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Creating a Masterpiece: Finding Joy in the (Sometimes Difficult) Journey of Athletic Administration

Tentative Conference Schedule **19**  Did You Know Your Athletic Director Has 14 Legal Duties? **20** 





# NOVEMBER 2023 NEWSLETTER

Editor – Alan Mallanda, CMAA Printed by - Mascot Media

The NYSAAA newsletter, an official publication of the New York State Athletic Administrators Association, is published four times a year.

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Articles, illustrations, and photographs should be accompanied by addressed envelopes and return postage.

They will be carefully considered for publication in future newsletters.

Please submit articles to the above editorial address.





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# **Message from the President**



Greg Warren, CMAA

Welcome to the end of the fall season and the beginning of the winter season. Hopefully your fall teams had a great season, and the school year is moving

along successfully. The NYSAAA is moving along with our strategic plan initiatives and AAMPD Program as well. The Aspiring AD portion of the program started in October and the Mentoring component got its start in September. Professional Development has been offering LTC opportunities every month and they have been well attended; a testament to all of you who are working on certification and/or improving your professional skill set. It is great to see our members embracing certification. New York is consistently listed in the NIAAA certification updates, and it is a tribute to our membership.

The Executive and Representative Boards met during the fall and had a very productive meeting. These meetings were full of productive conversation, reports, and mini workshops. At the end of the day, everyone is working together to move the NYSAAA forward and operating like a finely oiled machine. This is evident by the feedback that I have received during my short time as president. The NYSAAA is looked at as a leading organization under the NIAAA umbrella, and that is something we can all be proud of.

We continue to make appearances at other conferences in NYS to get the word out about what we do in the NYSAAA. Dr. Wright recently attended the NYSCOSS conference and presented to a group of superintendents on "Working with your AD to Facilitate Change." In November, I will travel with Dr. Wright to the NYS AHPERD conference to present on the Aspiring AD program for the 3rd year in a row and Jim will talk about Reducing Vulnerability in Litigation. Getting the word out is helping to build connections with other agencies who are now looking to the NYSAAA for support and membership.

Looking forward to the month of December, the NADC is approaching soon in Orlando. Please consider attending the National Conference if you are able to gain support from your district to do so. The opportunity to meet colleagues from other states and countries is a great experience. The conversations that take place in workshops, LTC offerings, and socials are truly invaluable. You will definitely bring something back with you that will make you better and the program that you lead better. I am looking forward to seeing many of you there as well as meeting with the other State Presidents. Pete Shambo, the retired director from Penfield in Chapter 5, will be inducted into the NIAAA Hall of Fame in Orlando. Pete has been a great mentor, colleague, and friend to many of us and I encourage you to come support him at his induction and share the moment with him. I know that I will be there. Congratulations Pete!

Speaking of conferences, before we know it we will be making the trip to Saratoga Springs for our 41st Annual NYSAAA Conference. Registration is currently open for the conference, and you can visit https://nysaaa.finalforms-amp.com/ to register. Members and vendors are already registering for the conference! The dates for the upcoming conference are March 12-15, 2024, and will be located again at the Saratoga Hilton. "Building a Foundation for the Future" is our conference theme and we are excited to bring you another quality conference for your professional development. The keynotes are in place and I am confident that you will find them to be engaging and feel inspired by their messages. We look forward to seeing you in March and encourage you to register today!

As the winter season begins, I want to wish you and your program nothing but success throughout the duration. Consider how you are "Building a Foundation for the Future" within your program for the student-athletes and coaches who participate in interscholastic athletics. Enjoy all the peaks and valleys and appreciate the growth you see. Spend some much-needed downtime with your family and loved ones during the holiday and winter breaks that we encounter during this season. We appreciate your membership in the New York State Athletic Administrators Association, and we look forward to providing you with high quality professional development and support. Be well.



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# **Executive Director's Message**



Alan Mallanda, CMAA

Dear Colleagues,

As we move past the Fall season, now in the championship rounds across

the state, I look forward all to the exciting and rewarding events yet to come in the coming months. We are busy preparing our program schedule for the upcoming conference in March. This will be our 41ST Annual Athletic Directors Conference. President Greg Warren, CMAA has selected his theme as "Building a Foundation for the Future". We are excited to announce that we have secured three great General Session speakers for the conference and are currently working to fill the three breakout workshop sessions which includes twelve workshops. At our opening General Session on Wednesday, the featured speaker will be Charles Davis, announcer for CBS Sports and a native of New Paltz CSD, New Paltz, NY, where our President is the Athletic Administrator. Our second General Session on 'Thursday, will feature Karissa Niehoff, Ed.D. **Executive Director of the National Federation of High** School Associations in Indianapolis, IN. Finally, in our closing General Session on Friday morning, following our annual closing breakfast, Dr. Robert Zayas, CAA, NYSPHSAA Executive Director, will be addressing us with past and future updates and highlights.

The fall has also been busy in planning for the years ahead. At our fall meeting it was announced that the 2025 annual conference will be my last as your Executive Director. In July of 2025, I will be stepping back from that position. The Executive Board has posted the position with a deadline of **November 17, 2023**, for applications to be submitted. The person selected will be working closely with me over the next year and one half in preparation for taking over the reins in July of 2025. It was also announced that we have negotiated and approved an additional three-year contract with the Saratoga Hilton and the Saratoga City Center to host our annual conference. This will take us through 2028 and provide us with modest rate increases over that span.

In planning for our financial future, the Executive and Representative Boards also approved a membership fee increase of **\$10** (\$170) for the 2024-25 school year. It was decided to approve it a year in advance, so that schools and individuals could plan for it in their budgets. This is the first increase since 2013 (10 years). In addition, it was decided also to evaluate the need for further rate increases in the years to come.

Having conducted two successful Summer Leadership Conferences for newer AD's, we've decided to continue with this professional development program at least for the next two summers. I was able to secure a new site in a more central location by negotiating a two-year contract with the Double Tree by Hilton in downtown Binghamton, a great location which meets our needs and gave us very good rates.

In December, many of us will be attending the annual National Athletic Directors Conference, being held in Orlando at the Marriott World Center. It is one of the highlights for athletic administrators across the country with well over 2,000 attendees and over 300 exhibitors in the past two years. The NADC is conducted as a coordinated effort of the NIAAA and the NFHS. Attendees also have the opportunity of taking a wide variety of the over-fifty courses offered by the NIAAA. My Associate Executive Director, Dr. Jim Wright, CMAA, has been involved actively in co-writing a new **Leadership Training Course 717, "Identifying the Need for and Effecting Change in Athletic Administration**," which will be rolled out at the NADC in December.

Also, at the NADC, one of our former Presidents and Hall of Famer, **Peter Shambo, CMAA**, will be inducted into the **NIAAA Hall of Fame** at the closing awards banquet. We are very proud of Pete, who will become the sixth athletic administrator from New York State to be inducted into the NIAAA Hall of Fame. Our congratulations to Peter on this amazing achievement.

Jim has also been actively involved with NYCOSS (New York Council of School Superintendents) in presenting at their fall conference on "Working with Your AD on Effecting Change", and has written two articles for their newsletter, the latest being previewed in this edition of our NYSAAA newsletter. All this helps superintendents to understand, appreciate and support our athletic administrators and the role they play in our schools. In addition to this, our President, Greg Warren, CMAA, along with Jim, will be attending the NYS AHPERD conference in November and presenting on our AAMPD program and its components, especially the Aspiring AD program.

Professional development opportunities abound through your membership in the NYSAAA and NIAAA. They are available to all members. It is up to each one of you to take advantage of them. Set your goals. Reach for new heights in becoming all you can be in athletic administration. It will benefit the student athletes you serve and the communities we all live in. I want to remind all of you to renew your membership with NYSAAA/NIAAA (dual membership so that you can take advantage of all we have to offer you. Letting your membership expire results in a lapse of coverage and a loss of the many benefits offered to all of you by our association(s). Whether you, your league or section is paying for your membership, you should still **confirm** and **update** your registration online with Final Forms/ AMP and activate/update your personal account. If you haven't done so already, just go to https://nysaaa.

**finalfoms-amp.com/members**, or click on the link on our website home page (upper left corner). If you are a new member (never registered previously), you can click on the same link and then click on the link for NEW MEMBERS.

\*\*As a reminder, it is important to note again that the NYSAAA no longer accepts Purchase Orders without an accompanying check for payment. PAYMENT MUST BE MADE WITH THE PURCHASE ORDER to register for our conference or any LTI courses. You will not be registered UNTIL PAYMENT IS RECEIVED by the association. Other forms of payment accepted are Credit Card direct debit programs, and Personal Check.

We continue to seek ideas from our professional associates across the state and country. If you have any ideas to share, please email me, or anyone on our team. Let us know what's working for you. We welcome articles or information to share with other ADs in our newsletters and on our website. Our newsletters are released in September, November, January and May. I look forward to seeing you at the NADC and again at our annual conference in March.

Wishing you Happy Holidays and a successful winter season.

My best wishes to all!



# **President-Elect's Message**



Susan Reid-Dullea, CMAA

I hope this message finds you well! As we come to the close of the fall season I am reflective of the challenges and possibili-

ties that continue to guide our leadership as Athletic Administrators. This fall has been a challenge, to say the least. We all have experienced the consistent issues surrounding interscholastic athletics of not having officials for contests, having no transportation available for your teams, and finding qualified coaches to step into pivotal roles. While these challenges will continue, we need to continue to look ahead at all the possibilities before us.

Ask yourself why you do what you do? Think back to why you became an Athletic Administrator and recall the days where you leave work with a smile. In order to sustain and grow as a leader, it is important to understand your purpose. Your purpose will provide clear direction, motivate the people around you , and will help you make meaningful decisions.

When challenges arise, your purpose will remind you why you're leading and what you're working towards. It can inspire resilience, provide motivation, and help you align with your long term goals, even when facing adversity.

For the past year and a half, I have been fortunate enough

to reexamine my purpose through working with the InSideOut Initiative. I encourage our members to look into the work by Jody Redman and Joe Ehrmann. "The InSideOut Initiative (ISOI) is a national movement that empowers and equips school communities to implement purpose-based athletics by connecting student-athletes to transformational coaches in a community of belonging for their social-emotional and character development. Through the evidence-based "InSideOut" System and "InSideOut" Philosophy, school communities redefine and reframe the educational value of athletics and activities as a catalyst to develop the human potential of students." It is my hope as President- Elect to provide opportunities (possibilities) for our members that provide purpose to your journey.

As I continue my adventure in leadership, I see growing as a continuous process. I challenge our members to remember their "why". In days where challenges are constant, that you reflect and move forward with purpose, intention, and inspire your "team" to do the same- it's a recipe for growth and success.

Wishing you all the best!



# Message From The Associate Executive Director

Dr. James Wright, Ed.D., CMAA

Eleanor Roosevelt said, "Great minds talk about ideas, average minds talk about events, and small minds talk about other people."

In reality, we are probably spending time in all three. The obvious danger is that if we spend too much time in the small mind department then we do nothing but find fault with others.

Shakespeare said that "The fault lies not in the stars but in ourselves" reflects our inability to avoid being a part of the club that spends all their free time blaming others for things that are really in their control. As a metaphor it shows how ridiculous we are to think that another person's failings actually make a significant difference in how we manage our own lives.

As I said earlier, I am guilty of being small-minded. I have talked about the failings of others and how they're not worthy of being a part of the team. In retrospect, I shouldn't be on the team either because my thoughts stop the team from moving forward. I, maybe like you, fight those internal battles.

Of course, we can select members to be on the team that fit our mission, but we should never alienate people that may need help and just have a difficult situation either personally or professionally.

On the other hand, the "Good Old Boys Club" is alive and well in many places. It's gender neutral and spends a lot of time in the small mind arena. At least that's the impression the outside small mind group has.

In reality, yes, there is always a group dedicated to maintaining their place and protecting their turf from outside influence that may throw a monkey wrench into their free lunch, but there are other groups.

We have a Great Mind group right here in the NYSAAA. We talk about ideas to get better, we plan events to promote the job, we nurture the young and celebrate the old.

Take a look around you.

You know who's there for themselves and who's there for the rest. Remember that when you have an idea. Share it with us. We have 30 sets of ears on the Executive and Representative Boards that will listen.

Yes, it has all the appearances of a club, and we are working to ensure that it never devolves into a club of small minds. Build your own great mind group and see the benefit of discussing ideas instead of people.

It's worth it.

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# **Creating a Masterpiece: Finding Joy in the (Sometimes Difficult)**

# Journey of Athletic Administration

Gary Stevens, Athletic Administrator, Thornton Academy – Saco, Maine

#### Words from a "Wizard"

John Wooden is arguably the greatest coach in the history of amateur sport. His record of championship success (ten national titles in a twelve-year span at UCLA, including seven years in a row) is unparalleled. Wooden coached four future Naismith Basketball Hall of Famers and was himself inducted into that organization **twice** – as both a player and a coach. Two of his former players – Lewis Alcindor (later Kareem Abdul-Jabbar) and Bill Walton are among the greatest centers to ever lace up sneakers.

In addition to the talent that found its way to UCLA and Pauley Pavilion during his tenure, Wooden was also acclaimed for his organization, preparation, and philosophical approach to coaching. His "Pyramid of Success" is not only a blueprint for managing a successful athletic team, but also can be applied to any business or educational enterprise. Several books on how to implement the core values of Wooden's "Pyramid" have been written about – and by – the "Wizard of Westwood" himself. Today, nearly a half-century after he coached his last collegiate basketball game, Wooden's formulas for achieving the top rungs of a chosen profession still ring true.

Wooden was also noted for his mastery of the English language. He taught his players lessons about life through short and sometimes pithy sayings that formed the fabric of his curriculum. Quotes such as "It's what you learn after you know it all that counts", "Never mistake activity for achievement", and "Don't let making a living prevent you from making a life" have been attributed to the UCLA coach. In the recent ESPN *30 for 30* special "The Luckiest Guy in the World", which covers the life of Bill Walton, the former UCLA All-American's sons acknowledge that "Woodenisms" were part of their upbringing. The "Pyramid of Success", furthermore, was posted on the wall on one of the rooms in their home.

One of Wooden's most important lessons of life to his players

was "Make each day your masterpiece". Not only did this statement address the power of the individual to exert control over his or her life, but it also provides an overarching blueprint for managing those challenging situations or difficult days that one inevitably faces. The pathway of life is an uneven won wrought with potholes and – at times – landmines. Negotiating one's experience with calm, confidence, and grace helps negotiate that journey much easier.

People working in today's schools are no strangers to facing adversity. In particular, the world of competitive sport, where Wooden worked and thrived, is oftentimes a roller coaster ride of emotions consisting of incredible highs punctuated by devastating moments of disappointment and despair. Wooden understood that competition is part of the essence of life, and his classroom at Pauley Pavilion provided a laboratory in learning to reinforce his lessons.

Like John Wooden, high school athletic directors oversee programs that create opportunities for students to learn about themselves and others in a competitive setting. Unfortunately, leading this initiative is frequently punctuated by shortterm or long-term challenges that can sour one's experience. Community concerns about a coach's performance, a controversial social media posting, and a student discipline issue are but a few of the many scenarios that can spoil or derail what is otherwise an exciting journey. Addressing the negative aspects of the job require the person at the top to embrace them with a positive approach. Given the amount of time required to manage them or the political or professional ramifications of reaching a conclusion, achieving that mindset is not always easy.

It is here where education-based athletics leaders can – and should – draw from Wooden's teachings. Even on the darkest of days or the most difficult of moments that one faces, it is possible to adopt the "self-help" spirit lying at the core of making the workday "your masterpiece". Finding glimmers of light when everything else seems dark can not only prove cathartic, but it can also help an athletic director find the strength and courage necessary to make difficult decisions. It can also help keep things in perspective; everyone, after all, has bad days or bad stretches when on the job.

Turning a bad day into a true "masterpiece" – finding joy in the journey when bad things are happening – requires one to be resolute and intentional. The good news is that in athletics there are so many opportunities to create and find happiness that, in turn, can help one overcome the worst of days. I have had plenty of tough days and know that the next crisis can be looming around the corner. What I have discovered through my personal journey is that exerting control and promoting positivity are the best means to the end. It is also part of the job.

#### Advice from a Practitioner

The art of creating this masterpiece lies is not scripted; it is influenced by one's personality, mindset, and skill set. Although the list below is not intended to be complete, it offers ideas that I have found to work in my twenty-seven years in the position. During challenging times, utilizing one or more of these strategies has proven to be uplifting.

# 1. Write a positive note celebrate the efforts or accomplishments of another.

The act of writing has a powerful effect on the mind and body. Sending out a note to another person – a coach who has achieved a milestone, a student-athlete who has demonstrated excellent sportsmanship, or a colleague who could use a positive message – can bring a moment of joy or recognition in his or her life while simultaneously making you feel better as well. That person may be having a bad day as well, and your act could turn it around.

I always have some note cards at the ready for this purpose. Although some of my colleagues use school stationery for sending personal greetings (and there is absolutely nothing wrong with that), I prefer to go to a dollar store to purchase (at little cost) something with a different design. To me, a greeting card (written in my own unique cursive!) adds a personal touch.

#### 2. Take a walk.

The act of walking is good on many levels. In addition to creating an opportunity to burn calories and breathe fresh air, it can create a positive change of pace to the sedentary nature of office work. Walking the halls of the school or around the school campus and its athletic fields is not actually "getting away"; it helps one perform the vital functions of the job. The athletic director can use this time to inspect bleachers, make sure that fields are properly lined, pick up game programs from the printer, or many other otherwise mundane tasks that are nevertheless essential.

Talking a walk can also provide time to collect your thoughts. In giving his famous ESPY Award speech in 1993, Jim Valvano stated that a great day was one in which a person found an opportunity to laugh, to "have your emotions move you to tears", and to think. I am always amazed at how many times in my career the act of walking has resulted in an epiphany for me – finding the right words to express my ideas or figuring out the solution for a problem.

#### 3. Pick up the phone, and talk to a colleague.

Conversation is powerful. I firmly believe that although e-mail and texting have their places in the world of communication that nothing can supersede the importance of people talking to one another. It is through conversation where relationships are forged and true learning takes place. We need to talk with each other more, not less.

On those challenging days that one faces in his or her career, it can be valuable to be proactive and reach out to others. In some cases, those conversations can be focused on addressing the specific problem on one's plate. Questions such as "What would you do?" or, possibly, "What did you do?" can you help find solutions. Otherwise, talking about other topics, such as family, the performance of one's favorite team, or a good book or movie has great value. The conversation itself generates a sense of happiness or feeling of confidence, which is essential to make any day – even the tough ones – truly a masterpiece.

#### 4. Interact positively with the students in your school.

Most educators enter the field with a primary mission in mind – to positively impact the lives of young people. Whether in the classroom, on the playing fields, or in a leadership role, teaching is the most important role performed by anyone in a school. Every day there are moments of interaction with others that create opportunities to impact others. The best teachers are those who -- whether through formally designed learning experiences or informal, impromptu moments – find those moments.

An athletic director usually has the freedom of movement and a control (to some degree) over his or her time to generate those experiences. Finding moments of connection can occur in one or more of many different venues daily:

a. Greeting students as they come to school

- b. Walking the hallways between classes
- c. Assisting in the cafeteria during lunches
- d. Attending practices or games

Initiating conversation, even if it is a simple "good morning", can provide a welcoming moment and set a positive tone for all involved, particularly at the start of the day.

#### 5. Find joy in the games.

The work of an athletic administrator is complex. I have heard many athletic directors complain about people who do not understand the intricacy of our jobs. "I had a guy say to me the other day, 'Your job is an easy one. All you get to do is watch kids play games,'" one colleague once shared with me.

I would argue that we should embrace the fact that we offer students the opportunity to engage in the sports that they enjoy. The fun of sports should never be sacrificed for the sake of winning. In nearly every survey related to why students participate in co-curricular activities, the number one reason is because they find them fun.

I know that I have been able to weather some of the roughest NOVEMBER 2023

moments in my adult life simply by watching the students in our programs compete. Nearly six years ago, I experienced one of the worst days of my professional career. Something that I had striven for was not to be, and I spent most of the day wallowing in self-pity. That afternoon, I attended a Unified basketball game in which some of the special needs students in our school had a chance to wear our school colors and play before a large and adoring audience. Immediately my thoughts about my own woes were placed in perspective. Not only did watching these students participate prompt me to think about my "why", but I was quickly reminded that there are others who are much less fortunate.

#### 6. Surround yourself with positive reminders.

When talking about the design of office space, many athletic directors will examine how the orientation and organization of their work environment helps make the job easier. In this approach, the location of a desk, filing cabinet, or even the stapler takes on strategic importance.

One's workspace can also be creatively constructed to include reminders of the positive experiences in one's life. Examples include:

- a. Photographs of a spouse, children, or other family members
- b. Team photographs
- c. Drawings from a young child

d. A team cap or the whistle one used during one's coaching days

e. Plaques indicating awards, designations, or honors that one has been accorded

f. Notes or cards from student-athletes

I also keep a folder of some of the many cards, e-mails, or other communications coming from coaches, students, parents, or colleagues that have shown their appreciation for my work. Rereading those notes brings back pleasant memories and generates positive thoughts. During the most challenging of times, it reminds me that better days have existed in the past and will return again.

supplant reason in the context of sports.

#### \*\*\*\*\*

Serving as a high school athletic director is a privilege. I work in a school whose first athletic team dates to 1893, and I frequently assert that I am a caretaker of tradition and a program that is much bigger than myself. Part of leading a component of school life that is highly visible is that people care about their community's sports programs. That level of passion can easily lead to dissension, complaints, and controversy. There is a good reason why the word "fan" is the shortened version of "fanatic"; emotions can readily and easily Nevertheless, despite the raging tide of emotion that can not only rock a program, but at times make an athletic director feel as if he or she is drowning, lifelines do nevertheless exist. Making even the worst of days a "masterpiece" requires accessing those strategies and leveraging them to their fullest. Part of the joy of the journey in the profession is finding the best pathway to addressing the challenges that come your way. Taking the time to find simple reminders of why one chose this pathway to begin with provides both balance and perspective.





ATHLETIC ADMINISTRATORS PROFESSIONAL DEVELOPMENT

# 2023-24 SCHEDULE

# THURSDAYS, 12:00 - 1:00 PM VIA ZOOM

# SESSION 1 - THURSDAY, SEPTEMBER 21

 Getting involved with your Chapter, Section and NYSAAA

# SESSION 2 - THURSDAY, OCTOBER 12

 Building relationships with parents and the community at large

# SESSION 3 - THURSDAY, OCTOBER 26

 Building relationships with coaches, administrators and support staff

# SESSION 4 - THURSDAY, NOVEMBER 16 • Retaining coaches

# SESSION 5 - THURSDAY, DECEMBER 7

Minimizing liability and negligence

# SESSION 6 - THURSDAY, JANUARY 11 - NYSPHSAA & SED Regulations

# SESSION 7 - THURSDAY, JANIUARY 25 • Recruiting and retaining athletes

# SESSION 8 - THURSDAY, FEBRUARY 15

End of year awards program

# SESSION 9 - DATE TBD @ SARATOGA CONFERENCE

 Celebrate and acknowledge completion of the program



REGISTER TODAY! All sessions are FREE and held via Zoom until the culminating session in March at the NYSAAA State Conference.

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# New York State Athletic Administrators' Association, Inc. 2024 Tentative Conference Program Schedule "BUILDING A FOUNDATION FOR THE FUTURE"

<u> Monday – March 11, 2024</u>	Phila/Gallery
8:00 a.m. – 9:00 p.m.	Pre-conference Move In & Set Up - Phila
3:30 p.m. – 4:30 p.m.	Registration Materials & Packets – Phila
5:30 p.m. – 9:30 p.m.	LTC – Pre-conference Virtual
6:00 p.m. – 8:00 p.m.	Planning Team/Volunteers/ Exec. Board Dinner – Max London's
Treader March 12, 2024	
<u>Tuesday – March 12, 2024</u> 8:00 a.m. – 12:0 a.m.	LTC
8:00  a.m. - 12:00  a.m. 8:00  a.m. - 12:00  a.m.	LTC
12:00 p.m. – 2:15 p.m. 1:00 p.m. – 5:00 p.m.	<mark>Executive Board Meeting (w/lunch)</mark> LTC
1:00  p.m. = 5:00  p.m. 1:00  p.m. = 5:00  p.m.	LTC
	Conference Registration (Gallery)
2:00 p.m. – 5:30 p.m. 2:30p.m. – 4:15 p.m.	<b>NYSAAA Representative Board Meeting</b> – Alabama/Travers
5:00  p.m. - 9:00  p.m.	LTC
6:00 p.m. – 9:00 p.m.	Saratoga Dine Around – Visit your favorite establishments.
0.00 p.m.	Saratoga Dine Arbund – visit your favorne establishments.
Wednesday – March 13, 2024	Conference Desistantian (Collam)
8:00 a.m. – 11:30 a.m. 8:00 a.m. – 9:00 a.m.	Conference Registration (Gallery) AAMPD Reception & Recognition - Whitney
9:00  a.m. - 10:30  a.m.	
9:00  a.m. - 10:30  a.m. 9:00  a.m. - 10:30  a.m.	Hall of Fame Committee Meeting – Board Room
9:00  a.m. - 10:30  a.m. 9:00  a.m. - 11:00  a.m.	New AD/First Timer Orientation Meeting – High Rock
	NYS Council of Administrators Meeting - Alabama
9:00  a.m. - 11:00  a.m.	NYSPHSAA Section Executive Directors – Travers
10:00  a.m. - 11:00  a.m.	Veteran AD's Reception/Meeting – Whitney "WORKSHOP SESSION A" (check accurate severation) Breachards 1.4
11:00  a.m. - 12:00  a.m.	"WORKSHOP SESSION A" - (check your program) - Broadway 1-4 HOF & WOH Reception & Photos for Inductees & Family – High Rock
11:00 a.m. – 12:00 p.m.	1 2 0
12:15 p.m. – 2:15 p.m.	Dave Martens Awards Luncheon & Alan Mallanda Hall of Fame Induction -
2:20 m m 4:20 m m	Saratoga Ballroom
2:30 p.m. – 4:30 p.m.	CONFERENCE WELCOME & OPENING GENERAL SESSION – Charles Davis, CBS Sports -Saratoga Ballroom
4:30 p.m 5:30 p.m.	**CAA Test Review Workshop –Whitney
4:45 p.m. – 5:30 p.m.	"WORKSHOP SESSION B" (check your program) - Broadway 1-4
5:45 p.m. – 7:45 p.m.	EXHIBIT HALL FESTIVAL - Opening Hospitality Reception – Food/Refreshments –
5.45 p.m. – 7.45 p.m.	Festival Gifts; Visit Exhibitors – Drawing # 1, Door Prizes (City Center); Larry
	"Sparky" Rector Materials & Drop-in Center
Thursday – March 14, 2024	
9:00 a.m. – 12:00 p.m.	Exhibit Hall Open (City Center) – Pick up Conference Gift
	Visit the Exhibitors For Coffee & Donuts/Pastries- Drawing #2 – 9:30 a.m.
	Larry "Sparky" Rector Materials & Drop-In Center, Drawing #3 – 11:30 a.m.
8:00 a.m. – 10:00 a.m.	**CĂA EXAM - Whitney
12:00 p.m. – 1:00 p.m.	Past Presidents Lunch Meeting - by invitation – High Rock
1:30 p.m. – 2:30 p.m.	SECOND GENERAL SESSION — Karissa Niehoff, EdD, CEO National Federation of State
	High School Associations – Saratoga Ballroom
Saratoga Ballroom	
2:45 p.m. – 3:30 p.m.	"WORKSHOP SESSION C" (check your program) - Broadway 1-4
3:00 p.m. – 4:00 p.m.	NYSPHSAA Student Athlete Development Committee - Board Room
4:00 p.m. – 4:30 p.m.	Award Recipient Photo Session – High Rock
4:45 p.m. – 5:45 p.m.	President's Reception (by invitation only) – Alabama/Travers
6:00 p.m. – 7:45 p.m.	Roy O'Neill Conference Awards Banquet – Saratoga Ballroom
Friday – March 15, 2024	
8:00 a.m. – 10:00 a.m.	ALL CONFERENCE BREAKFAST & THIRD GENERAL SESSION – Dr. Robert
0.00 a.m. 10.00 a.m.	Zayas, CAA Executive Director, NYSPHSAA - Saratoga Ballroom
	- State Association Updates & Perspectives, Q/A
10:15 a.m. – 11:30 a.m.	<u>NYSAAA Annual Meeting</u> – Annual Meeting; Wrap Up & Re-cap; Acknowledgements;
10.10 u.m. 11.50 u.m.	Chapter Door Prizes & Raffle Drawings - Saratoga Ballroom
11:30 a.m.	Conference Adjourns
11:30 a.m. 'til ?	2025 Conference Planners Meeting – Saratoga Ballroom
REVISED 11/9/23	



# "Did You Know Your Athletic Director Has 14 Legal Duties?"

Article written by Jim Wright, Ed.D., CMAA, Associate Executive Director, NYSAAA for the November NYSCOSS Publication

We would all like to think that our Athletic Director has everything well under control. Yet, every year there is either an incident or a tragedy that puts a school district on the evening news. Of course, the usual suspect is negligence as that is the only course of action a plaintiff may take should there be litigation. In the athletic world there are dozens of situations that can lead to a lawsuit and if looked at through a proactive lens, they are preventable. In fact, to define our proactiveness, we in the New York State Athletic Administrators Association focus our efforts in mentoring and professional development on the 14 Legal Duties of Athletic Administrators through workshops and a specific four-hour course written by sports law attorneys. The course, LTC 504, is one of 60 courses made for Athletic Directors with four of those courses dealing with sports law.

Over the years the NYSAAA has collaborated with hundreds of Athletic Directors about their legal responsibilities and their number one mission..." To keep their district free from vulnerability to litigation". It is here where Superintendents can focus their attention on the athletic program other than taking negative phone calls about playing time or trying to find the time to go to a game.

After reading this, the first thing you may want to do is have a meeting with your Athletic Director and ask questions about what they are doing to reduce risk? Ask specific questions related to the job such as, "Is our Parent Handbook up to date?", "Do we use and practice Emergency Action Plans?", "Do coaches have all their certifications in place, especially CPR/AED and First Aid?", "Do we keep an up to date inventory of equipment and is it fitted properly on each athlete?", "Are we providing appropriate medical care should an athlete become injured?", and "What is our Emergency Plan for Game Management?". These questions only scratch the surface of an Athletic Director's responsibilities but carry with them a major responsibility to provide a safe, effective playing experience for student-athletes. Too many times we fail to see potential consequences based on actions that have not been planned for which brings us to the primary duty of an Athletic Director...

# THE DUTY TO PLAN

Built within this statement is the responsibility of the coach to do the same. In fact, according to a recent study, the lack of recording and storing practice plans is the main reason why lawsuits are successful. Consider how we rely on a teacher's lesson plan to determine how the curriculum is presented. The same applies to coaching. Practice plans prove that a coach conducted a practice that meets appropriate guidelines and any deviations from the plan could lead to negligent actions. In fact, the failure to refer to a practice plan when defending a lawsuit based on negligence is bound to lose the case for the district. If a coach and AD cannot prove their actions were within approved guidelines, there is no defense.

Additionally, it is your responsibility as Superintendent to be aware of the standards of care an Athletic Director needs to implement in order to maintain that safe environment. An example may be related to transporting athletes to contests by an outside contractor. Someone needs to be assured that all drivers have passed the required tests and have a safe driving record and that their equipment has been DOT inspected and approved for transportation.

Another may be in how we provide medical care. Do you have an athletic trainer, or do you use an outside agent to supply one? Yes, as is the case with bus drivers, officials, teachers, and coaches there just is not enough to go around, but if you have done all that you can to provide a trainer, it becomes more difficult to litigate successfully. The common denominator is that you can document your efforts.

To provide more context into the role of the Athletic Director, here are the 14 Legal Duties as codified by Janis K. Doleschal in Managing Risk in Interscholastic Athletic Programs (2006).

Athletic Directors have the DUTY TO....

- 1. Plan
- 2. Supervise

3. Assess and athlete's physical readiness and academic eligibility for practice and competition

- 4. Maintain safe playing conditions
- 5. Provide proper equipment
- 6. Instruct properly
- 7. Match athletes
- 8. Warn
- 9. Provide and supervise proper physical conditioning
- 10. Ensure that athletes are covered by injury insurance
- 11. Develop an Emergency Response Plan
- 12. Provide proper emergency care
- 13. Provide safe transportation
- 14. Select, train, and supervise coaches

Think about it. Is your AD aware that adhering to these duties is their primary job and the responsibility to prevent litigation? If not, how can we fill the existing gaps?

The obvious is being overstated in your opinion that the position of Athletic Director carries with it a tremendous amount of responsibility and should not be taken lightly. It is your obligation to allow your Athletic Director the time to attend conferences, go to workshops, take courses that are available through their professional organization, the NYSAAA, and ultimately guide your Athletic Director to become fully certified by the National Interscholastic Athletic Administrators Association as over 300 currently are in New York.

We may have different roles and responsibilities, but we are in this together.



# New York State Athletic Administrators Association

# 2024 NYSAAA HALL OF FAME ALAN MALLANDA INDUCTION CEREMONY TENTH CLASS OF INDUCTEES

The NYSAAA Hall of Fame is organized as a means of recognizing outstanding Athletic Interscholastic Administrators for their contributions and achievements within and to the NYSAAA and NIAAA at local, state and national levels. Its purpose is to:

1. Promote the vocation of athletic administration.

2. Preserve the heritage of the association and the profession of interscholastic athletic administration.

This recognition is the highest honor an interscholastic athletic administrator can receive from the NYSAAA for his/her contributions and accomplishments at the local, state, and national level. Further, this honor sets a standard for New York athletic administrators to emulate.

This year the New York State Athletic Administrators will induct two athletic administrators into the tenth class of inductees. The biographies of these individuals that follow, will attest to the high standards required for this ultimate recognition by the association. Selection is made using a three-level process, including a screening committee, a rating committee, and the Executive Board of the NYSAAA.

# **CLASS OF 2024**

# The following two individuals (listed alphabetically) have been selected for induction into

# The tenth class of the NYSAAA Hall of Fame on Wednesday, March 13, 2024 (12 Noon)

# at the Saratoga Hilton, Saratoga Springs, NY

# The NYSAAA "Alan Mallanda" Hall of Fame Induction Ceremony

# is held annually as part of the "David Martens" Awards Luncheon

Next, is the school district and section of each inductee.





Michael Giruzzi, CAA Hilton Central School District Chapter 5

Michael Giruzzi graduated from the Utica City School District and then attended SUNY Brockport, where he received his BSE in 1991 and MSE in Physical Education in 1995. He then went on to Canisius College where he received his School District Administrator Certification in 2005. He spent eight years in the West Irondequoit CSD as a PE teacher and coach before moving on to Greece Odyssey and Greece Acadia where he spent his first years as an athletic director. In June of 2007 Michael joined the Hilton Central School District where he remained as Director of PE, Athletics until his retirement in July of 2023.

Mike Giruzzi has been an active member on many professional organizations, including as a League Executive Board member and Past Chapter 5 representative to the NYSAAA Representative Board. Mike has been instrumental in organizing the local Chapter's Professional Development Day and has been the 'go to' person for problem solving. Mike also served as the MCPSAC, Inc.'s representative to the Section V Non-Public Reclassification Committee.

Mike was the Modified Sports Chairperson for the Monroe County Public School Athletic Conference from 2000 to 2003 and the Boys Sports Coordinator from 2003 to 2010. Mike is currently the Long-Range Planning Chairperson of the MCPSAC, a position he has held from 2010 to present. Mike has presided and presented at many local and state professional development workshops and conferences.

Mike served as our NYSAAA President in 2010-2011, culminating with the conference and its theme "Leadership with Energy and Passion". Mike is currently the treasurer of the NYSAAA, a position he has held since 2013. Mike earned his CAA distinction in 2004. Mike has also been a program planner for at least 3 NYSAAA Conferences. Mike has been a NYSAAA/NIAAA member for 23 years and has attended 10+ NADC and 20+ NYSAAA conferences. Mike has been a member of the NYSAAA delegation to the NIAAA Delegate Assembly at least 5 times.

Mike was recognized by the NYS AHPERD with their Zone Honor Award recipient and later by the

NYS Council of Administrators Physical Education Director of the Year in 2005. Mike was selected as the Chapter 5 Athletic Administrator of the year in 2009, and in 2009 was awarded the NIAAA State Award of Merit by the NYSAAA in 2017.





Stephen B. Young, CMAA New Rochelle Central School District Chapter 1

Stephen Young graduated from Swampscott High School, Swampscott, MA (1974). He then attended Clark University (BA), Worcester, MA (1978) and Western Illinois University (MS), Macomb, Illinois (1981) where he completed his graduate degree (MS). Prior to becoming the athletic administrator at New Rochelle High School, in New Rochelle, NY, Steve also was athletic administrator at Chappaqua Central School District in Westchester County.

Steve is a true believer in professional development for Athletic Directors. Not only is he the lead for NIAAA LTC 709, a course grounded in communication fundamentals, but co-authored one of the more relevant and necessary courses dealing with gaining a better understanding of mental health for student-athletes. LTC 628 was considered then and is now one of the "required" for athletic administrators and is consistently the most highly attend course locally and nationally. Over the past 31 years Steve has served as a member of the NIAAA and NYSAAA.

Additionally, Steve is an educator first as evidenced by the number of courses he can teach for Athletic Directors. As of last count, he is certified to instruct over 40 courses and during the pandemic helped the NYSAAA by teaching 11 courses over a three-month period to those that signed up for classes that were intended to be held at the conference that was canceled. It is through his efforts that over 70 Directors received the credit that was at the time, considered out of reach.

Steve also contributed his expertise as a member of the NYSAAA's First Strategic Plan and was a key player in the first Summer Leadership Conference for new Athletic Directors. His many awards represent his drive to be a part of the solution and those recognitions are of the highest level of respect not only locally but nationally as well. Of special note is his Distinguished Service Award presented to him by the NIAAA. Each year only 10 Directors receive the award nationally and no one deserved it more than Steve.

Steve has served on many league and section committees throughout his career. He also served as Chapter 1 Representative to the NYSAAA Board. He served the NYSAAA as president (2012-13) and have been chair for Leadership Training as well as a member of the state teaching faculty. I is a member of the NIAAA national teaching faculty and taught over 30 LTC classes in addition to currently serving as the course chair for LTI 709, "Communication Methods and Applications for Athletic Administrators" and co-authored the LTI 628, "Mental Health and Wellness of the Student-Athlete". He was a member of the NYSAAA's Strategic Planning Committee and was also involved in the Aspiring AD Program. Steve was also a member of the NIAAA's Strategic Planning Committee in 2014, and currently serves as a member of the NIAAA's Accreditation Committee.

Well recognized by the membership across New York State and the country, Steve's most cherished awards are the NYSAAA Apple Appreciation Award, the NIAAA Distinguished Service Award, the Dr. Jack Foley Professional Development Award, the NYSAAA State Award of Merit, and the NIAAA Distinguished Service Award.

# Congratulations Peter Shambo, CMAA 2024 Inductee Into The MIAAA Hall of Fame



Peter Shambo, CMAA Penfield (5)

Peter Shambo, CMAA received his Bachelors and Masters Degrees in Education from SUNY Brockport in 1986 and 1991 respectively. He received his administrative certification from Canisius College in Buffalo. He was qualified nationally by the NIAAA as a Certified Athletic Administrator (CAA) in 2004 and as a Certified Master Athletic Administrator (CMAA) in 2011. Pete has taught Physical Education and coached soccer, basketball and baseball before becoming an Assistant Principal/Athletic Director in Geneseo CSD. Moving on to Penfield CSD, he served as Athletic Administrator for 21 years before retiring in 2021.

Locally, Peter has served as a Chapter 5 liaison to the NYSAAA, as well as the Certification Chair since 2008, the Chapter Rep from 2008 to 2011, as a Professional Development workshop presenter since 2008. In Section V of the NYSPHSAA, Pete was the Boys representative to the Section V Athletic Council in 2012 and the Section V Executive Council (2013-2014). He served as President-Elect for Section V in 2015 and became Section V President in 2016.

Statewide, Peter has contributed much over the years to the NYS Athletic Administrators Association, beginning as the Chapter 5 representative and rising to the Executive Board and as President in 2013-2014. Along the way, he served as Coordinator of the Professional Development Academy, Co-Certification Chair, State Delegate and Conference Presenter and Presider four times each, NOVEMBER 2023 Nationally, Pete has served on the NIAAA Certification Committee for six years and was its Chair for three years ending in 2022. He is a co-author of CAA Exam revisions and study guide, as well as the CAA test administrator guide and co-developer of the virtual CAA exam review. He is a NADC presenter on Certification paths (2017 to present) and as a NYS Delegate to the NIAAA Delegate Assembly. In 2014 and 2016, Peter was selected by his Section 1 colleagues to run for the NIAAA Board of Directors as an "At-Large" candidate for Section 1 (8 Northeast states). He also has served and continues as administrator and presider for the Section 1 Summer Institute.

For all his leadership, accomplishments and contributions throughout his career, Pete has received many awards and recognitions. He has been awarded the NYSAAA Apple Appreciation Award (2011), the NYSAAA Chapter 5 Athletic Administrator Aware (2008), the Dr. John Foley Professional Development Award, the Section 1 Frank Kovaleski Professional Development Award, the NYSAAA State Award of Merit (2016), and the NIAAA Distinguished Service Award.

Upon his retirement in June 2021, Peter embarked on his lifetime dream of completing the entire Appalachian Trail from Georgia to Maine (2,193.3 miles), which he completed in late fall of 2021.



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# MEET OUR AWARDS CHAIR



DEBRA FERRY, CAA HALF HOLLOW HILLS SCHOOL DISTRICT DIX HILLS, NY

Having graduated from John A. Coleman High School in Kingston, NY, Debra attended SUNY Cortland as a Physical Education major, graduating in 1993 with a BSE. She received her Master's Degree in 1995. While at Cortland, she played Field Hockey and Lacrosse. Her first teaching position was in New York City in a private school teaching adaptive physical education. In 1999, she began teaching and coaching in Northport UFSD in Section XI.

Deb earned her Master's in Administration in 2006 and began her administrative career in the Port Jefferson School District in 2007, where she remained for eight- and one-half years. In 2010, Debra became a Certified Athletic Administrator with the NIAAA and earned the Apple Appreciation Award from the NYSAAA. In 2016, Deb also became the Director of Athletics in the Half Hollow Hills School District, where she currently oversees two high schools, two middle schools, over 150 coaches and 80 high school athletic programs and 40 middle school athletic teams.

Debra has served Section XI of the NYSPHSAA in many capacities as sports committee chair, Membership Oversight Committee, Championship Advisory Committee, and until recently has served as the female representative to the NYSPHSAA Central Committee. She has also served as Section XI President from 2016-2018. She also has served and is still the current Awards Chair for the NYSAAA. In 2020, Debra was recognized by her Chapter with the NYSAAA Athletic Administrator Award as an outstanding Athletic Administrator in Chapter 11. She has had a remarkable career dedicated to the student athletes as a teacher, coach and athletic administrator.

Deb lives in Mt. Sinai on Long Island with her dedicated spouse, Cathy, for the last 19 years.

# **MEET OUR CHAPTER 6 REPRESENTATIVE**



# JEFF ROTH, CAA WILSON CENTRAL SCHOOL DISTRICT WILSON, NY

Jeff Roth is our Chapter 6 Representative to the NYSAAA Representative Board. He has been the Wilson CSD Athletic Director for 14 years, where he also serves as Assistant Principal and Public Relations Director. Jeff graduated from Xavier University where he played Division 1 Tennis and earned his Bachelor's Degree. He later graduated from Canisius College with a Master's Degree. Jeff has spent 26 years in education. He taught Health and coached tennis in Niagara Falls High School for nine years. He was also the Assistant Athletic Director in Kenmore-Town of Tonawanda school district under Past President, Brett Banker, for three years. He currently serves as the Section VI Boys Rep to the NYSPHSAA Central Committee.

Jeff is married to his wife, Andrea, and they have two children, Addison (7) and Jayce (5). He is also the son of the legendary Grand Island Athletic Director, Jon Roth, who just retired after 50 years.

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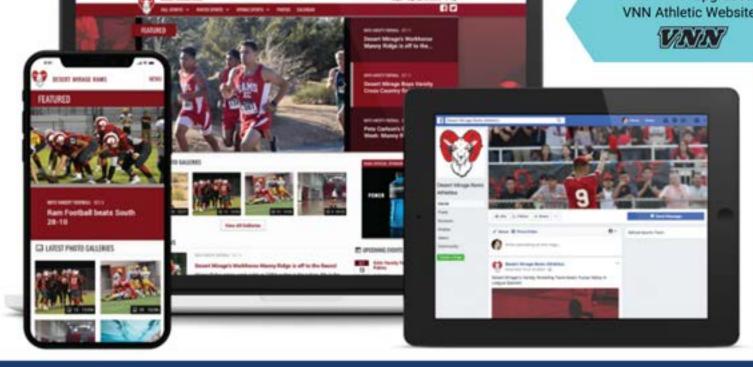
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Carl Normandin, Athletic Coordinator, Section 10, New York







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# **Benefits Provided NIAAA Members**

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**Professional Outreach Program** 

**Public Service Announcements** 

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educational leaders and community members.

# Professional

#### **Advanced & North Central Accreditation**

NIAAA is the first association accredited by North Central Association Commission on Accreditation and School Improvement.

#### **Leadership Training Institute**

Educational curriculum of courses taught at national and state conferences, institutes, online and webinars. Students can earn CEUs, through a master's degree while working with affiliate universities.

#### **Certification Program**

Four levels of professional certification including Registered, Middle School, Certified and Certified Master Athletic Administrator.

#### **National Athletic Directors Conference**

Annual Conference hosted in cooperation with the NFHS offering educational, service, information, leadership and networking opportunities.

#### **Hall of Fame**

Induction and recognition of individuals that have strongly impacted the profession of athletic administration at the national level.

#### **Code of Ethics and Professional Standards**

Clarifies our mission and principles.

#### **Awards Program**

Recognition levels for athletic administrators at both state and national levels.

#### **Direct Benefits to Members** & State Associations

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- IAA is a quarterly magazine provided to members in both hard copy and digital flip page form.
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- Advocate working with congressional offices & U.S. departments in
- Washington D.C. State AD Association benefit of lodging for Professional Development State Coordinator Meetings.
- No cost booklet A Profile of Athletic Administration created as
- information directed at superintendents, principals and school boards. Providing purpose of position and description of how AD position
- should be structured and supported. Royalty to state AD Association for percentage of NIAAA online
- & webinar LTI courses taken by state members.
- Agreement with NFHSLearn provides royalty to states.

#### **Cost Reductions**

- Lower registration cost for National Conference
- Reduced fee for LTI courses
- Reduced cost for all certification applications.
- Discounted rates offered on Mutual of Omaha Long Term Health Care.
- Discounted application fee for quality program award process Reduced cost for online LTI Courses.
- Reduced fee for LTI Webinars.

# **Opportunities**

- NIAAA Committee Membership 14 committees in addition to periodic Ad Hoc committees.
- IAA Opportunity to submit articles for publication. Student Scholarship/Essay Program - Open to
- students in schools where the Athletic Director is an NIAAA member. Female and male recipients at State Section (\$1,500) and National levels (\$2,500).
- NIAAA Endowment Opportunity to contribute. Portion of funds utilized for professional growth outreach initiatives and state grants
- Quality Program Award Option after having taken LTC 799 to participate in a process of athletic program assessment offering Exemplary Program recognition.
- Invited Assessment Program Opportunity to have team of professionals evaluate each facet of a school or district athletic program.
- Participation in National Conference workshops, section meetings, networking, and forums.
- Opportunity for retired members to remain involved.

# Benefits at www.niaaa.org

- offerings.
- Member Services Online opportunity through NIAAA database to view and update personal profile, find members, order materials or initiate/renew NIAAA membership. Opportunity to post a resume, open dates, job openings.
- Registration and information regarding the annual National Conference, lodging, travel and area interests
- NIAAA apparel through the online logo shop.
- Preferred Vendors Online site for preferred product and services with company links.
- The Role of the Principal in Interscholastic Athletics - Free 12 minute video through link on the NIAAA Web site. Produced in cooperation with the NASSP and NEHS
- Calendar of scheduled professional development events for both state and national athletic administrator associations.
- State Leadership Directory Listing of key contact individuals within states.
- Archived IAA magazine for research and reference.
- NIAAA forms and applications in fillable PDF format.
- Digital publications and survey information.
- Links to key educational, professional and sponsor affiliations

National Interscholastic Athletic Administrators Association 9100 Keystone Crossing, Suite 650, Indianapolis, Indiana 46240; Phone: 317-587-1450; www.niaaa.org

NIAAA 5-2018

- Dedicated to NIAAA information and program

Interscholastic Athletic Administration Magazine

study, NIAAA member information, and best practices.

Digital and print materials available to assist the professional.

Professional journal providing high school and middle school leadership

practical assistance from athletic administrators in the field, research based

Conducted in cooperation with state athletic administrator associations as

outreach to targeted demographic areas through the NIAAA Endowment.

Promoting the benefits of education-based athletic programs to students,

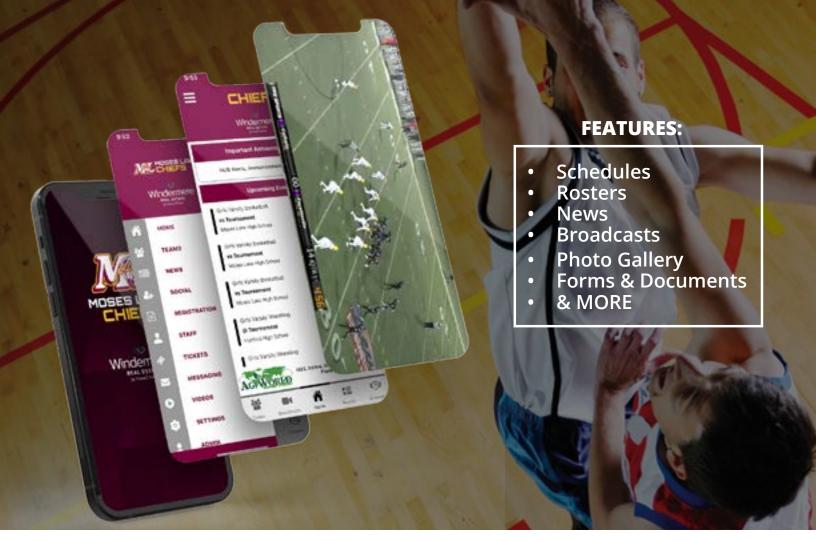
Sharing program, recognitions, information with athletic administrators,

Offering of LTI (501-502), 503 online, one year NIAAA membership, with 10 percent of participants receiving registration and lodging scholarship to the





# THE OFFICIAL DIGITAL AND PRINT PROMOTIONS COMPANY OF THE NYSAAA





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