

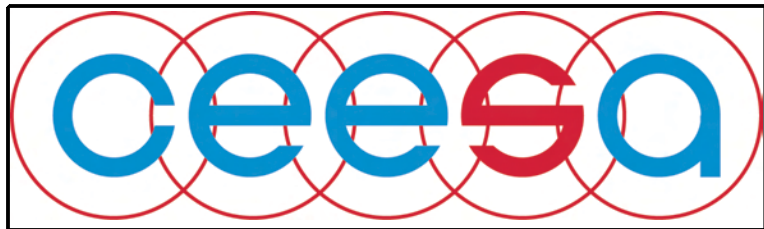
# 2014 CEESA CONFERENCE

## ATHLETIC & ACTIVITIES COORDINATOR

### Professional Development Program

March 14-15, 2014

Vienna, Austria



## 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. Course descriptions are:

**501i: Introduction to International School Athletic Program Administration:** The flagship course of Leadership Training serves as an overview for international interscholastic athletic administration and the importance of such programs in these school settings. This course introduces the philosophy of educational athletics then focuses on the role, tasks, and purpose of an athletic administrator in an international school. Enrollees who will derive greatest benefit: Current International School Athletic Administrators, and those planning to move into an International School AA position.

**602C: Creating Your Athletic Handbook:** This course is designed to guide attendees through the process of creating a complete and effective athletic handbook. Effective athletic handbooks provide vision/direction for your program, disseminate critical information to your constituents and can save Athletic Administrators countless hours. This is a working course where attendees will be provided with a number of templates as a starting point and surrounded by a number of experienced Athletic Administrators leading the course. Attendees will be expected to come prepared with a list of school and district-specific documents to guide them during the handbook creation process.

**714C: Dealing with Challenging Personalities:** This course examines the causes of challenging or difficult personalities in society, with specific reference to interscholastic athletic programs. Basic management strategies include the use of emotional intelligence and transactional analysis considerations and methods. Specific protocols will be defined for dealing with individuals who "must be right," "must win," "must be logical" and "must be accepted." In addition, techniques will be covered for preventing or responding to anger, sarcasm, denigration, complainers and backbiters and rigid-obstinate personalities. A model will also be discussed for creative interaction with parents who demand involvement in athletic department decision-making or who seek to influence the decisions of senior administrators.

**705C: Coach Centered Educational Athletics—A Character Based Coach-to-Coach Mentoring Program:** Character based coach-to-coach mentoring programs utilize the talents, strengths and qualities of the entire team of coaches to maximize the potential of the coaching staff. Mentoring is an attitude, a relationship and an investment, which provides coaches the opportunity to support and nurture each other professionally, personally and ethically. This course will highlight mentoring models that demonstrate key behaviors to implement when establishing an effective mentoring program. It will also provide athletic administrators strategies and methods to develop and enhance successful coach-to-coach mentoring programs.

# 2014 CEESA CONFERENCE

## VIENNA, AUSTRIA

### MARCH 14-15, 2014

#### PRESENTER INFORMATION

The presenters at this year's CEESA Conference for Athletic Directors & Activity Coordinators will be representatives of the Canadian Interscholastic Athletic Administrator's Association and the International Interscholastic Athletic Administrator's Association. Affiliated with the USA-based National Interscholastic Athletic Administrators Association, the mission of the both organizations 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.



#### COURSE SCHEDULE

Friday, March 14	
Morning Session	<b>501i: Introduction to International School Athletic Program Administration</b>
Afternoon Session	<b>602C: Creating Your Athletic Handbook</b>
Saturday, March 15	
Morning Session	<b>714C: Dealing with Challenging Personalities</b>
Afternoon Session	<b>705C: Coach Centered Educational Athletics—A Character Based Coach-to-Coach Mentoring Program</b>

#### Conference Fees for CIAAA & IIAAA Courses

This year the AC/AD courses are taking place during the two conference days March 14-15. The regular conference fee is discounted Euro 50 for AC/AD's and includes the Welcome reception on Friday and the CEESA Gala Celebration on Saturday.

**Deadline to register is March 1, 2014**

**Full members: Euro 350**

**Non members: Euro 400**

**\* materials fee of Euro 10 extra per course**

#### **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.

The CIAAA & IIAAA Courses are sponsored by CEESA. For any questions, please contact [ingrid@ceesa.org](mailto:ingrid@ceesa.org)

Please register online for these courses, via the link <https://docs.google.com/forms/d/1B7TsQkyXOdRM-0s7YXgy6mH9u6qpiFnDWbOZLx25WeM/viewform>  
or find the online registration on the CEESA webpage, [www.ceesa.org](http://www.ceesa.org).