Finalists for AA of the Year (High School)
Introduction of Regional AA's of the Year (Middle School)
Introduction of Sectional AA's of the Year (Middle School)
Door Prize Drawings (KAAA)
KAAA Networking Center

8:00 pm - 11:00 pm

2024
Kentucky Athletic Administrators' Association
Conference Schedule

Thursday, April 25

<u>TIME</u>	<u>ACTIVITY / EVENT</u>
8:00 am - 2:00 pm	Exhibit Hall Open
8:00 am - 12:00 pm	Conference Registration
8:30 am - 10:30 am	2nd General Session: (Meal and Voting for Athletic Administrator of the Year)
10:30 am - 10:45 am	Regional Door Prize Drawings
11:00 am - 12:00 pm	Workshop #3: "Legal Update"
11:00 am - 12:00 pm	Workshop #4: "Name, Image, and Likeness"
11:00 am - 12:00 pm	Workshop #5: "The Value of Education Based Athletics' from an Administrators Perspective"
12:00 pm - 1:15 pm	Regional Meetings
12:30 pm - 1:00 pm	Conference Gift Pick-Up
1:30 pm - 3:00 pm	Seminar #2: "Hazing and Sexual Harrasment"
3:00 pm - 3:30 pm	Door Prize Drawings
3:45 pm - 4:45 pm	Workshop #6: "Title IX Updates"
3:45 pm - 4:45 pm	Workshop #7: "Increasing Female Participation in Sports"
3:45 pm - 4:45 pm	Workshop #8: "Professional Growth for the Athletic Administrator"
6:00 pm - 8:30 pm	2024 KAAA Awards Banquet (MEAL)
8:30 pm - 11:00 pm	Location: Louisville Marriott East KAAA Networking Center

Friday, April 26

<u>TIME</u>	<u>ACTIVITY / EVENT</u>
9:00 am - 10:15 am	Seminar #3 "KHSAA Update"
10:30 am - 11:45 am	Derby Brunch / Closing General Session (MEAL)
11:45 am - 12:30 pm	Annual Meeting -- Kentucky Athletic Administrators' Association
12:30 pm - 1:00 pm	KAAA Board of Directors Meeting (Post-Conference)
1:00 pm - 2:30 pm	CAA Exam (On-Line Testing)
1:00 pm - 5:00 pm	Leadership Training Institute
	LTC-503 Athletic Administration: Enhancing Organization Management
	LTC-508 Athletic Administration: Legal Issues III (Hazing, Constitutional Law, Disability Law, and Employment/Labor Law
	LTC-603 Athletic Administration: Building Pyramids of Success in K-12 Athletic Programs
	LTC-640 Athletic Administration: Role of the Urban Athletic Administrator

Kentucky Athletic Administrators' Association

2024 Conference of Athletic Directors

Leadership Training Institute

2024 Course Offerings

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Tuesday, April 23 (5:00 pm – 9:00 pm)

LTC 501 Athletic Administration: Guiding Foundations and Philosophies

The flagship course of Leadership Training serves as an overview for interscholastic athletic administration. This course introduces the philosophy of educational athletics, then focuses on the roles of the NIAAA, the NFHS, the State Athletic/Activity Associations, and the State Athletic Administrator's Associations. The course also previews the NIAAA Leadership training and Certification Programs. It is a prerequisite for all four levels of certification and includes study materials for the CAA exam. Required for: LTI instructors and all certifications.

LTC 506 Athletic Administration: Legal Issues II (Title IX & Sexual Harassment)

This course provides in-depth coverage of the legal standards regarding Title IX compliance and gender equity assurance for interscholastic athletics programs, including the methodology for a school to perform a Title IX self-audit in order to proactively identify problem areas and necessary corrective actions to satisfy all applicable Title IX legal mandates, along with extensive coverage of the legal standards governing sexual harassment and sexual violence in school sports programs and strategies for developing, implementing, and documenting an effective anti-sexual harassment policy.

LTC 601 Athletic Administration: Developing Athletic Department Handbooks

This course is designed to assist the athletic administrator, as part of the administrative team in the school district, in the development of comprehensive handbooks for students, staff, boosters and families. Application, development, and annual review of student handbooks, athletic handbooks, coaches handbooks, booster handbooks, and other groups with constitutions and by-laws, with review of legal rights of students, collective bargaining for staff, and non-profit rules and regulations. In this course, athletic administrators, principals, and those aspiring to enter school administration will benefit from the development, discussion and review of the handbook, constitution, bylaws and legal issues related to this process.

LTC 700 Athletic Administration: Administration of Middle School Athletic Programs

This course provides insights and strategies for the leadership of developmentally sound educationally compatible middle level school athletic programs. Middle school philosophy is discussed along with the relationship it has to the psychological and physical development of the middle school child. This course also focuses on concerns and/or challenges raised about the value of middle school sports programs in today's educational setting.

Enrollees will derive greatest benefit: Athletic Administrators and coaches with limited perspective of the role of middle school sports and the developmental needs of the middle school students.

Wednesday, April 24 (10:00 am – 2:00 pm)

LTC 502 Athletic Administration: Strategies for Organization Management

This course takes a basic approach to the fundamentals and methods of athletic administration and alerts and educates athletic administrators regarding potential problems and possible solutions in areas such as chain of command, scheduling, contest management, and personnel management. The course also touches upon eligibility, Critical Incident planning, financial responsibilities, legal, law, liability, equipment, and facilities.

LTC 504 Athletic Administration: Legal Issues I (Liability for Sports Injuries & Risk Management)

This course provides in-depth coverage of the legal standards governing liability for sports injuries, including the duties imposed by courts and legislatures on athletics administrators, coaches, athletic trainers, and other athletics personnel related to safeguarding the health and well-being of student-athletes and other persons in school sports environments, along with strategies for developing, implementing, and documenting an effective risk management program for interscholastic athletics.

LTC 619 Athletic Administration: Enhancing the Game Experience through Curb Appeal

This course highlights areas which the athletic administrator should consider prior to hosting visiting schools, spectators, and participants for athletic events. The opinion of a school, the community, and the school's administration are often formed based on first impressions experienced when attending an athletic event. These impressions/experiences are built upon not only the visual appearance of the facility but the overall preparedness of the facility from entering the main gate, sitting in the stands, and leaving upon completion of the event. The course discusses the power of being prepared, and how communication can enhance the fans overall game experience. Strategies, methods, and illustrations will provide for maintaining structures through a comprehensive study of "best operational management practices" geared toward an enjoyable fan experience.

Wednesday, April 24 (10:00 am – 2:00 pm) (con't)

LTC 799 Athletic Administration: Standards of Excellence in Interscholastic Athletic Programs

Leadership Training Course 799 has two purposes and potential benefits for high school athletic administrators. For those athletic administrators who are new to the profession, the course provides references to a variety of best practices outlined in 27 NIAAA Leadership Training Courses (LTCs) including concepts, strategies, and suggested best practices. Whether working to improve a program or looking for long-range strategic planning guidance, this overview of 27 course components will inspire and encourage significant review, change, and visionary growth. The course manual provides nine chapters that are summarized with detailed checklists developed from topics experienced in the other LTCs. For the more experienced athletic administrator, the same planning and guidance can be derived. However, an additional benefit and incentive discussed in the course is an opportunity to seek the NIAAA Recognition of Program Excellence. This recognition program will identify an exemplary athletic program through the Quality Program Award (QPA) process. The LTC 799 information (its resources, rubrics, and applicable examples) provides guidance of the assessment instrument describing in detail, important components (policies, operations, and best practices) of an educationally sound interscholastic athletic program. This course is required for athletic administrators applying for the QPA at the Exemplary Level.

Friday, April 26 (1:00 pm – 5:00 pm)

LTC 503 Athletic Administration: Enhancing Organization Management

This course is a companion course to Strategies for Organization Management and outlines an approach to the fundamentals and methods of athletic administration and alerts and educates athletic administrators regarding potential problems and possible solutions in areas such as special events, public relations, awards, fundraising and Booster Clubs. The course also touches upon ways to increase or improve citizenship and sportsmanship through positive initiatives. Athletic Administrators will have hands-on experience creating handbooks and a strategic plan for their school.

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

This course provides in-depth coverage of the legal standards governing hazing in interscholastic athletics programs and strategies for developing, implementing, 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 athletics programs, in particular the minimum wage and overtime requirements of the federal Fair Labor Standards Act.

LTC 603 Athletic Administration: Building Pyramids of Success in K-12 Athletic Programs

This course is designed to assist the athletic administrator in aligning sports programs within the K-12 educational model as well as community-based programs. Numerous networking opportunities in the course will allow athletic administrators to add essential tools to their toolbox. Activities are designed for participants to bring home shared concepts from the course for immediate use. This course will assist athletic administrators in identifying building blocks in order to create pyramids of success for education-based and community-based athletic programs from kindergarten through high school. Student-athletes will benefit from aligned skill development and core values. Results are not just for developing student-athletes and winning, but also for supporting the “whole child” as we seek to identify the true meaning of success which includes, but is not limited to, character, integrity, and leadership for every stakeholder.

LTC 640 Athletic Administration: Role of the Urban Athletic Administrator

This course will provide insight and strategies for the leadership of athletic administrators in urban area schools. Additionally, the course will also focus on concerns and/or challenges regarding the value of sports programs in urban area schools. Participants who will derive the greatest benefit: Urban athletic administrators who want to gain useful strategies to make their day-to-day work environment more effective and efficient.

Important Information

2024 Kentucky Athletic Administrators' Conference

1. Conference Registration On-Line

<http://khsada.finalforms-amp.com/>

2. Lodging Information On-Line

Using this link <https://book.passkey.com/e/50469274> or by calling 877-495-8694.

Be sure to mention our group (KAAA) to ensure you get the discounted rate of \$141 per night. Please note, a credit card will be required to make all reservations.

If you are paying with a school purchase order and check at time of check-in, please contact Dawn Wilkerson for any questions or concerns at (502) 318-1716 or Dawn.Wilkerson@marriott.com

Note: If you want the reservation to be covered under the state's tax exempt status, payment must be made by school check or school credit card. The hotel cannot provide a state sales tax exemption to those paying with a personal credit card, cash or check.

3. Leadership Training:

The KAAA offers 1st year Athletic Directors one (1) Leadership Training class FREE. First year Athletic Administrators wishing to take advantage of this offer, should contact Hugh McReynolds, KAAA Executive Director, **before** registering for the conference.

Leadership Training courses cost \$100/course for members and \$150/course for non-members.

4. Questions / Need Assistance

With any conference registration questions / assistance, please don't hesitate to contact Hugh McReynolds, KAAA Executive Director.

hugh.mcreynolds@outlook.com

270-726-0192



Frequently Asked Questions

Registration:

What is the best way to register for the Conference and/or Leadership Training?

The KAAA encourages all attendees to register at this web address: <http://finalforms-amp.com>

Go to this website and follow the instructions. If for some reason the system does not recognize your name or email address, contact Hugh McReynolds @ hugh.mcreynolds@outlook.com. Simply provide your name and school name. He will check the system and get back to you.

Payment:

How do I pay for Conference Registration and/or Leadership Training?

There are two ways you can pay:

1. **Credit card:** Simply use a credit card knowing there will be a 3.5% credit card fee added to the total.
2. **Purchase Order:** Fees can be paid using a Purchase Order. As you move through the registration process, you will be asked to enter the PO #. An invoice can be printed and used to submit with your purchase order for payment. Checks should be mailed to KAAA, c/o Hugh McReynolds, 1647 Quality Road, Lewisburg KY 42256

Lodging:

Can I pay for lodging with a school check?

You can make payment for your stay at the Louisville Marriott East with a school check. You will need to contact Dawn Wilkerson @ 502-318-1716 or dawn.wilkerson@marriott.com for assistance.

Sales Tax Exempt:

Can I use my school's Sales Tax Exempt Certificate at the hotel?

Yes, a school's/district's sales tax exemption can be used only when paying with a school check or school credit card.

Conference General:

What is included in the conference registration fee?

The \$275 registration fee provides 3-General Sessions each with a meal, 3-Seminars, 9-Workshops, a conference gift, sponsor gifts, and the chance to win other door prizes.

Leadership Training

As a first year AD, how do I register for a FREE Leadership Training Course?

Review the class offerings and contact Hugh McReynolds @ hugh.mcreynolds@outlook.com for course registration. In the email, identify yourself as a first year AD and include your name and school name.

KAAA Membership:

My KAAA membership was paid through my region, but FinalForms says my membership has expired?

Contact Hugh McReynolds @ hugh.mcreynolds@outlook.com for solutions. This is a common occurrence, so be patient as possible reasons are explored.

Kentucky Athletic Administrators' Association

2024 CONFERENCE REGISTRATION FORM

Attendee are encouraged to register on-line at: <https://khsada.finalforms-amp.com>

Submit the registration form below with payment or purchase order number!

NAME: _____

SCHOOL: _____

EMAIL: _____

Pertinent Information

NIAAA Certification Level: ____ RAA ____ RMSAA ____ CAA ____ CMAA
 ____ Years Athletic Director ____ Region ____ District
 ____ Retired Member ____ This is my first AD Conference

Yes or No Do you have any dietary restrictions that conference staff need to be aware of?
 Comment: _____

Yes or No We strive to host an inclusive, accessible event that enables all individuals, including those individuals with disabilities, to engage fully. To request accommodations or for inquiries about accessibility, please contact Hugh McReynolds, Executive Director @ hugh.mcreynolds@outlook.com
 Needed accommodation:

Yes or No I will attend the Opening General Session and meal on Wednesday April 24th.

Yes or No I will attend the 2nd General Session and Brunch on Thursday April 25th.

Yes or No I will attend the KAAA Awards Banquet and Dinner on Thursday, April 25th.

Yes or No I will attend the KAAA's Derby Brunch on Friday, April 26th.

Conference Registration Fee:	(KAAA MEMBER)		\$275	\$ _____
Conference Registration Fee:	(NON-KAAA MEMBER)		\$450	\$ _____
KAAA Membership			\$145	\$ _____
Leadership Training Courses	Members _____ courses	@	\$100.00/course	\$ _____
	Non-Members _____ courses	@	\$150.00/course	

TUESDAY		WEDNESDAY		FRIDAY	
<input type="checkbox"/> LTC	501	<input type="checkbox"/> LTC	502	<input type="checkbox"/> LTC	503
<input type="checkbox"/> LTC	506	<input type="checkbox"/> LTC	504	<input type="checkbox"/> LTC	508
<input type="checkbox"/> LTC	601	<input type="checkbox"/> LTC	619	<input type="checkbox"/> LTC	603
<input type="checkbox"/> LTC	700	<input type="checkbox"/> LTC	799	<input type="checkbox"/> LTC	640

PURCHASE ORDER NUMBER: _____

TOTAL: \$ _____

ALL REGISTRATION MATERIAL MUST BE RETURNED WITH PAYMENT TO:

Hugh McReynolds, CMAA
Kentucky Athletic Administrators' Association
1647 Quality Road
Lewisburg KY 42256

Kentucky Athletic Administrators' Association

2024 Leadership Training Course – Class Registration Form

Please type or print your name and school below.

Name: Click or tap here to enter text.

School: Click or tap here to enter text.

Notes: All times listed are Eastern.
Course cost for KAAA Members \$100/course and \$150/course for non-members.

Tuesday, April 23rd (5:00 pm – 9:00 pm)

- ☐ LTC 501 Athletic Administration: Guiding Foundations and Philosophies
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- ☐ LTC 601 Athletic Administration: Developing Athletic Department Handbooks
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- ☐ LTC 603 Athletic Administration: Building Pyramids of Success in K-12 Athletic Programs
- ☐ LTC 640 Athletic Administration: Role of the Urban Athletic Administrator

TOTAL: _____

Send payment w/registration form to:

Hugh McReynolds, CMAA
Kentucky Athletic Administrators' Association
1647 Quality Road
Lewisburg KY 42256