

### **LTC 506 Athletic Administration: Legal Issues II (Title IX, Sexual Harassment)**

This course has in-depth coverage of compliance issues regarding Title IX and gender equity in an interscholastic athletic program, including the methodology for a school to perform a Title IX self-audit, and in-depth coverage of the issues and strategies related to the development of an effective policy for the prevention of sexual harassment in an interscholastic athletic program.

**Enrollees who will derive greatest benefit:** Administrators seeking strategies for minimizing legal challenges in each topic area.

**Either 506 or 508 required for:** CMAA Certification

### **LTC 508 Athletic Administration: Legal Issues III – (Hazing, ADA, Employment Law)**

This course has in-depth coverage of the issues and strategies related to the development of an effective policy for prevention of hazing in an interscholastic athletic program, coverage of the constitutional and statutory issues affecting athletic programs, including the impact of disabilities legislation on school athletics, and coverage of employment law concerns affecting athletic programs, including contract law, equal pay and FLSA issues.

**Enrollees who will derive greatest benefit:** Administrators seeking information concerning Hazing and Employment law and the need of exposure to causes for negligence and to legal “Standards of Care.”

**Either 506 or 508 required for:** CMAA Certification

## **OPERATIONS AND MANAGEMENT COURSES**

### **LTC 608 Athletic Administration: Management Strategies and Organization Techniques**

The 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.

**Enrollees who will derive greatest benefit:** Administrators who are not familiar with the pressures and intensity of athletic administration and who could benefit from orientation to time as an administrative resource.

### **LTC 611 Athletic Administration: Interscholastic Athletic Budget Concepts and Supplemental Fundraising**

This course of study provides an overview of accepted budget management practices and strategies. Included are budget models, timelines, and public relations strategies, including methods for desktop budget management. Four models of supplemental fundraising are summarized, along with a method for defining the role and function of a booster club. The potential for fundraising through community foundations or educational foundations are introduced, along with a focused chapter on “Corporate Sponsorship.” An extended reference list will provide a number of Internet Web sites that can provide information about high return fundraising efforts that require minimal effort.

**Enrollees who will derive greatest benefit:** Administrators desiring to learn to use Microsoft EXCEL and a computer program for budget management, seeking to learn about fund-raising concepts and resources.