

# Texas Athletic Administrators Certification (TAAC)



The Texas Athletic Administrator Certificate (TAAC) is a THSADA, two-year state certification. TAAC is specific for athletic administrators in the State of Texas, with an emphasis on UIL/TAPPS regulations. 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.

## **Purpose of TAAC**

- To better prepare the Athletic Administrator to carry out the duties and responsibilities of a Texas Secondary Athletic Administrator in grades 7-12.
- Prepare current, new and aspiring Athletic Administrators for a role in Texas Secondary Athletic Administration.

## **To receive a Texas Athletic Administrator's Certificate**

- **Must be an Active/Associate member of THSADA**
- **Must complete ALL courses**
- **Costs for TAAC courses are included in current THSADA Membership**
- **Courses are only offered at THSADA sanctioned events**
- **To access TAAC videos, members must have attended the State Conference**

## **History**

TAAC was developed by the THSADA with the assistance of Texas Retired Athletic Administrators, the THSADA TAAC Committee, UIL Staff, TAPPS Staff and representatives of various UIL committees and Superintendent members of the UIL Legislative Council.

## **Faculty**

TAAC certification courses are presented by individuals who have exceptional experience and knowledge of the specific topics. The courses are presented by THSADA members, UIL/TAPPS Staff, designated industry speakers, designated topic professionals and ISD Superintendents.

## **Certification**

After the candidate successfully completes all 28-UIL/29-TAPPS Courses, they will be 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 TAAC certification the athletic administrator must complete 6 TAAC classes over a 3-year period. Three of the six courses will be offered every year: 101-302-304.

### **TAAC Courses**

#### **All Courses Required**

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

###### **UIL Courses**

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

###### **TAPPS Courses**

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

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

- 201: Athletic Handbook Development/Critical Components (Social Media, Vaping, Dress Code), etc.
- 202: Coaches Recruitment/Retention/Hiring-Stipends
- 203: Managing the Athletic Administrator/Head Coach position (dealing with extra duties, creating a list of assignments and expectations for new AD)
- 204: Athletic Dep't. Staff Meetings, Job Descriptions, Staff Evaluations (Game plan for a coach stepping into first job)
- 205: Budget Prep-Texas School District Purchasing
- 206: Athletic Facilities Management and Maintenance
- 207: Athletic Program Marketing
- 208T: Hiring-Stipends for Texas Coaches Scope Training (TAPPS)

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

- 301: Professional Relationships with all Stakeholders
- 302: Media/Social Media/ISD Advocacy
- 303: Crisis Management/Conflict Resolution
- 304: Texas School Law for Athletic Administrators (Title IX, OCR, Gender Equity)

#### **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 Medical and Industry Professionals**

- 501: Legislative Mandates and UIL Required Documentation
- 502: Emergency Action Plans/Weather Safety
- 503: Concussion Management and Special Medical Conditions

### **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

Course will discuss current issues and trends affecting today's athletic programs. The course will discuss eligibility, legislative updates, and relevant information regarding competition.

##### 102: CCP/UIL Forms

Course will review UIL training and compliance requirements for athletic personnel prior to leading school district athletic programs.

##### 103: DEC/SEC Protocols

Course will cover the responsibilities and procedures of each UIL committee, specific to 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/Manuals/TEA Side by Side

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 other administrative procedures.

##### 105: THSADA Legislative Initiatives

Course will provide a forum to discuss the Association's current and upcoming legislative initiatives.

##### 106: Reclassification/Realignment

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**

### **107T: PAPF/International Students**

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.

### **108T: TAPPSTER and Forms**

Course will present basic instruction on TAPPSTER (online database and entry of school and student information). Included will be discussion of forms used for submission of information to the TAPPS office.

### **109T: DEC-AEC Protocols**

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.

### **110T: By-Laws Guidance**

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.

### **111T: Executive Board/Proposals**

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.

### **112T: Reclassification-Realignment**

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**

Course will outline the essential components for a comprehensive Athletic Department Handbook, specific to pro-active procedures and policies supported by appropriate forms and checklists.

### **202: Coaches Recruitment/Retention/Hiring-Stipends**

Course will discuss identifying where, when and how to hire all athletic staff personnel. Sport programs and school districts have prerequisite expectations for athletic staff, as well as New Coach Training requirements and qualifications. Discussion of stipend strategies: days vs no days, percent annual step raise, etc. are included in the course discussion.

### **203: Managing the Athletic Administrator/Head Coach position**

Course will cover the "best practices" for the dual position (Ex: Athletic Director/Head Football Coach). Specific to this course will be time management, staffing, personnel scheduling and additional components critical to effective position leadership.

#### 204: Athletic Department Staff Meetings, Job Descriptions, and Staff Evaluations

Course will cover the essential components for conducting various types of athletic department 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

Course identifies specific procedures and protocols in developing a comprehensive athletic budget and the aligned purchasing guidelines specific to Texas and Independent School Districts.

#### 206: Athletic Facilities Management and Maintenance

Course will review best practices to ensure that athletic facilities are properly supervised, rental agreements, maintenance protocols and UIL compliance regarding facility use during the season and/or off-season.

#### 207: Athletic Program Marketing

Course will present information specific to the maintenance and marketing of your athletic program, including booster club.

#### 208T: Hiring-Stipends for Texas Coaches/Scope Training (TAPPS)

Identifying where, when and how to hire all athletic staff personnel. Sport programs and schools have prerequisite expectations for athletic staff; as well as New Coach Training requirements and qualifications.

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

#### 301: Professional Relationships with All Stakeholders

Course will cover those elements that are critical and essential in establishing good communication, relationships and maintaining a professional position in dealing with all stakeholders; including staff, parents, and the community.

#### 302: Media/Social Media

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

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 “proactive” concepts when it comes to crisis management.

#### 304: Texas School Law Current Topics

(Title IX, OCR, Gender Equity) Course will be delivered by a law professional focus 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**

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 course will cover elements that are essential to an athletic administrator's need to facilitate the elements identified by the course topic; including Title IX regulations, ADA and other relevant concerns for facility projects.

### **403: Athletic Facility-Lighting**

Course will focus on the new designs and technology that are specific in the field of lighting and safety for athletic facilities.

### **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**

Course will focus on the new designs and technology that are specific to Scoreboards/Video Boards.

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

### **501: Legislative Mandates and UIL Required Documentation**

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 and required UIL documents.)

### **502: Emergency Action Plans/Weather Safety**

Course will examine the importance of developing and implementing effective Emergency Action Plans (EAP) for each district athletic facility that hosts practices or games.. In addition, this course will provide insight and direction specifically for the development of EAPs for the school district athletic facilities.

### **503: Concussion Management and Special Medical Conditions**

Course will provide an in-depth look at compliance with HB 2038 (including Concussion Oversight Teams, Return to Play Protocols and best practices) and into the following special medical conditions associated with non-traumatic death in student athletes. Strategy 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.