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**MIAAA Exemplary Athletic Program**

Application Deadline: February 1st

# Part I Certification Sheet

Name of high school:

MHSAA Classification, February Current Class

List all leagues/conferences:

Name of Superintendent:

(specify: Ms., Miss, Mrs., Mr., Dr., other)

Name of Principal:

(specify: Ms., Miss, Mrs., Mr., Dr., other)

Name of Athletic

Administrator:

(specify: Ms., Miss, Mrs., Mr., Dr., C.A.A., other)

Mailing Address:

City, Zip Code:

Telephone:

School

( )

Athletics

Fax

E-Mail address:

We have reviewed the information contained in the MIAAA Exemplary Athletic Program application and self-assessment, including eligibility criteria, and certify to the best of our knowledge that they are accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Superintendent’s signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal’s signature)

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(Athletic Administrator’s signature)

# Part II Athletic Department Self – Assessment Team

List below the names and titles of each representative who were involved in the preparation of your MIAAA Exemplary Athletic Program self-assessment and application. This leadership team should reflect diversity and include, but is not limited to: teachers, coaches, administrators, parents, community leaders, and student – athletes.

## Name Position / Title

**Part III Athletic Department Vision Statement**

Successful athletic programs have a clearly articulated and commonly understood vision. Please attach a copy of your athletic department vision statement and indicate below how your department vision statement relates to your total program’s goals or policies.

Limit your statement to one page or less. Your vision statement will not be rated, but will serve as a context for rating your responses to Parts VII through XI.

**Part IV Policies and Practices – Facilities**

1. Respond in a narrative format explaining your school policy and practice regarding the following facility questions and facility use questions. Where appropriate, please attach your written school policy as it applies to these areas: (Please bold each issue as you address it in your narrative)
   1. Please respond to each of the following facility issues and how your school district has addressed your needs in relation to **Title IX**.
2. Athletic locker rooms:
3. Training room:
4. Weight room or fitness center:
5. Outside fields (both practice and competition):
6. How are practice times/day/dates scheduled for all your teams? (i.e. is there a priority use criteria that is followed? Please include a copy of that policy):
7. How are equipment rooms / storage areas scheduled for your teams? (i.e. is there a priority use criteria that is followed? Please include a copy of that policy):
8. Restrooms, parking and concessions:
   1. Please respond to each of the following facility issues and how your school district has addressed your needs in relation to the **Americans with Disabilities Act (ADA**.
9. Athletic locker rooms**:**
10. Training room **:**
11. Weight room or fitness center**:**
12. Outside fields (both practice and competition) **:**
13. How are the needs of disabled spectators addressed in venues?
14. Policies or practices that allow for disabled students to be members of your athletic teams:
15. Restrooms, parking and concessions:

**Part V Scope of Programs**

1. Number of varsity level programs sanctioned by the athletic department:

(i.e., under the control and direction of the athletic administrator and for which you award a varsity letter)

Number of varsity programs for **female** participants:

Number of varsity programs for **male** participants:

Number of **coed** varsity programs:

Please list below your **varsity** program offerings:

**Male: Female: Coed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Additional levels of sport offerings:

Number of **sub-varsity** levels or opportunities:

Female Male Total

1. List below **new sport** programs offered by your school and /or additional levels of existing programs that have been added within the past ten years.

**Sport Level Female Male Coed**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

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1. Attach your criteria for how new sport programs are added to your present offerings.
2. The athletic department conducted a student sports interest and satisfaction survey on \_\_\_\_\_\_\_\_\_\_\_ (date). Describe how the survey and results were utilized in your school and the athletic department. It is suggested this type of a survey is completed at least once every five (5) years.

**Please attach a sample of that survey with its results to this section (Part V).**

**Part VI School and Athlete Demographics**

School:

1. Category which best describes your school location:

( ) Urban

( ) Suburban

( ) Small city or town in rural areas

( ) Rural

1. School facility is approximately:

1 – 5 years old

\_\_\_\_\_ 6 – 10 years old

\_\_\_\_\_ 11 – 15 years old

\_\_\_\_\_ 16 – 20 years old

\_\_\_\_\_ 21 – 25 years old

\_\_\_\_\_ Older than 25 years

Student – Athletes:

1a. Number of students per grade level:

Male Female 9th

Male Female 10th

Male Female 11th

Male Female 12th

**Male Female Total**

^ Total student population (February MHSAA count)

1b. Number of participants in interscholastic athletics in most recent year

(Count an athlete only once)

Male Female 9th

Male Female 10th

Male Female 11th

Male Female 12th

**Male Female Total**

1c. Percentages of participants for current year

Percentage of student body participating in interscholastic athletics in current year:

%

Percentage of male students participating in interscholastic athletics in current year:

%

Percentage of female students participating in interscholastic athletics in current year:

%

1d. Number of two sport athletes in current year:

\_\_\_\_\_ Male \_\_\_\_\_ Female 9th \_\_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 10th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 11th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 12th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female Total \_\_\_\_\_

Percentage of athletes that participate in two (2) sports: \_\_\_\_\_ %

1e. Number of three sport athletes in current year:

\_\_\_\_\_ Male \_\_\_\_\_ Female 9th \_\_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 10th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 11th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female 12th \_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female Total \_\_\_\_\_

Percentage of athletes that participate in three (3) sports: \_\_\_\_\_ %

1f. For each of the senior classes listed below; please furnish the GPA of each:

All Seniors Senior Athletes

5 Years before current

4 Years before current

3 Years before current

2 Years before current

Year before current

Current Year

**Part VII Policies and Practices – Risk Management**

1. Respond in a narrative format explaining your school policy and practice regarding the following risk management strategies. Where appropriate, please attach your written school policy as it applies to these areas: (Please bold each issue as you address it in your narrative)
   1. Coaching in-service as it pertains to risk management:
   2. Written emergency response plan:
   3. Facility inspection process:
   4. Injury reporting procedures:
   5. Transportation issues and procedures (bus, rental vehicles, parent drivers)
   6. Hazing Policy
   7. Concussion protocol
   8. Heat index reporting procedures
2. Sports medicine staff

Respond in a narrative format explaining your school policy and practice regarding the following risk management strategies. Where appropriate, please attach your written school policy as it applies to these areas: (Please bold each issue as you address it in your narrative)

1. Do you have training services for athletic teams provided by the school district?
2. Number of hours worked by trainer during the course of a normal school year?
3. Are training services provided equitably for all sports?
4. Athletic trainer reports to whom? Evaluated by whom?
5. Describe a typical week’s coverage of athletic events by your athletic trainer

**Part VIII Policies and Practices – Sportsmanship**

1. Respond in a narrative format explaining your school policy and practice regarding the following sportsmanship strategies. Where appropriate, please attach your written school policy as it applies to these areas: (Please bold each issue as you address it in your narrative)
   1. Dealing with unsportsmanlike behavior:
   2. Communicating sportsmanship expectations:
   3. Process used to evaluate adult and student spectator, player and coaching behaviors:
   4. Board adopted sportsmanship statement**:**

(Attach a copy of that adopted statement as part of Section IX)

**Part IX Policies and Practices – Communications**

1. Respond in a narrative format explaining your school policy and practice regarding the following communication strategies. Where appropriate, please attach your written school policy as it applies to these areas: (Please bold each issue as you address it in your narrative)
   1. Coaches (faculty, non-faculty and volunteer):
   2. Booster/Parent support groups: (Booster By-Laws/Financial Policies)
   3. Media:
   4. Student – athlete policy for:
      1. Training code:
      2. Academic eligibility:
      3. Liability insurance:
      4. How you encourage multi-sport participation by students:
      5. Hazing policy
      6. Concussion protocol
   5. Community:
   6. Non-coaching faculty:
   7. Administration (building level, central office and board of education):
   8. Electronic Communication (websites, emails, social media):

**Part X Policies and Practices – Personnel**

Please attach a copy of your school district’s policy and practices regarding:

1. Coaching duties and responsibilities: (including pre-season, during season, and post-season)
2. Coaching evaluations: (include a copy of the evaluation document)
3. Budgeting for athletics – the process used:

**Part XI Athletic Staff Demographics**

1. Athletic administrator demographics:
   1. Check the designation the athletic administrator has achieved:

\_\_\_\_\_\_\_ RMSAA \_\_\_\_\_\_\_RAA \_\_\_\_\_\_\_ CAA \_\_\_\_\_\_\_CMAA

* 1. Please check the NIAAA Leadership Training courses completed by the athletic administrator:

\_\_\_\_\_ LTC 501 Athletic Administration: Philosophy, Leadership Organizations and Professional Development  
  
\_\_\_\_\_ LTC 502 Athletic Administration: Principles, Strategies and Methods  
  
\_\_\_\_\_ LTC 504 Athletic Administration: Legal Issues I (Risk Management)

\_\_\_\_\_ LTC 506 Athletic Administration: Legal Issues II (Title IX, Sexual Harassment)  
  
 \_\_\_\_\_ LTC 508 Athletic Administration: Legal Issues III (Hazing, ADA, Employment law)  
  
 \_\_\_\_\_ LTC 511 Athletic Administration: Concepts and Strategies for Interscholastic  
 Budgeting and Finance Using Excel Spreadsheets

\_\_\_\_\_ LTC 608 Athletic Administration: Management Strategies and Organization

Techniques

\_\_\_\_\_ LTC 611 Athletic Administration: Concepts and Strategies for Interscholastic   
 Marketing, Promotions and Supplemental Fundraising

\_\_\_\_\_ LTC 613 Athletic Administration: Technology II – Advanced Computer Application  
Skills

\_\_\_\_\_ LTC 614 Athletic Administration: Technology III – Enhancing Public Presentations  
  
\_\_\_\_\_ LTC 615 Athletic Administration: Athletic Field Management  
  
\_\_\_\_\_ LTC 616 Athletic Administration: Management of Indoor Physical Plant Assets  
  
\_\_\_\_\_ LTC 617 Athletic Administration: Administration of Interscholastic Sports Medicine   
 Programs  
  
\_\_\_\_\_ LTC 618 Athletic Administration: Management of Interscholastic Athletic Player Equipment

\_\_\_\_\_ LTC 619 Athletic Administration: The Power of Curb Appeal  
  
\_\_\_\_\_ LTC 620 Athletic Administration: Concussion Assessment and Management and  
 the Proper Fitting of Athletic Protective Equipment  
  
\_\_\_\_\_ LTC 621 Athletic Administration: Synthetic Fields, Design and Construction   
 Components  
  
\_\_\_\_\_ LTC 622 Athletic Administration: Field Safety: Sports Fields  
  
\_\_\_\_\_ LTC 625 Athletic Administration: Management of Game and Event Announcing

\_\_\_\_\_ LTC 626 Athletic Administration: Student Athletes: Effects of Alcohol, Chemicals

and Nutrition on Body and Performance

\_\_\_\_\_ LTC 627 Athletic Administration: Administration of Interscholastic Sports Strength

and Conditions Programs

\_\_\_\_\_ LTC 630 Athletic Administration: Interscholastic Contest Management – Planning,

Preparation and Methods

\_\_\_\_\_ LTC 631 Athletic Administration: Emergency Management of

Interscholastic Athletic Contests

\_\_\_\_\_ LTC 640 Athletic Administration: Role of Urban Administrator

\_\_\_\_\_ LTC 700 Athletic Administration: Administration of Middle School Athletic   
 Programs  
  
\_\_\_\_\_ LTC 701 Athletic Administration: Administration and Application of Middle School   
 Athletic Programs

\_\_\_\_\_ LTC 703 Athletic Administration: Student Centered Educational Athletics   
 Performance Beyond the X’s and O’s  
  
\_\_\_\_\_ LTC 705 Athletic Administration: Coach Centered Educational Athletics: A  
 Character Based Coach to Coach Mentoring Program  
  
\_\_\_\_\_ LTC 707 Athletic Administration: Assessment of Interscholastic Athletic Programs   
 and Personnel  
  
\_\_\_\_\_ LTC 709 Athletic Administration: Communications, Methods and Applications for   
 Athletic Administrators

\_\_\_\_\_ LTC 710-A Athletic Administration: Current Issues in American Sports  
  
\_\_\_\_\_ LTC 710-B Athletic Administration: Current Issues in American Sports  
  
\_\_\_\_\_ LTC 714 Athletic Administration: Dealing With Challenging Personalities  
  
\_\_\_\_\_ LTC 719 Athletic Administration: Leadership, Management/Supervision and  
 Decision Making Concepts, Methods and Applications  
  
\_\_\_\_\_ LTC 720 Athletic Administration: Community Centered Educational Athletics – A   
 Character Based Approach to Identifying and Unifying the Whole Team  
  
\_\_\_\_\_ LTC 721 Athletic Administration: Positive Sporting Behavior – For the Love of the

Game

\_\_\_\_\_ LTC 723 Athletic Administration: Administration of Professional Growth Programs for Interscholastic Athletic Personnel

\_\_\_\_\_ LTC 724 Athletic Administration: Stress Management Methods, Techniques, and  
Systems

\_\_\_\_\_ LTC 790 Athletic Administration: Leadership Training Instructional Methods and   
Techniques

\_\_\_\_\_ LTC 799 Athletic Administration: Standards of Excellence in Interscholastic

* 1. List below the LTC courses you are certified to instruct:

LTC # \_\_\_\_\_\_\_ LTC #\_\_\_\_\_\_\_\_

LTC # \_\_\_\_\_\_\_ LTC #\_\_\_\_\_\_\_\_

LTC # \_\_\_\_\_\_\_ LTC # \_\_\_\_\_\_\_\_

LTC # \_\_\_\_\_\_\_ LTC # \_\_\_\_\_\_\_\_

LTC # \_\_\_\_\_\_\_ LTC # \_\_\_\_\_\_\_\_

* 1. Years of service as an athletic administrator years
  2. Please describe, explain and illustrate how technology is used within the athletic office:
  3. Athletic administrator has been a member of the MIAAA since .

2. Coaching staff demographics:

1. Head Varsity coaches:

Number of head varsity coaching positions

Number of above staffed by males

Number of above staffed by females

Number of above staffed by a faculty member

Number of above staffed by a non-faculty coach

1. Assistant Coaches:

Number of varsity assistants & sub-varsity coaching positions

(Please do NOT include volunteer coaches)

Number of above staffed by males

Number of above staffed by females

Number of above staffed by a faculty member

Number of above staffed by a non-faculty coach

1. Total Staff:

Total number of head & assistant coaching positions

Number above staffed by males

Number above staffed by females

d. Total number of coaching staff with teacher certification

3. Coaching education programs:

Number of head varsity coaches who have completed a coaching

education program (i.e., CAP, ASEP, NFHS)

Number of varsity assistant & sub-varsity coaches who have

completed a coaching education program (i.e., CAP, ASEP, NFHS)

4. Coaching staff continuing education

Describe the type of in-service training programs\* you have provided your coaching staff in the last five years giving dates and a brief description of each in-service including number of hours. (\* CPR, First Aid, Risk Management, Drugs & Sports, Citizenship, etc.)

1. Coaching leadership roles:

Provide documentation on your head varsity coaches’ participation in and their service to the following over the last five years:

Describe your head varsity coaches’ leadership roles with MHSAA sport committees, statewide coaching association membership and leadership role(s), national coaching association membership and leadership role(s).

1. Please describe and illustrate how your school district provides additional financial support for athletic administrative staff other than the athletic administrator himself/herself?

Provide us with a brief synopsis of the positions, listing responsibilities in the following support areas:

* 1. Secretarial/clerical:
  2. Event supervision/management:
  3. Event Staff (ticket sellers – takers, announcers, scorers, timers, etc.):

**Part XII Summary Statement**

Provide a brief but coherent snapshot of your athletic program to be used primarily as a public relations document. If your school’s athletic program is recognized, your summary statement will be made available to the press and other statewide media. The MIAAA review panel will NOT rate the summary statement, but it will provide them with important information for understanding your athletic program. **Please limit your summary to two (2) pages or less.**

Describe your athletic program’s vision or philosophy, the school’s athletic tradition, milestones in your school’s athletic history that may have been reached recently, and/or any other major goals that you believe have been reached.

Summarize what your group believes are your major accomplishments over the past five to ten years and what might be the uniqueness of your program that makes it worthy of statewide recognition.

Please include your school name and city in the first sentence of your summary.

**Reminder: Deadline for Applications is February 1st.**