

# Texas Athletic Administrators Certification (TAAC)



The Texas Athletic Administrator Certificate (TAAC) is a THSADA, two-year state certification specific for athletic administrators in the State of Texas with an emphasis on UIL/TAPPS compliance. The Texas-based curriculum will consist of those courses that will enhance the ability of the athletic administrator to successfully perform the duties and responsibilities of an Athletic Administrator in the State of Texas.

**TAAC is not a state requirement and not a replacement for LTI**

## **Purpose of TAAC:**

- To certify that an Athletic Administrator is better prepared to carry out the duties of a Texas Secondary Athletic Administrator.

- Prepare New and Aspiring AD's for a role in Texas Secondary Athletic Administration.

**TAAC Overview:** To receive a Texas Athletic Administrator's Certificate, a candidate must complete ALL classes. **Cost to take TAAC classes is included in current THSADA Membership.** Non-THSADA members will be charged a fee for TAAC classes. Classes are conducted at the THSADA State Conference.

TAAC has been developed by the THSADA through a group of Texas Retired Athletic Administrators, the THSADA Professional Development Committee, UIL Staff, TAPPS Staff and representatives of various UIL committees and Superintendent members of the UIL Legislative Council.

**Faculty:** The curriculum that will make up the certification will be delivered by those individuals who have exceptional experience and knowledge of the specific topic. This curriculum will be taught by THSADA members, UIL Staff, designated industry speakers, TAPPS Staff, designated topic professionals and ISD Superintendent's.

**Certification:** Once the candidate successfully completes all 29-UIL/30-TAPPS Sections/Courses, they will be awarded and recognized as having a Texas Athletic Administrator's Certificate. TAAC Certification will confirm and validate that an Athletic Administrator has completed **Texas-specific field of study in Athletic Administration.**

To maintain your TAAC certificate you must take 6 TAAC classes over a 3-year period. Three of the 6 classes every year will be courses: 101-302-304.

## All Courses Required

### Section One: Governance Courses-Taught by UIL/TAPPS Staff

#### UIL Curriculum

- 101: Current Issues (both UIL-TAPPS)
- 102: CCP/UIL Forms/Waivers
- 103: SEC/DEC Protocols
- 104: C&CR/TEA Side by Side/Manuals
- 105: Legislative Council/Proposals
- 106: Reclassification/Realignment

#### TAPPS Curriculum

- 107: PAPF/International Students
- 108: TAPPSTER/Forms
- 109: AEC Protocols
- 110: By Laws Guidance
- 111: Executive Board/Proposals
- 112: Realignment

### Section Two: Organization/Administration-Taught by AD or Industry Professional

- 201: Athletic Handbook Development/Critical Components
- 202: Hiring-Stipends for Texas Coaches  
ISD/UIL New Coach Training
- 203: Managing the Athletic Director/Head Coach position
- 204: Athletic Department Staff Meetings, Job Descriptions, Staff Evaluations
- 205: Budget Prep-Texas School District Purchasing
- 206: Athletic Facilities Management and Maintenance
- 207: Booster Clubs (ISD-UIL)
- 208: Hiring-Stipends for Texas Coaches  
Scope Training (TAPPS)

### Section Three: Community/School Engagement-Taught by AD or Industry Professional

- 301: Working with Staff/Parents/Community/ISD Leadership
- 302: Media/Social Media/ISD Advocacy
- 303: Crisis Management/Conflict Resolution
- 304: Texas School Law and Board Relations

### Section Four: Athletic Facilities-Taught by Industry Professionals

- 401: Capital Project Planning and Programming
- 402: Elements to Consider for Construction/Installation/Renovation Projects
- 403: Athletic Facility-Stadium Lighting
- 404: Considerations for Artificial and Natural Grass
- 405: Athletic Facility and Stadium Video/Digital Systems

### Section Five: Health and Safety-Taught by Texas Licensed Athletic Trainers

- 501: Legislative Mandates
- 502: Emergency Action Plans/Weather Safety
- 503: Athletic Trainer Relationships
- 504: PPE, Documentation and Injury Reporting
- 505: Special Medical Conditions
- 506: Concussion Management

**Course Identification:** Course will be identified by their Section Number. Example:  
*Critical/Legal Issues Specific to UIL/Private School Athletic Administrators*  
*Section 304*

**Course Descriptions:**

## **Section One: UIL Governance Courses**

**101-Current Issues:** This course will present current issues and trends in athletics. Included in this course will be discussion items regarding eligibility, legislative updates, and relevant information regarding competition.

### **102-CCP/UIL Forms/Waivers:**

This course will present the basics of the Coaches Certification Program along with all required UIL forms as it pertains to compliance and eligibility.

### **103-SEC/DEC Protocols:**

This course will cover the responsibilities and procedures of each committee. Specific to this will be the function of each committee in relation to the prescribed duties as stated in the C&CR. Proper DEC/SEC procedures will also be reviewed.

### **104-C&CR/TEA Side-by-Side/Manuals:**

The purpose of this course is to familiarize and educate athletic administrators on all sections of the governing manual(s) of the UIL. How and when to use both manuals will be covered along with any other administrative procedures.

### **105- Legislative Council/Proposals**

This section will present to all athletic administrators the procedures involved in introducing a proposal to the Legislative Council and the general function and duties of the Council. The course will familiarize athletic administrators on how UIL rules are vetted and processed.

### **106-Reclassification/Realignment**

This course will cover the details of the reclassification and realignment process, including the collection of data and the assignment of conferences and districts.

## **Section One: TAPPS Governance Courses**

**107 PAPF/International Students:** This course will present basic instruction on the rules and process for transfer students. Also covered will be the process and documentation for international students coming to member schools through the SEVIS program, and requirements to establish eligibility to participate.

**108 TAPPSTER and Forms:** This course will present basic instruction on TAPPSTER (online database and entry of school and student information). Included will be discussion of forms available for submission of information to TAPPS office.

**109 AEC Protocols:** This course will cover the roles and responsibilities of each committee. Included will be information regarding selection for service, functions served by the committee, and responsibilities enumerated in the TAPPS By-Laws.

**110 By-Laws Guidance:** This course will include information and discussion of TAPPS Governance (Constitution and By-Laws). Basic information will be provided for locating and interpreting information in the General By-Laws, as well as those specific to Athletics and Fine Arts.

**111 Executive Board/Proposals:** This course will include information on the Executive Board (selection, service, responsibilities). Discussion will also provide details of how to present proposals or requests to the Board, along with the process for appealing a decision of the DEC/AEC.

**112 Realignment:** This course will cover the details of the realignment process, including the collection of enrollment data and the assignment of classifications and districts.

## **Section Two: Organization and Administration**

201-Athletic Handbook Development/Critical Components: This course will layout the essential elements for a comprehensive Athletic Department Handbook specific to pro-active procedures and policies supported by appropriate forms and checklists.

202- Hiring-Stipends for Texas Coaches/ISD-UIL New Coach Training: Identifying where, when and how to hire all athletic staff personnel. Every sport and ISD has their own prerequisite expectations for athletic staff as well as New Coach Training requirements and qualifications.

203-Managing the Athletic Director/Head Coach position: This course will cover all the best practices for the dual position (Ex: Athletic Director/Head Football Coach). Specific to this course will be time management, staffing, personal scheduling and additional components critical to effective position leadership.

204-Athletic Department Staff Meetings, Job Descriptions and Staff Evaluations: This course will cover all the essential components of conducting different type of staff meetings throughout the year. Job Descriptions and compliant Staff Evaluations conducive to a Head Coach and/or Assistant Coach will be reviewed and discussed.

205-Budget Prep/Texas School District Purchasing: Specific procedures and protocols in developing a comprehensive athletic budget and the aligned purchasing guidelines specific to Texas and your ISD.

206-Athletic Facilities Management and Maintenance: How to ensure that all athletic facilities are receiving the proper supervision, rental agreements, maintenance and ISD/UIL compliance regarding facility usage during the season and/or off-season.

207-Booster Clubs (ISD-UIL): This course will present information specific to starting, maintaining and ensuring booster clubs stay compliant. Specific items to be addressed are potential liabilities, club accountability and financial compliance.

208- Hiring-Stipends for Texas Coaches/Scope Training (TAPPS): Identifying where, when and how to hire all athletic staff personnel. Every sport and school have their own prerequisite expectations for athletic staff as well as New Coach Training requirements and qualifications.

### **Section Three: Community/School Engagement**

301-Working with Staff/Parents/Community and ISD Leadership: This course will cover those elements that are critical and essential in establishing good communication, relationships and maintaining a professional position in dealing with all three of these important components.

302-Media/Social Media/ISD Advocacy: Updated information will be provided to athletic administrators in dealing with and understanding social media. Also covered in this course will be the dynamics of dealing with media whether its TV/Internet or Radio and promotion of the ISD.

303-Crisis Management/Conflict Resolution: This course will cover methodology on how and when to handle critical issues with students/staff and/or community. Also, specific to this course will be the development of “pro-active” concepts when it comes to crisis management.

304-Texas School Law/Board Relations: This class will be delivered by a law professional and the focus is to familiarize and deliver to all athletic administrators those lawful and legal procedures, documents and guidelines that are conducive to effective decision making by athletic administrators.

#### **Section Four-Athletic Facilities**

401-Capital Project Planning and Programming: This course will provide insight and direction to those athletic administrators responsible for working with their designated Operations Department in the programming, design, and building of athletic facilities.

402-Elements to consider for Construction/Installation and Renovation Projects: The scope of this class will cover all of the elements that are essential when athletic administrators need to facilitate the developments identified by the class topic.

403-Athletic Facility-Stadium Lighting: This course will keep all athletic administrators abreast of the new designs and technology that are specific in the field of Lighting.

404-Considerations for Artificial/Natural Grass: Specific to this course will be the important components of artificial turf and the presentation of information to athletic administrators so that informed choices can be made. Also, the practices of installing and maintaining grass fields will be covered.

405-Athletic Facility and Stadium Video/Digital Systems: This course will keep all athletic administrators abreast of the new designs and technology that are specific to Scoreboards/Video Boards.

#### **Section Five: Health and Safety**

501 – Legislative Mandates: This course will review and discuss implementation strategies for the 3 key pieces of Texas State Law that pertain to the health and safety of student-athletes and extra-curricular activities. SB 7, SB 82, HB 2038

502 – Emergency Action Plans/Weather Safety: This course will discuss the importance of the development and implementation of Emergency Action Plans (EAP) for each campus athletic facility. In addition, this course will provide insight into key stakeholders from school districts and communities.

503 – Athletic Trainer Relationship: This course will provide a comprehensive review of the role of the athletic trainer within the athletic department. It will provide insight into the AT’s responsibility

regarding health and safety as it pertains to student athlete health, equipment, facilities, and student life.

504 – PPE, Documentation, and Injury Reporting: This course outlines the medical paperwork requirements for participation in sports. In addition, this course will discuss best practices for injury, treatment, and rehabilitation documentation and reporting. Discussion will include the process for reporting injuries through TAPPSTER.

505 – Special Medical Conditions: This course will provide an in-depth look and the following special medical conditions associated with non-traumatic death in student athletes. Strategies and policy implementation for the prevention and treatment of the following conditions will be reviewed: Sick Cell Trait, Sudden Cardiac Death, Exertional Heat Stroke, and Asthma.

506 – Concussion Management: This course will provide an in-depth look at compliance with HB 2038. Points of discussion will include: concussion oversight teams, return-to-play protocols, latest research, and best practices pertaining to concussion management.

### **TAAC Program Consultants**

#### **TAAC Charter Committee**

Larry Peil-former Cy Fair ISD-Director of Athletics-THSADA Hall of Honor-TAAC Chair

Robert Young-former Klein ISD-Director of Athletics-THSADA Hall of Honor

Kenny Humphreys-former Spring ISD-Director of Athletics-THSADA Hall of Honor

Bill Daws-former Clear Creek ISD-Director of Athletics-THSADA Hall of Honor

Keith Kilgore-former Fort Bend ISD-Director of Athletics-THSADA Hall of Honor

Joe Barnett-former Irving ISD-Director of Athletics-THSADA Hall of Honor

Debbie Fuchs-Clear Creek ISD-Director of Athletics-THSADA Region Director

Bob DeJonge-Assistant Executive Director, THSADA-THSADA Hall of Honor

John Crawford-Midlothian ISD-Director of Athletics/THSADA Hall of Honor

Spanky Stephens-Executive Director-TSATA-former Athletic Trainer-University of Texas

#### **THSADA Professional Development/TAAC Committee**

Audra Hooker-Midland ISD-Assistant Director of Athletics

Jerry Littlejohn-Frisco ISD-Assistant Director of Athletics-Chair

Mike Williams-Ysleta ISD-Director of Athletics  
Justin Hefley-Amarillo ISD-Assistant Director of Athletics  
Todd Schoppe-LaPorte ISD-Director of Athletics  
Brad Shelton-Midway ISD-Director of Athletics  
Alex Guajardo-La Joya ISD-Director of Athletics  
Barbara Wise-San Antonio ISD-Director of Athletics

**TAAC Advisory Groups**

**UIL Staff**

Dr. Charles Breithaupt-Executive Director

**TAPPS Staff**

Bryan Bunselmeyer-Executive Director

**Superintendents**

Jim Vaszauskas-Mansfield ISD

Jim Waller-Idalou ISD

**UIL Faculty Members**

Dr. Charles Breithaupt-Executive Director

Dr. Susan Elza-Director of Athletics

**TAPPS Faculty Members**

Bryan Bunselmeyer-Executive Director

Steve Prud'homme-Associate Director

Robert Huckabee-Director of Athletics

**Industry Faculty Members**

Randy Bullock-Hellas Construction

Tod Spears/Sam Yeager-Musco Lighting

Trey Schneider-PBK Sports

Paul Wildeman-Daktronics

Derek Anderson-National IPA/TCPN

Jim Walsh-Attorney-Walsh Gallegos

Scott Galloway-MBA, LAT, ATC/Traci Randerman-Med, LAT