



2016 CEESA CONFERENCE  
Athletic & Activities Coordinators and Coaches  
Professional Development Program  
ISTANBUL, TURKEY  
MARCH 18-19

The presenters at this year's CEESA Conference for Athletic Directors & Activity Coordinators will be representatives of the International Interscholastic Athletic Administrators Association (IIAAA) and the Canadian Interscholastic Athletic Administrators Association (CIAAA). Both associations are affiliated with the USA-based National Interscholastic Athletic Administrators Association, the mission of the organization is to develop, enhance and preserve the educational values of interscholastic athletics. This is done collaboratively through unique professional development opportunities, targeted for international school AD's & AC's. All presenters are currently working either in Canada or International Schools in Athletics and Activities.

#### **COURSE DESCRIPTIONS**

The Courses on offer for AD/AC's at this year's CEESA Conference will provide skills, knowledge, and best practices that enhance administrator efficiency and effectiveness in the management and operation of international-school based extra-curricular programs.

***Presented by the IIAAA – Matt Fleming, Scott Hibbard, Jim Matter***

#### **503i: Legal Issues – The Basics of Legal Issues at International Schools**

This course covers liability, negligence, and risk management practices for athletic administrators. Legal concepts will be introduced to athletic administrators through the use of case law, case studies, and guided discussion. Appropriate risk management documentation procedures for athletic administrators will be identified. Enrollees will benefit from discussing real-life case law scenarios and defining the duties and standards of care that the law requires of athletic administrators. Enrollees will leave the course with new knowledge and actionable strategies for managing risk.

***Presented by the CIAAA – Tyler Callaghan***

#### **700c: Administration of Junior High/Elementary School Athletic Programs:**

This course provides insights and strategies for the leadership of developmentally sound educationally compatible Junior High/Elementary school athletic programs. Philosophy is discussed along with the relationship it has to the psychological and physical development of the school child. This course also concentrates on the role of the school coach and coaching principles. Junior High/Elementary school athletics is an essential part of the total educational process and an excellent opportunity for the home, school and community to work together in order to provide a positive educational experience for children.

#### **608c: Management Strategies and Organization**

This course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively and Reduce Stress.



**Workshops for Athletic & Activity Coordinators, Coaches and Administrators**

Each of the following workshops have been designed to help all those involved in a respective schools Athletics and Activity programs. Please see below a short description of each workshop.

**Presented by the CIAAA:**

**Motivating your Athletes** – This workshop will explore motivating factors for today’s youth and how to utilize those factors to maximize your students’ potential. Drawing from a wide-range of research material, this interactive session will provide the background information to engage the group in a rich and dynamic discussion on tools and strategies to motivate your athletes.

**Hosting Quality Events** – This workshop will focus on the athletic administrator's role in the hosting of athletic events. From your home tournament to a provincial championship, each event you host is a reflection of your program and this workshop will explore a number of tools and tips to ensure each of yours is a success! As a group, attendees will explore the stages of planning, execution and evaluation. A number of different planning and organizational techniques will be shared and discussed throughout.

**Social Media** – This workshop is for AD/AC’s, coaches, and school administrators and will help you understand and implement Social Media strategies to enhance your Athletic and Activity Program. The presentation focuses on educating student athletes and coaches about Social Media and how to implement a safe and respectful media campaign. Social Media can be used to amplify your program; attend this workshop and learn how!

**Presented by the IIAAA:**

**CEESA Robotics Workshop** – This workshop is for AD/AC’s, Robotic coaches, and those who are interested in getting started in Robotics either at the MS or HS level. The workshop will outline the necessary steps to get started in Robotics, keep your school involved, and host events.

**CEESA Speech & Debate Workshop** – This workshop is for AD/AC’s, Speech and Debate Coaches and those who are interested in started in Speech and Debate. The new rules and procedures, and judging will be discussed.

**Concussion Management and Protocols** – This workshop is for AD/AC’s, coaches, and school administrators and will discuss the issue of concussions in athletics, and how schools can design protocols and procedures to protect all those involved. You will come away from this workshop with relevant information that can be used back at your school right away.

**Rejuvenating your Athletics & Activity Program** – This workshop is for AD/AC’s and school administrators looking to put a new twist, or to put more energy into their Athletics and Activity program. Ideas will be shared and discussed

**COURSE SCHEDULE**

**FRIDAY MARCH 18**

| TIME          | COURSE   |                        |
|---------------|--|------------------------|
| 8:00 – 12:00  | LTP 700c Administration of Junior High and Elementary School Athletic Programs |                        |
| 13:00 – 14:30 | LTP 503i Legal Issues for Int’l School Athletic and Activity Directors         |                        |
| 14:30 – 16:00 | Motivating Your Athletes   | Hosting Quality Events |

**SATURDAY MARCH 19**

| TIME          | COURSE   |   |
|---------------|--|---|
| 8:00 – 12:00  | LTP 608c Management Strategies and Organization Techniques |   |
| 10:30 – 12:00 | Robotics (CEESA)   |   |
| 13:00 – 14:30 | Speech and Debate (CEESA)                                  | Social Media Issues                           |
| 14:30 – 16:00 | Concussion Management and Protocols                        | Rejuvenating your Athletic & Activity Program |

**Conference Fees for CIAAA & IIAAA Courses**

This year the AC/AD courses are taking place during the two conference days March 18-19.

Deadline to register is March 1, 2016

AD/AC's are also encouraged to go to other workshops within the conference.

Full CEESA Members: Euro 350

Non-members: Euro 450

\*materials fee of Euro 10 extra per course collected on the spot

The conference fee includes the Welcome reception on Thursday, the exhibitors' reception on Friday, and the CEESA Gala Celebration on Saturday.

**CEESA CONFERENCE CANCELLATION POLICY!**

Applicable for Conference Participants and Exhibitors! Cancellations prior to one month before the conference date will be refunded in full, minus a 25% administration fee. Those who cancel within one month of the conference will not receive a refund and will be billed accordingly. The full registration price will be expected for these late cancellations except for those caused by illness or major emergencies! The registration fee owed/paid to a participant who must cancel can be transferred to a new unregistered person at no cost! A written request of refund should be submitted to the Executive Director of CEESA. In case of cancellation, the material cost can NOT be refunded!

**Questions? Please see important links & contact email addresses below**

For questions regarding conference registration, contact Ingrid Raben [ingrid@ceesa.org](mailto:ingrid@ceesa.org)

For any questions about the AC/AD courses, contact Scott Hibbard [scotthibbardromania@gmail.com](mailto:scotthibbardromania@gmail.com)

Please register online for these courses via this link:

<https://docs.google.com/a/ceesa.org/forms/d/1AqT-Xr5LRMf95yTrhTNgRjtjT-IkbYBKNzZeZolYdk/viewform>

Conference webpage:

<http://www.ceesa.org/istanbul-2016-conference-home.html>

Please book your hotel room here:

<http://cwp.marriott.com/istbo/ceesa/>