



**Canadian Interscholastic  
Athletic Administrators Association**

**CMAA**

(Canadian Master Athletic Administrator)

**Application Form**

Updated February 2021



## Canadian Master Athletic Administrator (CRAA)

### Application Form

CCAA Certification Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Current Position \_\_\_\_\_

School \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Requirements**

THERE ARE 135 CREDITS ATTAINABLE WITHIN THIS APPLICATION AND A MINIMUM OF 80 CREDITS ARE REQUIRED TO QUALIFY.

Athletic Administrators who satisfy the following requirements may apply:

1. Attained the CCAA designation
2. Employed by (or retired from) a school, school district or provincial high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities.
3. Many credit requirements must have been attained since CCAA designation
4. Completion of CIAAA Leadership Training Program Courses 501C, 502C, 504C, and 506C
5. Completion of a minimum of six (6), 600 level or 700 level elective Leadership Training Program Courses.
6. Earn a minimum of 10 credits in section V of the application
7. Read the CIAAA Code of Ethics and Professional Standards

Please provide proper documentation where required

I have satisfied all CMAA requirements

*\* Athletic Administrators, who due to some extenuating individual circumstances, do not satisfy all the prerequisites may request an exemption from the Certification Committee. Such an appeal in writing must accompany the application. Each appeal will be reviewed on its own merit.*

### **Section I - CIAAA Leadership Training & Education**

**A. Completion of Leadership Training Program required courses** - Candidate must have completed all four (4) courses.

	Date	Location
LTP 501C	_____	_____
LTP 502C	_____	_____
LTP 504C	_____	_____
LTP 506C	_____	_____

**B. Completion of elective Leadership Training Program courses** - Candidate must complete a minimum of six (6) courses from the management category (600 level) or the leadership category (700 level). Please only list six (6) courses. (Note: LTP 710 may only be used once in this category.)

	Date	Location
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____

**Section II - Additional Education**

**A. University Degrees** - Please provide a copy of degree(s).

Degree	Institution	Date Conferred	Credits
Masters (MA, MS, etc) OR Masters (focus in Athletic Administration, Athletic Leadership, or Coaching)			5
Doctorate (Ph.D, Ed.D, etc).			5
<b>Total (Maximum 10 Credits)</b>			

**B. Conference Education** - Credits are earned only since CCAA designation.

Please indicate attendance specifically related to Interscholastic Athletic Administration.

1. CIAAA/ NIAAA National Athletic Directors Conference (3 credits for each conference)
2. CIAAA Regional/Provincial Conference/Institute or NIAAA - associated state conference (2 credits for each conference)
3. Locally delivered workshops outside of the above - content must be relevant to Interscholastic Athletic Administration (eg: Professional Development Day or Teachers Convention(1 credit for each event)

Activity	Location	Date(s)	Credits
<b>Total (Maximum 15 Credits)</b>			

**C. Additional Leadership Training Program elective courses** - List all of the courses EXCEPT the four (4) mandatory courses and six (6) elective courses previously listed in the sections above. One (1) credit for each course completed.

Date/Location LTP _____ LTP _____ LTP _____ LTP _____ LTP _____	Date/Location LTP _____ LTP _____ LTP _____ LTP _____ LTP _____
<b>Total (Maximum 10 Credits)</b> _____	

**Section II - Summary of Credits**

II - A \_\_\_\_\_

II - B \_\_\_\_\_

II - C \_\_\_\_\_

**Total (Maximum 35 Credits)** \_\_\_\_\_

**Section III - Experience**

**A. Interscholastic Athletic Coaching (Grades 6 - 12)** - Credits are earned since CCAA designation. One (1) credit for each completed season as a head coach and half (0.5) credit for each completed season as an assistant coach.

<b>Sport</b>	<b># of Years as Head Coach</b>	<b># of Years as Assistant Coach</b>	<b>Credits</b>
<b>Total (Maximum 6 Credits)</b>			

**B. Interscholastic Athletics Workshop Instructor** - Credits are earned since CCAA designation - credits cannot be earned for workshops credited in Section V. One (1) credit per workshop delivered.

<b>Workshop Title</b>	<b>Date/Location</b>	<b>Credits</b>
<b>Total (Maximum 4 Credits)</b>		

**C. LTP Course Instructor** - Credits are earned since CCAA designation. Three (3) credits for each course taught.

<b>LTP</b>	<b>Date/Location</b>	<b>Credits</b>
<b>Total (Maximum 15 Credits)</b>		

**D. Athletic Administration Experience** - Job description includes some responsibility for the daily operation of Interscholastic Athletic Programs. Two (2) credits for each completed year of service in athletic administration.

Position	# of Years	Credits
<b>Total (Maximum 20 Credits)</b>		

**E. Other School Administrative Experience** - Principal, Assistant Principal, Department Head, Superintendent, Assistant Superintendent, Certified Athletic Trainer. Credits are earned since CCAA designation - credits cannot be earned for positions credited in Section D. One (1) credit for each completed year.

Position	# of Years	Credits
<b>Total (Maximum 5 Credits)</b>		

**Section III - Summary of Credits**

III - A \_\_\_\_\_

III - B \_\_\_\_\_

III - C \_\_\_\_\_

III - D \_\_\_\_\_

III - E \_\_\_\_\_

**Total (Maximum 50 Credits)** \_\_\_\_\_

**Section IV - Leadership**

**A. CIAAA or NIAAA Membership** - One (1) credit per year, credits earned since CCAA designation)

Membership Years \_\_\_\_\_ **Total (Maximum 5 Credits)** \_\_\_\_\_

**B. Interscholastic Athletics Leadership Position** - Credits are earned since CCAA designation. Credits as indicated below are earned in the first year served, but can only be earned for every three (3) years served.

			<b>Credits</b>
• CIAAA President	OR	Provincial School Athletic Association President	10
• CIAAA Board of Directors	OR	Provincial School Athletic Association Executive	5
• Provincial LTP Coordinator	OR	Provincial Zone Coordinator or District Pres/Commissioner	5
• CIAAA Committee	OR	Provincial School Athletic Ass'n Advisory Groups/Committees	2

Position	Dates	Credits
<b>Total (Maximum 10 Credits)</b>		

**C. Awards/Recognition in Athletic Administration** - Credits are earned since CCAA designation. National: Five (5) credits, Provincial: Two (2) Credits and Local: One (1) credit.

Award	Organization	Date	N/P/L	Credits
<b>Total (Maximum 5 Credits)</b>				

**D. Coordination of Provincial and Local Interscholastic Events** - Credits earned since CCAA designation. Provincial Championship: Four (4) credits, Zone/District Championship: Three (3) credits, City Championship: Two (2) credits, and Invitational Tournament: One (1) credit.

Sport	Event	Date	Credits
<b>Total (Maximum 5 Credits)</b>			

#### **Section IV - Summary of Credits**

IV - A \_\_\_\_\_

IV - B \_\_\_\_\_

IV - C \_\_\_\_\_

IV - D \_\_\_\_\_

**Total (Maximum 25 Credits)** \_\_\_\_\_

#### **Section V - Material Contributions to Athletic Director Professional Development in Canada**

##### **Objective and Outcomes**

The objective of Section V is to focus on the development of a project that will primarily benefit athletic directors within the interscholastic athletic community. There are four targeted ways to provide contributions in this field. Athletic Administrators applying for CMAA Certification can make a special request outside the scope outlined here, which may be approved or denied by the CIAAA Board/Certification Committee.

**A minimum of 10 credits MUST be earned in this section to be approved for CMAA.**

Resources approved for inclusion in the CIAAA Resource Bank (5 credit max)	1 credit/resource
Research-based article approved for inclusion in the CIAAA Resource Bank	3 Credits
Produce a relevant-content workshop and deliver it at least once on behalf of CIAAA	5 Credits
Significant contribution (at least 50%) to the development of a new LTP Course	10 Credits

**Total (Maximum 25 Credits)** \_\_\_\_\_

#### **SUMMARY OF REQUIREMENTS**

			Credits
Section I	CIAAA Leadership Training		
Section II	Additional Education	Maximum 35 credits	_____
Section III	Experience	Maximum 50 credits	_____
Section IV	Leadership	Maximum 25 credits	_____
Section V	Contributions to PD	Maximum 25 credits	_____
		<b>Total Credits</b>	_____



## ***CIAAA Code of Ethical and Professional Standards***

### **The Interscholastic Athletic Administrator is committed to the student-athlete:**

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect every member of the student body.

### **The Interscholastic Athletic Administrator is committed to education-based athletics:**

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhance the learning process.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.
- Cooperates with the staff and school administration in establishing, implementing and supporting school practices.
- Acts impartially in the execution of basic policies and in the enforcement of the league, zone, and provincial high school athletic association rules and regulations.

### **The Interscholastic Athletic Administrator is committed to the profession:**

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honour of the profession with students, colleagues, coaches, officials, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, provincial and national professional development programs including, but not limited to, the CIAAA Leadership Training Program and Certification Program.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

***I have read the CIAAA Code of Ethical and Professional Standards and pledge that the information on this application is accurate.***

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Candidate Signature

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Date

**Enter the name and title of the sponsor and person verifying this form:**

Name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Verifying Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**Email the completed Form to [info@ciaaa.ca](mailto:info@ciaaa.ca).**

Once your application is sent and approved, please complete payment as follows:

- Ensure your membership is activated or paid to access preferred rates
- Visit [tinyurl.com/CIAAReg](http://tinyurl.com/CIAAReg)
  - Under CMAA Fees, click register
  - Complete the process as directed.

The CIAAA is pleased to highlight your dedication to your professional development shown through participation in our Certification Program. Please fill out the details below and we will send a congratulatory note to your administrative team.

Principal Name \_\_\_\_\_

Email \_\_\_\_\_

Superintendent Name \_\_\_\_\_

Email \_\_\_\_\_