



Canadian Interscholastic Athletic Administrators Association



ATHLETIC DIRECTOR WELCOME PACKAGE

*A National
Organization for
Athletic Directors*

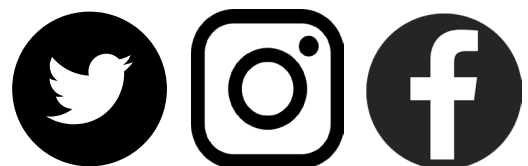
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The CIAAA champions Athletic Administrators as the professional leaders of school sport across Canada.



The C I A A A promotes educational athletics through the professional development of athletic administrators with a focus on character and leadership. Our goal is to support schools in building positive athletic environments that enhance the learning experience for all students.

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ABOUT THE CIAAA

A National Organization for Athletic Directors



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Welcome to the Canadian Interscholastic Athletic Administrators Association. The CIAAA promotes educational athletics through the professional development of athletic administrators with a focus on character and leadership. Our goal is to support schools in building positive athletic environments that enhance the learning experience for all students.

As a part of our association you are now surrounded by like-minded individuals across Canada who are experiencing the same struggles, opportunities, and successes you are. We encourage you to get involved and network with your peers through our courses, workshops, discussion forum and the resource bank. Further, take advantage of our professional development opportunities to learn and grow in your role as Athletic Director. Don't forget to mark your calendar and join us at our biggest event of the year - the **CIAAA National Athletic Directors Conference!**

This package will introduce and guide you through everything you need to know about the CIAAA. You are not alone, we are here to support you and provide guidance as you take on the Athletic Director Role.

MEMBER BENEFITS

Your Most Valuable Annual Membership



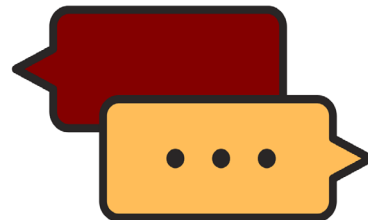
Discounts & Credits

As a CIAAA member you will receive discounted rates on courses, webinars, certification, and conference registrations. Make sure you take advantage of these great deals.



Resource Bank

Our newly updated, one stop shop resource bank is available to our members free of charge 24/7. There is a variety of resources and presentations that are relevant to your role as Athletic Director.



Discussion Forum

Our newest membership benefit is our Athletic Director Discussion Forum. This is a place for athletic directors to network, ask questions, and share information with their fellow Athletic Directors from across Canada.



FREE Workshops

Our 60 minute workshops are a great benefit to our CIAAA membership. As a member, you receive our workshops free of charge! There are a variety of topics and subject areas to suit everyone's needs. We will also host one in your area whenever you want, just let us know!



Monthly Newsletters

Our monthly newsletters offer an abundance of information, resources, partnerships, and more. Make sure you subscribe so you don't miss out on the action.



Course Deliveries

Online & In-person LTP courses are scheduled throughout the year, as well as offered with at the National Conference.

Our [Course Calendar](#) will keep you up to date with scheduled courses.

Subscribe

MEMBERSHIP PORTAL

Online Registration, Discussion Forum, and Resource Bank

Membership Portal

The CIAAA membership portal is where you will find everything you need to engage in the CIAAA. Within the portal you will be able to:

- Activate your membership - must be done each year (check out the how to video [here!](#))
- Register for Leadership Training Program Courses and Workshops & the **National Conference**
- Track your completed course work
- Browse and download resources from our extensive resource bank
- Join the conversation with your fellow AD's using the Discussion Forum

Resource Bank

Our newly updated resource bank is available 24/7/365. Here you will find all kinds of useful resources such as templates, articles, tournament draws, sport specific coaching resources, and more! Be sure to check it out and see what you can use to help further your Athletic Department. A few of our most used resources are:

- Character Development Resources for Coaches
- Athletic Handbook Template
- Athletic Department Budget Template
- Emergency Action Plan - Sample

Discussion Forum

Our NEW Discussion Forum is a place is where Athletic Directors from across Canada can come together to ask questions, share ideas, and get to know one another. The forum is a great networking tool that will allow you to stay connected



For a further, detailed look on how to use our membership portal, check out our instructional video!

Membership Portal Video

CIAAA BOARD & STAFF

Meet the Team!

Board of Directors

Our Board of Directors consists active members of the association. At all times, there shall be at least two Directors from each of our Partner Provinces (Alberta, Saskatchewan, BC, PEI & Manitoba) of which, one shall be the Executive Director of each provincial association. Each term is for three years, with the exception of the Executive Directors.

Office

The CIAAA office is located in the Alberta Schools' Athletics Association Office in Edmonton, Alberta.

CIAAA Board:

Kelle Hansen - President - Alberta

John Paton - ASAA Executive Director

Troy Snider - LTP Coordinator

Dave Sandomirky - SHSAA Executive Director

Margie Gibson - Saskatchewan Rep

Jordan Abney - BCSS Executive Director

Mark Fenn - British Columbia Rep

Chris Kennedy - Director at Large

Chad Falk - MHSAA Executive Director

Dave Nienhuis - Manitoba Rep

Phil Bridges - PEISAA Executive Director

Darryl Boudreau - Prince Edward Island Rep

PROGRAMMING

Leadership Training Program, Workshops, Master's Program

The CIAAA is focused on bringing professional development opportunities to Athletic Directors in as many ways as possible. The key message is: the CIAAA will never say no to scheduling a course or workshop in your area or online.

Leadership Training Program (LTP)

Our LTP has something for everyone. We support new Athletic Directors as well as experienced ones. The LTP is a content-heavy professional development program designed specifically by and for Athletic Directors. By taking these courses you will gain knowledge that will enhance the daily and overall operations of your athletic department and improve your delivery of athletic programs.

We currently have 20 LTP Courses and more are constantly being added. These courses can be taken in-person or online via webinar format. A few examples of our courses are:

- 502C: Athletic Administration in Canadian Schools
- 504C: Legal Issues I: The Basics of Negligence, Liability, and Risk Management
- 535C: Effective Communication Strategies for Athletic Directors *NEW*
- 703C: Educational Athletics - Performance Beyond the X's and O's
- 722C: Building a Positive School Culture through Sport

Our full LTP course list and descriptions can be found [here!](#)

Workshops

Our workshops complement our LTP course curriculum by covering current and relevant topics in 60 minutes! Workshops are always offered free of charge to CIAAA members. A few examples of our workshops are:

- Developing Tough-Minded, Confident, and Fearless Student-Athletes
- Fresh Ideas for Recognition and Awards
- Mentoring your Coaches for their Personal Growth
- Motivating your Athletes
- Games Approach to Learning in Sport

Our full list of our workshops can be found [here!](#)

Master's Degree in Athletic Administration

The CIAAA has partnered with Grace College, who offers a fully online, project-based MSc in Athletic Administration incorporating courses from the CIAAA (and NIAAA) Leadership Training Program.

The most exciting part of this degree is that all projects are of the students choosing and students can design their projects to be completely relevant to their own athletic administration at their school or within their athletic community.

Masters Information

CERTIFICATION

The CIAAA certification program is a voluntary professional service to athletic directors with various levels of experience and preparation. The program recognizes and incorporates professional growth and self improvement through the Leadership Training Program. The athletic administrator who attains certification will enhance their ability to serve students, the school, the community, and the CIAAA.

Canadian Registered Athletic Administrator (CRAA)

Requirements

- Bachelors Degree or higher
- Sign CIAAA Code of Ethics



LTP Requirements

- 501C
- 502C
- 504C

Canadian Certified Athletic Administrator (CCAA)

Requirements

- Bachelors Degree or higher
- Sign CIAAA Code of Ethics
- Employed (retired) AD
- 3 + years experience



LTP Requirements

- 501C
- 502C
- 503C
- 504C
- 506C



Professional Development Credits

- 50 Credits

Canadian Master Athletic Administrator (CMAA)

Requirements

- Bachelors Degree or higher
- Sign CIAAA Code of Ethics
- Employed (retired) AD
- 3 + years experience
- CCAA Certification
- Contribution to AD Professional Development in Canada



LTP Requirements

- 501C
- 502C
- 503C
- 504C
- 506C
- 6 Elective Courses



Professional Development Credits

- 85 Credits



[Detailed Certification Information](#)

NATIONAL ATHLETIC DIRECTORS CONFERENCE



A Customizable Professional Development Experience

The Annual National Athletic Directors Conference is our premier event of the year. The conference provides an outstanding educational in-service program for Canadian Athletic Directors. The conference features professional speakers, LTP courses, an exhibit show, social events, and workshops from your fellow Athletic Directors who willingly share their experience and expertise on a variety of school sport topics.

There will be a total of 9 Leadership Training Program Courses and 14 workshops being offered throughout the conference. Registration opens in the fall, so stay tuned to our newsletters and social media. These courses and workshops are outstanding, you will want to be sure you work at least one into your schedule.

The conference fee also includes your meals and social events. Further conference details will be released soon.

Save the Date! This is one event you won't want to miss.
April 10-12, 2025



2025
NATIONAL ATHLETIC DIRECTORS
CONFERENCE
CALGARY, AB

CANADA'S PREMIERE PROFESSIONAL
DEVELOPMENT EVENT FOR ATHLETIC
DIRECTORS

HOTEL ARTS CALGARY

 | APRIL 10-12, 2025

SAVE THE DATE

TESTIMONIALS

What your fellow Athletic Directors had to say...

“It was one of the most useful/practical conference I have attended. Workshops and LTC courses were relatable and practical for the type of work that we do in our schools, along with a variety of option to suit the interests and needs of individuals.”

- Prince Edward Island

“Loved the variety of sessions, and the speakers were fantastic. I took away so many wonderful ideas and resources to use in my role as Athletic Director. Thank you!”

- Manitoba

“I’ve loved being a part of two CIAAA conferences. I wish I knew of this conference earlier in my days as an AD (18 years as an AD, but I’m still learning.)”

- Ontario

“What an outstanding conference! Can’t wait for the next one! Looking forward to seeing everyone again!”

-Alberta



Workshops . Social Events . Vendor Exhibition

VOLUNTEER OPPORTUNITIES

Get Involved

The CIAAA is always looking for volunteers to get involved. There are many tasks and projects that require our memberships help. If you are interested in becoming involved on one of our committees, as an instructor, or somewhere else, please contact Caleigh at caleigh@ciaaa.ca to discuss opportunities.

CIAAA Committees:

- Certification Committee
- Resource Bank Committee
- LTP Development Committee
- Awards Committee
- Conference Committee
- Discussion Forum Committee

Other Roles Include:

- LTP Instructor
- Workshop Presenter





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