

CMAA project Submittals Written or Oral?

Presented by
Kevin Guzzo, CMAA,
Pete Shambo, CMAA

NIAAA Certification Requirement



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

Certification Process

Obtain

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

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 Certified Master Athletic Administrator	\$175.00

Review

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's will evaluate the submittal and determine final attainment for CMAA

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.

Criteria for Written or Oral Projects

Criterion	Meets Expectations
Introduction	Opening statement that will include the school and community demographic and brief description of the project.
Who	Stakeholders the project is designed to benefit
What	Purpose of the project
When	Timeline for development and implementation of the project. Include meeting agendas developed to accomplish the project.

Criteria for Written or Oral Projects

Where	Population or location where the project will or has been implemented.
Why	Need for the project and any risks identified (costs, change, personnel, etc.)
How	Implementation process and sequencing of events.
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.

Criteria for Written or Oral Projects

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



PROJECT PRESENTATION 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

Written vs Oral? What's best for you?

Do you already have
your project done?

Is it already in
written form?

Do you prefer
talking about the
highlights of your
chosen project?

What's your comfort
zone in speaking to
other professionals
in your field?

Both have equal
value, which is best
for you?

Frequently asked Questions

What is a creditable project?

How do I get started?

Who can help me?

How much extra work will it be?

Should I do a Written or Oral project?

- How to Submit an Oral Presentation
 - *(Step 1--Personal Data Form)*

1. Attained the CAA designation.
2. Approval of Personal Data Form.
3. Employed (or retired from) a school in such capacity that the administration of interscholastic athletics is (was) among job responsibilities.
4. **All credits requirements must have been attained since CAA designation.**
5. Provide proper documentation where required.
6. Completion of: LTC: 501, 502, 504, 506, 508
7. Completion of a minimum of three 600 and three 700 LTC courses.
8. Must provide proof of completed coursework.
9. Completion of project
10. Obtain a verifying signature of a supervisor.
11. Read the NIAAA Code of Ethics.

Sample Methods to Earn Credits on Personal Data Form

Continuing Education: LTC courses, Conference Education, College Credit

Experience: Coaching, LTI, AD Years of Service, Other Admin Experience

Leadership: Positions Held, Media, Speaking, Awards, Hosting Events

Minimum of 65 credits needed from a total of
160 attainable credits.

Preparing for the Oral Presentation (*Once PDF is Approved*)

Pick a topic you are
PASSIONATE about!!

Pick a topic in which
you can show
evidence of.

Pick a topic that has
**IMPACT &
INFLUENCE** in your
Athletic Department.

Once decided,
ORGANIZE a
presentation to **WOW**
the committee.

CMAA Project: AP Leadership

Presented by: Kevin J. Guzzo, CAA

St. Joseph High School

St. Joseph, MI

kguzzo@sjschools.org

269-926-3222

TOPIC: Student Athlete Leadership Program

CMAA Project: AP Leadership

Keys to Success

1. **Who:** Student Athletes @ St. Joseph High School
1. **What:** To provide student athletes strategies to become better leaders, and to help them become the best versions of themselves.
1. **When:** Started in the Fall of the 2016-2017 school year
1. **Where:** St. Joseph High School
1. **Why:** Students need help becoming leaders...we assume they know how to lead without giving them the tools to be effective leaders.
6. **How:** Select student athletes who are leaders, or who have the potential to be leaders and intentionally work with them to strengthen their leadership skills.

CMAA Project: AP Leadership

Selection Process

2016-2017 Team: Selected 10 Multi-Sport Athletes
5 boys, 5 girls
Best of the best
All underclassmen
Variety of sports represented

2017-2018 Team: Application Process
6 boys, 6 girls

2018-2019 Team: Application Process
4 boys, 8 girls

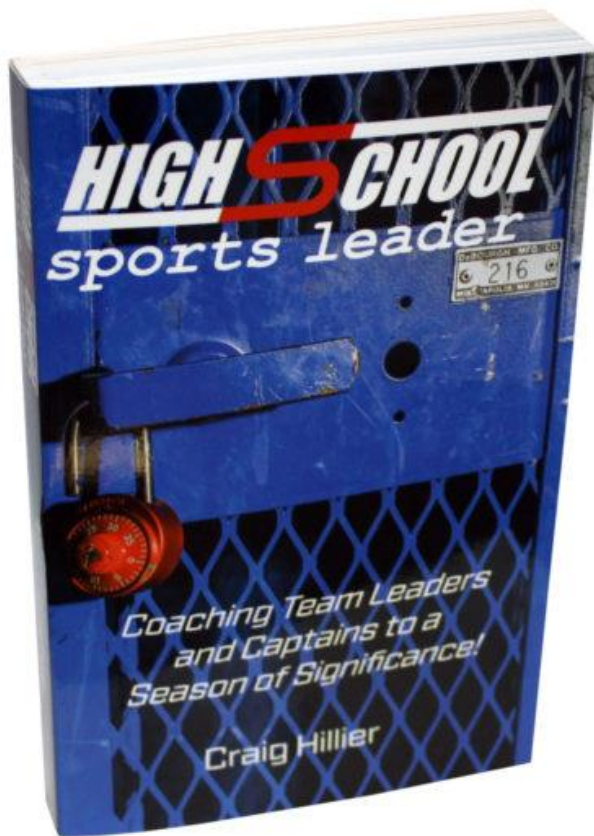
CMAA Project: AP Leadership

Team Norms

- *Leaders are ALWAYS on time
- *We expect you to be Present, not Perfect
- *We want you to have a Growth Mindset
 - *Comfortable being Un-Comfortable
 - *Discipline vs. Default Decision Making
 - *Being Prepared for all Meetings
- *We expect you to model exceptional Student Athlete Behavior--
On your teams, in the classroom, in the student center, in the
Community, at home, etc.

CMAA Project: AP Leadership

Foundation for 1st Year



- *Accountability Partners get to select two chapters from the book to present to the rest of the group.
- *There is a reflection section at the end of the book for students to reflect on the topics. They turn these into me for comments and suggestions. (See Example)

CMAA Project: AP Leadership

Student Examples of Presentations

AP 16

AP 17

AP 18

CMAA Project: AP Leadership

Topics Covered beyond the book

*Attitude of Gratitude

*Your Inner Circle

*Visualization

*E + R = O

Way Communication

*"Have" to vs. "Get" to Mentality

*Time Management

Hotline

*Navy Seal Mentality: Goggins, Jocko

*Process over Outcome

*Growth vs. Fixed Mindset

*Body Language & Self Talk

*Courage to do the Right Thing

*Accountability Partners

Mindset

*Making Your Bed

*2

*You see it, you Own it

*The Success

*One word Focus

*1% Better

*Daily Dominator

*Circle of Comfort

*Compound Effect

*Growth vs. Fixed

CMAA Project: AP Leadership

Community Service



CMAA Project: AP Leadership

Community Service



CMAA Project: AP Leadership

Community Service



CMAA Project: AP Leadership

Community Service



CMAA Project: AP Leadership

Community Service



AP ATHLETIC LEADERSHIP
is hosting

OPERATION SHOEBOX

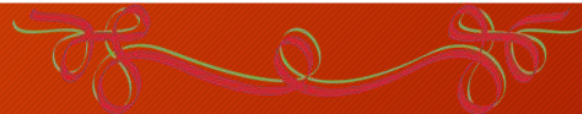
Help us donate items to soldiers this year.
Donations are due by Tuesday, December 18th
in the Athletic Office.

Possible Donation Items:

- Heat Resistant Candy
- Cough Drops
- Twizzlers
- Paper+ Envelopes
- Pens and Pencils
- Tooth Brushes and Tooth Paste
- Instant Oatmeal
- Ramen

- Granola Bars
- Beef Jerky
- Crackers
- Cookies
- Baby Wipes
- Pads & Tampons
- Body wash (travel size)
- Playing cards

Help us wish the soldiers Happy Holidays.



CMAA Project: AP Leadership

School Spirit



CMAA Project: AP Leadership

Team Building



CMAA Project: AP Leadership

Team Building



CMAA Project: AP Leadership

Presentations



CMAA Project: AP Leadership

Presentations



CMAA Project: AP Leadership

Example of Presentation

AP 16 Middle School Presentation

CMAA Project: AP Leadership

School Board Presentation

ST. JOSEPH PUBLIC SCHOOLS
SCHOOL BOARD MEETING MINUTES
MAY 8, 2017 – 5:45 P.M.
HIGH SCHOOL BEAR DEN
2521 STADIUM DRIVE, ST. JOSEPH, MICHIGAN

The meeting was called to order by President Porritt-Peirce at 5:47 p.m. in the High School Bear Den.

CALL TO ORDER

MEMBERS PRESENT: President Amy Porritt-Peirce
Secretary Denise Reeves
Treasurer Chris Cook
Trustee Amy Marohn
Trustee Barry Conybears
Trustee Kerry Wright

ROLL CALL

ABSENT: Vice President John T. Inman

Athletic Director Kevin Guzzo presented the Advanced Placement (AP) Leadership Team. The group of multi-sport athletes formed in the fall and led by Mr. Guzzo, meet once a week before school to discuss what qualities make a good leader. They are reading and discussing the book, *The Daily Dominator*, by Brian Cain; a book to help you learn to perform at your best every day. Students shared experiences and what they learned from being a part of the team. Next year will be year two for the group and Mr. Guzzo and Mrs. Froelich are looking forward to expanding the team.

SUPERINTENDENT'S REPORT

It was moved by Secretary Reeves, supported by Trustee Marohn, to accept the recommendation of the Superintendent that the minutes of the board meeting and closed session on April 17, 2017, and the board meeting/workshop on April 24, 2017, be approved. The motion carried 6-0.

APPROVAL OF MINUTES

Student Senate representative Mia Altholz reported on activities of the Student Senate. SENATE

STUDENT

Robotics recently attended the world competition in St. Louis, Missouri, and placed 37th. The Ren Baldwin Technology Festival is May 19 at 6:00 p.m. in the high school student center. The last issue of Wind-Up will go on sale May 25. Wind-Up received the silver award from Michigan Interscholastic Press Association. The last day of school for seniors is May 26. Elections for next year's student senate takes place next week. For students in 8th, 9th, and 10th grade, the high school English department is going on a British Isles literary tour in June of 2019. They will explore Ireland, England and Wales over a 9-day excursion. Mia thanked the Board for the opportunity to present student senate reports at their meetings. President Porritt-Peirce expressed appreciation for her leadership and wished her the best in the future.

REPORT

It was moved by Trustee Wright, supported by Treasurer Cook, to accept the recommendation of the Superintendent to approve the NTEA Tentative Agreement as presented. A roll call vote was taken. Ayes: President Porritt-Peirce, Secretary Reeves, Treasurer Cook, Trustee Marohn, Trustee Conybears and Trustee Wright. Nays: None. Absent: Vice President Inman. The motion carried.

NTEA TENTATIVE AGREEMENT

It was moved by Trustee Marohn, supported by Trustee Conybears, to accept the recommendation of the Superintendent to approve the list of 2017 graduating seniors

AUTHORIZATION OF DIPLOMAS FOR

I The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally

CMAA Project: AP Leadership

Conferences and Speakers attended



Craig
Hillier

CMAA Project: AP Leadership

Conferences and Speakers attended



#FINDYOURGRIND with
Mike Smith @ MSU

CMAA Project: AP Leadership

Conferences and Speakers attended



Conference Leadership with
Rob Miller from Proactive
Coaching

Student Reflections....

CMAA Project: AP Leadership

Conferences and Speakers attended



Leadership and Motivation with Brian Cain

CMAA Project: AP Leadership

Summary/Results

- *Students asking to be part of the team
- *Bi-Weekly meetings turned into weekly meetings
- *Coaches feedback
- *Student Testimonies: (See example)
- *End of year reflections
- *The success of AP Leadership prompted the start of Mindful Mondays

CMAA Project: AP Leadership

Conclusion

FINAL THOUGHTS

QUESTIONS/COMMENTS

THANK YOU FOR YOUR TIME

ChromeFileEditViewHistoryBookmarksPeopleWindowHelp

Inbox (2) xSaint Jo xLaunch xEvents xMASTE xCMAA xMy Drive xRob Mil xManuel xAP Le x

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S2 Netbox LoginDownloads - Brian...Meeting Informati...Hourly Weather F...Login | BigTeams...MASTER - 168 Te...Other Bookmarks

MAA Project

EditViewInsertFormatSlideArrangeToolsAdd-onsHelpAll changes saved in Drive

Background...Layout...Theme...Transition...

Slide 1

Slide 2

Slide 3

Slide 4

Slide 5

Slide 6

Slide 7

Slide 8

Slide 9

Slide 10

CMAA Project: AP Leadership

Conclusion

FINAL THOUGHTS

QUESTIONS/COMMENTS

THANK YOU FOR YOUR TIME

Click to add speaker notes

Explore

Questions and/or Comments?

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