

**New York State
Athletic Administrators Association, Inc.**
Founded in 1981



**POLICIES, OPERATIONS
& PROCEDURES MANUAL**

Updated October 2025



POLICIES - OPERATIONS - PROCEDURES MANUAL

FOREWORD

The NYSAAA Representative Board's main function includes planning, policy-making and implementation of legislated responsibilities, executive and managerial functions, and appraisal, consideration, or evaluation in the best interest of the total membership.

In making plans, policies, and procedures to complement the NYSAAA Constitution, this manual will provide guidance and direction to the Representative Board officers, committee chairpersons, state liaison and any others who are charged with fulfilling the purposes of the Association.

The NYSAAA Constitution and the actions of the Representative Board place specific administrative and managerial responsibilities on the Board, as well as on the legislative, administrative, and managerial members of the process of the membership.

Ad Hoc Committee POP Manual
October 2012
Revised 2020
Revised 2022
Revised 2025

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CONSTITUTION OF THE NEW YORK STATE ATHLETIC ADMINISTRATORS ASSOCIATION, INC.

Article I Name

This organization will be known as the New York State Athletic Administrators Association, Inc.

Article II Objectives

The objectives of this association will be:

- A. To promote the professional growth and image of interscholastic athletic administrators.
- B. To promote the development and prestige of the NYSAAA which will contribute in cooperation with our state high school athletic association to the continued development and improvement of the interscholastic athletic programs of the state.
- C. To provide an efficient system for exchange of ideas between the National Federation of State High School Associations, the NIAAA, the NYSPHSAA and individual interscholastic athletic administrators.
- D. To preserve and continue to improve the educational nature of interscholastic athletics and the place of these programs in the curricula of schools.

Article III Membership

Section I There will be two (2) classifications in this Association:

Active

A person is qualified to become an Individual member of this association with full privileges and benefits, if he/she is employed on a full or part time basis by a school district or state and/or Section athletic office in New York State and has among his/her responsibilities the administration of the interscholastic athletic programs. Additionally, Superintendents, Principals, Heads of Schools, and other school administrators may become active members.

The individual will agree to comply with this constitution, make application, and submit membership dues to the association.

Lifetime

An individual is eligible for lifetime membership if he/she has been a regular member of this Association but no longer qualifies for that membership classification because of retirement. The dues for Lifetime will be fixed at \$175.00 paid once.

The lifetime member will agree to comply with the Articles and bylaws of this Association and make application to the Association along with dues.

Section 2 Dues will be determined by the Executive Board.

Section 3 The membership year will be on a rolling basis (one year from the date joined or renewed, based on payment date).

Article IV Executive Board

Section 1 The administration of this Association will be vested in the Executive Board consisting of the officers of the Association, which include the President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer, and NYSAAA Liaison to the NIAAA (one (1) vote per individual).

Section 2 The Executive Board of this Association will determine the projects, establish committees, and provide for necessary expenditures.

Section 3 Ex-Officio members of the Executive Board will include:

- a. Executive Director of this Association
- b. Associate Executive Director of this Association (if applicable)
- c. **Business Manager**

Section 4 A quorum of the Executive Board will consist of a simple majority of voting members.

Article V Representative Board

Section 1 The legislative body of this Association of the Representative Board, which will consist of:

- a. One voting delegate from each Chapter;
- b. Members of the Executive Board;
- c. Committee Chairpersons;

Section 2 Ex-Officio

- a. Representative of the NYS COA
- b. Representative of the NYSPHSAA
- c. Representative of the NYS Education Department
- d. Representative of the NYS School Superintendents Association
- e. Representative of the CHSAA
- f. Representative from the NYSAIS
- g. Representative from the PSAL

Section 3 A Chapter will consist of the following:

- a. The geographic territory and school districts within the boundaries of each of the 11 Sections of the NYSPHSAA **and specific interscholastic organizations with an athletic director for a 7-12 school in New York (e.g., CHSAA, NYSAIS, etc.);**

- Section 4 Delegates to the Representative Board will be individual members of this Association in good standing who have earned a minimum national certification of CAA (Certified Athletic Administrator) certification, or be in the process of achieving that certification level.
- Section 5 Each Representative Board member will have one vote per chapter and committee.
- Section 6 A quorum of the Representative Board will consist of one officer and a simple majority of voting members present.

Article VI – Duties and Qualifications of Officers

Section 1 Election of Officers

- a. The Nominating Committee for the election of Vice President will consist of the immediate Past-President acting as chairperson, and the two most recent and available Past-Presidents prior to him/her.
- b. Process - Each candidate eligible to be elected as the Vice President will be contacted by the immediate Past-President to assess interest in being considered for the position.

Because the election will take place during the annual conference meeting of the Representative Board:

1. Each interested candidate will submit a letter expressing their desire to be considered along with their resume and letter of support from their Superintendent.
 2. All eligible and interested candidates will be scheduled for an interview prior to the Representative Board meeting at the conference.
 3. Each member of the Nominating Committee will be assigned questions to ask each candidate.
 4. The election will take place during the annual conference Representative Board meeting. The Nominating Committee will present their recommendation for each position to the Representative Board. Background information will be available if requested.
- c. Qualifications of candidates will be as follows:
 1. An individual member of the NYSAAA and the NIAAA
 2. Have primary responsibility in athletic administration
 3. Have the endorsement of their NYS Chapter
 4. Preferably, be a member of the Representative Board
 5. Have the endorsement of their Superintendent
 6. Have attained the level of Certified Athletic Administrator (CAA)
 7. Eligible Candidates for the Vice Presidency should not come from a Chapter that is already represented by the President, President Elect, or Vice President, unless no candidate presents themselves to the Board.

- d. Officers will be elected by a majority vote of the Representative Board at their annual conference Representative Board meeting. In the event of a tie, the President will cast the deciding ballot.

Section 2 In the event an officer is no longer qualified or able to serve, the Executive Board will select a replacement to fill the unexpired portion of the term. In the event the officer retires or changes employment within the New York State educational system, the officer has an option of completing his/her term and may continue in their capacity if so elected by the Representative Board.

Section 3 President will:

- a. Be elevated from the office of President-Elect;
- b. Preside at all meetings of the Representative Board and the Executive Board;
- c. May call special meetings of the Executive Board when deemed necessary;
- d. Appoint committee chairpersons;
- e. May appoint ad hoc committees when deemed necessary.

Section 4 President-Elect will:

- a. Be elevated from the office of Vice President;
- b. Become President;
- c. Assume the duties of the President in his/her absence;
- d. Work with the President to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the NYSAAA;
- e. Assist the President in any matters deemed necessary;

Section 5 Vice President will:

- a. Be elected annually by the Representative Board at the annual Representative Board meeting;
- b. Become President-Elect;
- c. Assume the duties of President in the absence of both the President, and President-Elect;
- d. Work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of his Association;
- e. Assist the President in any matters deemed necessary;
- f. Serve as the liaison between the Executive Board and the State Committee Chairs.
- g. Be responsible for organizing and facilitating Leadership workshops periodically each year for Representative Board Members.
- h. Eligible Candidates for the Vice Presidency should not come from a Chapter that is already represented by the President, President Elect, or Vice President

- Section 6 Secretary will:
- a. Be elected by the Representative Board at the annual conference meeting during **ODD** years;
 - b. Be responsible for overseeing that recordings of all proceedings of the Association have taken place;
 - c. Act as a **parliamentarian** for all meetings
 - d. Report Chapter news and concerns as warranted.

Business Manager will: (Will Serve As Recording Secretary) (staff position)

- a. Be responsible for attending and recording minutes for the Executive Board and Representative Board meetings as scheduled;
- b. Distribute minutes to the Executive Board and Representative Board and Ex-Officio members;
- c. Receive a stipend for this position as agreed upon by the Executive Board.

- Section 7 Treasurer will:
- a. Be elected by the Representative Board at their annual conference meeting during **EVEN** year of the conference;
 - b. Receive and disburse funds as authorized by the Executive Board;
 - c. Submit a detailed financial report at all meetings and any other time as requested by the President;
 - d. Submit an audited financial statement annually and otherwise as directed by the Executive Board;
 - e. Be bonded.

- Section 8 Immediate Past-President will:
- a. Succeed to the office immediately following his/her term of President;
 - b. Act as an officer of the NYSAAA and as a member of the Executive Board;
 - c. Act as an immediate advisor to the President and chair the Past-Presidents' meeting at the annual conference;
 - d. Preside over the Executive Board in the absence of the President, President-Elect, and Vice President;
 - e. Act as chairperson for the nomination of new officers.

- Section 9 NYSAAA Liaison to the NIAAA will:
- a. Be elected for a three year term by the Representative Board at their annual conference meeting;
 - b. Act as an officer of the NYSAAA and as a member of the Executive Board;
 - c. Serve as a liaison to the NIAAA for the purpose of coordinating all communications between the NIAAA and the NYSAAA;
 - d. Coordinate duties with the Executive Director to avoid duplication;
 - e. Perform all duties of Liaison as specified by the NIAAA

Article VII Committees

- Section 1 The committees of the Association will include: AAMPD, Awards, Membership, Leadership Training, Certification, Hall of Fame, Veteran Athletic Administrators, Bridges, QPA, Health, Physical Education, and Wellness, and Finance.

Section 2 Members of committees within a chapter will be selected by their respective Chapters.

Section 3 NYSAAA Chairpersons are appointed by the President.

Article VIII Finances

Section 1 The Executive Board will have responsibility for the finances of this Association.

Section 2 The fiscal year begins July 1 and ends on June 30.

Article IX Tax Exempt Provisions

Section 1 Restrictive Purposes and Activities Provision

Notwithstanding any other provision of these articles, this organization is organized exclusively for one or more of the following purposes:

Charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 2 Dissolution Provision

In the event of dissolution, all of the remaining assets and property of this organization will after necessary expenses thereof be distributed to such organizations as will qualify under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended; or to the federal government, or to a state or local government, for a public purpose.

Section 3 Non-Inurement Provision

No part of the net earnings of the organization will inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual will be entitled to share in the distribution of any of the assets on dissolution of the organization.

Article X Amendments

Section 1 The constitution of this Association may be amended by a two-thirds vote of those present at any meeting of the Representative Board at which a quorum is present.

Section 2 Amendments may be submitted only by individual or organizational members or Representative Board members. Such proposed amendments must be submitted to the Secretary of the Association, emailed not less than 30 days in advance of the next meeting of the Representative Board at which they are to be considered; and proposed amendments will be distributed by the Secretary to all

members of the Representative Board in advance of said meeting.

Section 3 By-Laws consistent with this Constitution may be adopted by the Representative Board with a majority vote at any meeting at which a quorum is present.

Adopted	June 1981	Updated Revision	July 1996
Corrected	July 1981	Updated Revision	January 2000
Amended	March 1984	Updated Revision	June 2001
Amended	May 1984	Amended & Revised	Sept. 2004
Amended & Revised	April 1986	Revised & Approved	March 2011
Amended & Revised	October 1987	Amended & Revised	May 2017
Corrected	March 1988	Corrected	September 2017
Amended & Revised	October 1988	Updated	June 2022
Updated/Corrected	August 2020	Revised & Approved	October 2025
Amended	January 1996		

01. CONSTITUTION, AMENDMENTS TO BYLAW

- 01.1 The Constitution of this Association may be amended by a two-thirds vote of those present at any meeting of the Representative Board at which a quorum is present.
- 01.2 Amendments may be submitted only by individual or organizational members or Representative Board members. Such proposed amendments must be submitted to the Secretary of this Association, emailed not less than 30 days in advance of the next meeting of the Representative Board at which they are to be considered; and proposed amendments will be distributed by the Secretary to all members of the Representative Board in advance of said meeting.
- 01.3 Bylaws inconsistent with this Constitution may be adopted by the Representative Board by a majority vote at any meeting at which a quorum is present.
- 01.4 The Constitution will be updated as necessary. It will be printed and made available to any NYSAAA member upon request.
- 01.5 Organizational Flowchart (page 2).
- 01.6 Form of Making Motions (page 3).

NYSAAA Quick Guide to Robert's Rules of Order

Robert's Rules of Order provides a simple, structured framework to ensure meetings run smoothly, fairly, and efficiently. The following guide outlines the key elements most relevant to NYSAAA chapter meetings, committee work, and executive sessions.

1. Purpose of Robert's Rules

Robert's Rules helps meetings by:

- Ensuring **fair and equal participation**
- Keeping discussions **focused**
- Providing a clear process for **decision-making**
- Protecting the **rights of all members**, including minority voices

2. Basic Meeting Structure

A typical NYSAAA meeting should follow this order:

1. **Call to Order**
2. **Roll Call or Attendance**
3. **Approval of Minutes**

4. **Reports** (officers, committees, etc.)
5. **Unfinished Business**
6. **New Business**
7. **Announcements**
8. **Adjournment**

The presiding officer (President/Chair) guides the meeting and ensures rules are followed.

3. Making a Motion

A *motion* is a formal proposal for the group to take action.

Steps to Make a Motion:

1. Member stands (or raises hand) and is recognized by the Chair.
2. Member states: **"I move that..."**
3. Another member says: **"Second."**
4. Chair states the motion to the group.
5. Discussion occurs.
6. Chair calls for a vote.

Key Points:

- No discussion occurs until the motion is stated by the Chair.
- If no one seconds, the motion does **not** move forward.

4. Discussion (Debate) Guidelines

- Discussion must relate **directly** to the motion.
- The Chair ensures balanced participation.
- Members speak only after being recognized.
- Personal attacks or side conversations are out of order.

5. Voting Procedures

Common voting methods:

- **Voice vote:** "All in favor say aye..."
- **Show of hands**
- **Roll call** (used for formal or recorded votes)

A simple majority is standard unless bylaws require otherwise.

6. Common Motions for NYSAAA Meetings

To amend a motion

- *"I move to amend the motion by..."*
Used to add, remove, or change wording.

To table a motion

- *"I move to table this discussion."*
Temporarily sets aside an item; must be revived later.

To end debate

- *"I move the previous question."*
Requires a 2/3 vote. Ends discussion and forces a vote.

To refer to a committee

- *"I move to refer this to the [committee name]."*
Good for topics needing more detailed review.

To adjourn

- *"I move to adjourn."*
Ends the meeting when seconded and approved.

7. Chairperson Responsibilities

The Chair should:

- Keep the meeting on agenda
- Recognize speakers fairly
- Clarify motions and procedures
- Maintain order and respect
- Guide the group toward efficient decisions

8. Member Responsibilities

Members are expected to:

- Follow the meeting agenda
- Speak only when recognized

- Stay on topic
- Support orderly discussion
- Respect time limits and fellow members

Conclusion

Using Robert's Rules doesn't have to be complicated. By applying these basic principles, the NYSAAA can ensure meetings that are organized, respectful, and productive—allowing members to focus more energy on supporting athletic administrators and student-athletes across New York State.

02. EXECUTIVE BOARD, REPRESENTATIVE BOARD & OFFICERS

02.1 Executive Board

02.11 The administration of this Association will be vested in the Executive Board consisting of the officers of the Association, which include the President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer and State Liaison to NIAAA.

02.12 The Executive Board of this Association will determine the projects, establish committees, and provide for necessary expenditures.

02.13 Ex-Officio members will include (Staff Positions)

02.131 Executive Director of this Association

02.132 Associate Executive Director of this Association

02.133 Business Manager

02.14 A quorum of the Executive Board will consist of a majority of members.

02.2 Representative Board

02.21 Duties

02.211 The legislative body of this Association is the Representative Board, which will consist of:

02.2111 One delegate from each Chapter

02.2112 Members of the Executive Board

02.2113 Committee Chairpersons

02.212 Ex-Officio (non-voting)

02.2121 One officer of the NYS COA

02.2122 One representative of the NYSPHSAA

02.2123 One representative of the NYS Education Department

02.2124 Representative(s) of the NYS Superintendents' Association

02.22 A Chapter will consist of the following:

02.221 The geographic territory and school districts within the boundaries of each of the eleven Sections of the NYSPHSAA and CHSAA

02.222 Locations of Chapters

Chapter 1 - Lower Hudson Valley

Chapter 2 - Capital District

Chapter 3 - Central New York Area

Chapter 4 - Southern Tier Area

Chapter 5 - Genesee Valley Area

Chapter 6 - Western New York Area

Chapter 7 - Champlain Area

Chapter 8 - Nassau County
Chapter 9 – Mid-Hudson Valley

Chapter 10 - St. Lawrence Area
Chapter 11 - Suffolk County
CHSAA - Catholic High School Athletic Association -
Statewide:
NYSAIS - New York State Independent Schools - Statewide
PSAL - Public Schools Athletic League - NYC

02.23 Delegates to the Representative Board will be individual members of this Association in good standing.

02.24 Each board member will have one vote.

02.25 A quorum of the Representative Board will consist of one officer and a majority of members present.

02.3 President

02.31 Duties

1. Elevate from the office of President-Elect.
2. Preside at all meetings of the Representative Board and the Executive Board.
3. May call special meetings of the Executive Board when deemed necessary.
4. Appoint committee chairpersons.
5. May appoint ad hoc committees when deemed necessary.
6. Be responsible for preparing meeting agendas with the Executive Director.
7. Approve all non-budgeted expenditures.
8. Be the official representative of the Association, or appoint a representative, upon accepting an invitation for the NYSAAA to be represented on a committee or organization outside the Association.
9. Communicate in writing to the Chief School Officer of any new member of the Representative Board.
10. Representation at the NIAAA Conference.
11. Is responsible for all aspects of the program at the annual conference.
12. Maintain an on-line file of pertinent tasks, projects and procedures to be submitted to the next President.

02.32 Timeline/Checklist

March

- ☒ Attend a pre-conference meeting with the hotel.
- ☒ Passing of the gavel from current President to new President.
- ☒ Give a Presidential Acceptance speech at the annual meeting.

- ☒ Make contact with potential helpers for the following year's conference.
- ☒ Meeting with a conference planner to review comments and evaluation forms.

April

- ☒ Conference planning meeting to establish roles, responsibilities, timeline, and review format for conference.
- ☒ Finalize president's message for spring newsletter.

May/June

- ☒ Prepare a report for the NYSPHSAA meeting.
- ☒ Conference planning meetings to detail planning and prepare a draft for distribution at the Spring Executive Board meeting.
- ☒ Prepare the President's Report for the Executive Board Meeting.
- ☒ Report and distribute draft of conference at the Executive Board meeting.

August

- ☒ Prepare a report and attend the NYSPHSAA summer meeting.
- ☒ Prepare an article for a back-to-school newsletter (approx. August 15).

September

- ☒ Conference planning meeting to update conference program and prepare a draft for Fall Representative Board meeting.
- ☒ Representative Board meeting.
- ☒ Prepare conference draft for Representative Board meeting.
- ☒ Prepare a report and attend the NYSPHSAA meeting.

November

- ☒ Conference planning meeting.

December

- ☒ Attend the national conference. Attend meetings for state presidents.
- ☒ Announce door prize winner at annual meeting of the National Conference.
- ☒ Prepare "Welcome Message from President" for the conference program.
- ☒ Prepare article for winter (pre-conference) newsletter (approx. January 1)

January

- ☒ Winter Executive Board meeting and report.
- ☒ Prepare conference draft for Executive Board meeting.
- ☒ Prepare a report and attend the NYSPHSAA meeting.

February

- ☒ Conference planning meeting.
- ☒ Prepare reports for conference opening session, Representative Board

meeting, President's Report at the annual meeting, and conference acknowledgements.

- ☒ Prepare conference script.
- ☒ Plan for conference, luncheon (if held) and banquet programs.

March

- ☒ Attend the pre-conference meeting.
- ☒ Conference.

02.33 President's Plaque

Effective 1983, a President's Plaque is to be presented to the out-going President at the State Conference during the Annual Meeting by the incoming President.

02.34 President's Ring

Effective 1991, the Association will provide a President's ring to be presented to the out-going President during the State Conference Annual Meeting.

02.4 President-Elect

02.41 Duties:

1. Elevated from the office of Vice President.
2. Become President.
3. Assume the duties of the President in his/her absence.
4. Work with the President to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the NYSAAA.
5. Assist the President in any matters deemed necessary.
6. Work with the Vice President to maintain an on-going program and smooth transition of office in line with the objectives and programs of the NYSAAA.
7. Maintain an on-line file of pertinent tasks, projects and procedures to be submitted to the next President-Elect.
See annual conference duties.
8. Assist the Secretary in organizing and conducting the leadership workshops and orientation meetings annually for chapter reps and committee chairs.

02.42 Timeline/Checklist

September

- ☒ Contact the Executive Director for updated lists of State Committee Chairpersons.
- ☒ Contact the Executive Director for an updated list of Representative Board.
- ☒ Fall Representative Board Meeting – Organize & Conduct Board

Workshop and Orientation Meeting.

February

- ☒ Prepare speech for Presidential Acceptance.
- ☒ Develop comment and evaluation form for annual meeting at upcoming conference.
- ☒ Winter Executive Board Meeting

March

- ☒ Conference Executive Board, Representative Board and Annual Meetings
- ☒ Accept the Gavel from outgoing President and deliver acceptance speech
- ☒ Meet with planning team regarding next year's conference
- ☒ Survey conference attendees to evaluate conference and prepare for next year's conference
- ☒ Attend the NIAAA Section 1 meeting

02.5 Vice President

02.51 Duties:

1. Be elected annually by the Representative Board.
2. Become President-Elect.
3. Assume the duties of President in the absence of both the President, and President-Elect.
4. Work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the Association.
5. Assist in planning the Leadership workshop agenda and meetings held annually at the State Conference.
6. Work with the President to maintain an on-going program and smooth transition of office in line with the objectives and programs of the NYSAAA.
7. Maintain an on-line file of pertinent tasks, projects and procedures to be submitted to the next Vice President.
8. Assist the President Elect and Secretary in organizing and conducting the Fall Board workshop & orientation meetings.

02.52 Timeline/Checklist

March (after being selected)

- ☒ Begin review of P.O.P Manual

May/June

- ☒ Spring Executive Board Meeting

September/October

- ☒ Contact the Executive Director of the updated list of Representative Board.

- ☒ Communicate with committee chairs
- ☒ Fall Representative Board Meeting (Meet with Committee Chairs & report to board)
- ☒ Review P.O.P. Manual with new Representative Board members
- ☒ Assist the President Elect in conducting the Board Workshop & Orientation meetings

December/January

- ☒ Continue to review P.O.P Manual
- ☒ Attend National Conference, if possible

February

- ☒ Spring Executive Board Meeting
- ☒ Make recommendations for changes & updates in the P.O.P. Manual to the Executive Board

March (following year)

- ☒ Meet with Chapter Committee Chairs & Report to the Board
- ☒ Be responsible for organizing and conducting the Leadership Forum (if one is scheduled at the conference)

02.6 Secretary

02.61 Duties:

1. Be elected during **ODD** years;
2. Be responsible for overseeing that a record of all proceedings of the Association takes place, with a review prior to the distribution;
3. Act as **parliamentarian** for all meetings;
4. Serve as the liaison between the Executive Board and the Chapter Representatives and Committee Chairs;
5. Assist the President Elect and Vice President in organizing and conducting the Fall Board workshop & orientation meetings.

02.62 Business Manager will act as a Recording Secretary for all meetings and:

1. Be responsible for attending and recording minutes for all Executive Board and Representative Board meetings throughout the year.
2. Submit minutes to the Executive Director for review prior to distributing.
3. Distribute minutes to the Executive Board and Representative Board.
4. Maintain and distribute listing of board members and ex-officio members.
5. Be responsible for updating the annual POP Manual on a continuing basis as changes take place.

02.7 Treasurer

02.71 Duties

1. Be elected during **EVEN** years.
2. Receive and disburse funds as authorized by the Executive Board.
3. Submit a detailed financial report at all meetings and any other time as requested by the President.
4. Submit an audited financial statement annually and as directed by the Executive Board.
5. Upon receipt of approved vouchers/with receipts attached, the Treasurer authorizes all association operating costs (not associated with annual conference).
6. The Treasurer will be responsible for overseeing and approving all contracts made with vendors.

02.72 Timeline/Checklist

- ☒ Develop and present a detailed Treasurer's Report at all meetings.
- ☒ Present detailed Treasurer's Report at Annual Meeting.
- ☒ Work with the Business Manager on all conference finances.

02.8 Immediate Past-President

02.81 Duties

1. Succeed to the office immediately following his/her term of President.
2. Act as an officer of the NYSAAA and as a member of the Executive Board.
3. Act as an immediate advisor to the President and host the Past-Presidents' luncheon at the annual conference.
4. Preside over the Executive Board in the absence of the President, President-Elect, and Vice President.
5. Act as chairperson of the nominating committee for Vice President, Secretary, Treasurer, and State Liaison as per their terms limits..
6. The Nominating Committee will consist of the three most recent past presidents based on their availability.
- **7. The Nominating Committee will conduct interviews of Vice President candidates prior to the annual conference and make a recommendation to the Executive and Representative Boards for approval.
- **8. The Immediate Past President will screen and present all candidates applying for the vacant positions of Secretary, Treasurer and NYSAAA Liaison to NIAAA when they occur. The Executive Board will interview the candidates (as necessary and appropriate) and make recommendations to the Representative Board for approval.

- 02.9 NYSAAA Liaison to the NIAAA – The NYSAAA Liaison to the NIAAA will be elected by the Representative Board at the annual conference Representative Board Meeting every three years, beginning in 2023.

02.91 Job Description

Each state athletic administrators association which holds organizational membership in the Association will select one person from among its members to serve as their liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the NIAAA and his/her state athletic administrators association. Where state athletic administrator associations have appointed Executive Directors, it will be necessary for the Executive Director and Liaison to coordinate these duties within the respective state.

02.92 Duties and Responsibilities

Among the communication items that will be processed through the NIAAA state liaison are:

- 1) Attend the Section Meeting at both national conference and during the spring meetings held within the Section.
- 2) Attend the Executive Director/Liaison meeting at the national conference.
- 3) Provide, according to time schedule, the nomination forms and supporting material for the following awards and recognitions.
 - a) Hall of Fame
 - b) Bruce D. Whitehead Distinguished Service Awards
 - c) NIAAA Frank Kovaleski Award
 - d) NIAAA State Award of Merit
 - e) NFHS Citations
 - f) Jim Teff Achievement Recognition
 - g) 15, 20, 25, 30 year certificates, and 35 year plaque (pin for 25 year, and 35 year recipients; deadline for return is April 1).
- 4) Submit to office State Leadership Directory information.
- 5) Direct Student Scholarship/Essay Program in state through notifications, applications, selection timeframe, taking winning application to spring Section Meeting, and ordering awards for state recipients.
- 6) Securing of state news items for IAA magazine and/or NIAAA newsletter.
- 7) Promote NIAAA committee membership and applications, proper recommendations for prospective appointments through May.
- 8) Serve as contact for requested items, pictures, retirees contact information, reports, records, correspondence, and surveys.

- 9) Reinforce proper attendance of State Presidents at national conference meeting of state presidents and have representative at the meeting.
- 10) Coordinate golf tournament hole sponsorship leading up to the national conference.
- 11) Responsible for submitting Professional Outreach Program request form for state effort.
- 12) Selection of delegates and alternates for the Delegate Assembly by October.
- 13) Oversee NIAAA membership promotions, dual, or modified membership initiatives.
- 14) Notify NIAAA of deceased members within respective states.
- 15) Process organizational membership renewal form and dues payment.

02.93 State Liaison and Executive Directors Meeting

- 1) The NIAAA staff will prepare a memorandum to send to each State Liaison and Executive Director as a reminder for both to attend the appropriate meeting at the National Conference.
- 2) The NIAAA will correspond with states not represented at the meeting.
- 3) The NIAAA will prepare and send the agenda.

02.10 Chapter Representatives

02.101 Recommended Qualifications

1. A minimum of three (3) years experience as an athletic administrator and has attained at least a minimum of Certified Athletic Administrator (CAA) designation from the NIAAA.
2. Proven leadership within league, section, or state organizations.
3. Be an individual member of the NYSAAA.
4. Be an individual member of the NIAAA.
5. Have primary responsibility in athletic administration.
6. Have the endorsement of their NYS Chapter.

02.102 Duties

The chapter representative is ultimately responsible to make sure that the individual chapter functions properly, and that chapter committee persons are fulfilling their duties and responsibilities. In order to keep this procedure, it should be clearly understood that state committee chairpersons copy each chapter representative on mailings that are sent to their committee members across the state.

1. Act as the Liaison between the State Association and the local chapter.
2. Attend Chapter and State Representative Board meetings

- throughout the year.
3. Coordinate meeting facilities for State Meetings if held within their Chapter.
 4. To share in the promotion and dissemination of information within their Chapter including the State and National Conferences.
 5. Ensure that names of qualified people from their Chapter are submitted for National and State Officers and Committee nominations to the State President.
 6. Ensure that speakers, articles, etc. from Chapter members are solicited for meetings and publications.
 7. Ensure that a door prize (suggested value of \$100) is available from their chapter at the State Conference.
 8. Send a list of possible program moderators and presenters to the Conference Chairperson by November 1st of each year.
 9. Assist the President, Executive Director, and Executive Board in all areas of promotion and administration for the State Association.
 10. Maintain a current email database for the purpose of forwarding information.
 11. Promote membership within their respective chapters.
 12. Promotes, collects and evaluates the NIAAA Scholar-Essay program nomination forms, and sends his/her Chapter's winning boy's and girl's form to the NYSAAA Liaison to the NIAAA for state consideration.

02.103 Assistant Chapter Representative

1. Every Chapter should have an Assistant Chapter Representative. The Assistant Chapter Representative is a non-voting position, except when filling in for the Chapter Representative..
2. Assist the Chapter Representative in areas deemed necessary for the improved operation of chapter activities and responsibilities.
3. Provide for natural transition to assume the leadership responsibility of a Chapter Representative.
4. Represent the chapter (with voting rights) at meetings when the Chapter Representative is unable to attend.
5. Provide an opportunity for more members to become involved in the management of the association.
6. Provide for greater effectiveness and efficiency of operation a11

02.11 Committee Chairs

Is a member of the Representative Board. The President will appoint the chairperson and co-chairperson of each committee, after consultation with the Executive Director.

02.12 Meetings

All meetings of the Representative Board will be open. Meetings of the Representative Board will be held in accordance with the NYSAAA Constitution.

- 02.111 The Representative Board will meet each fall, in conjunction with the annual state conference in March, and as otherwise needed.
- 02.112 The Executive Board will meet each year in the fall, winter, spring, at the annual state conference, and as otherwise needed.

02.13 Annual Conference

A state conference will be held annually.

02.14 Terms of Office

The term of office for Board members begins at the conclusion of the Annual Meeting of the State Conference.

02.15 Parliamentary Procedures

Robert's Rules of Order will prevail in the parliamentary procedures of meetings of the Representative Board.

02.16 Agendas

Agendas will be developed by the President with assistance from the Executive Director.

Agendas will be distributed no later than one week in advance of meetings. The Board is to be advised of any appearances of individuals or groups, and be provided with their background information.

02.17 Travel Expenses

1. The Association will provide appropriate lodging and meals at all approved meetings, except at the annual conference.
2. Travel expenses will use the voucher system at the current IRS rate.
3. The President and/or Executive Director and Treasurer may authorize travel expenses for individuals to fulfill special assignments to represent the association in special matters.
4. Travel expenses will be provided for the NYSAAA President, NIAAA Liaison, NIAAA Past Presidents and Executive Director for the annual National Conference. Travel expenses may include registration, airfare and/or transportation, and room/meals.
5. Travel expenses will be provided for the NIAAA State Liaison, Executive Director, NIAAA Past Presidents and President, Section I and other pre-approved attendees as representatives to the Section I meeting.
6. NIAAA Award Honorees will be compensated up to \$1000.00 if their district does not cover registration, travel, or hotel.

02.18 POP Manual Revisions

1. The POLICIES-OPERATIONS-PROCEDURES manual may be revised by a majority vote of the Executive Board at any scheduled Executive Board meeting.
2. The POP Manual will be reviewed and updated on an continuing basis by the Administrative Assistant in conjunction with the Executive Director and Executive Board.
3. A current POP Manual will be available on the Association's website.

02.19 Qualifications & Election of Vice President

02.191 Duties

1. Be elected annually by the Representative Board at the conference Representative Board meeting;
2. Become President-Elect;
3. Assume the duties of President in the absence of both the President, and President-Elect;
4. Work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of his Association;
5. Assist the President in any matters deemed necessary;
6. Be responsible for assisting the President Elect and Secretary in organizing and facilitating the fall Board workshops & orientation meetings.
7. Officers will be elected by a majority vote of the Representative Board. In the event of a tie, the President will cast the deciding ballot.

02.192 In the event an officer is no longer qualified or able to serve, the Executive Board will select a replacement to fill the unexpired portion of the term. All officers must be active or active-retired members of the association.

03. ADMINISTRATIVE STAFF

EXECUTIVE DIRECTOR – The Executive Director will administer the programs of the NYSAAA, Inc. as provided by the Constitution and Policies, Operations and Procedures Manual and according to the policies and procedures determined by the Executive Committee.

03.1 Qualifications

- Membership in NYSAAA - three years (minimum).
- Administrative background and proven leadership qualities in school athletic administration.

- NIAAA certified as a (CAA) Certified Athletic Administrator (Minimum) or a (CMAA) Certified Master of Athletic Administration (Preferred).

03.2 Salary

The Executive Board will negotiate salary terms and conditions with advice of counsel.

03.3 Lines of Authority

The Executive Director is responsible to the Executive Board.

03.4 Duties and Responsibilities

Policy, Procedures and Professional Development:

1. Assists the Executive Board and Administrative Assistant in the ongoing review and update of the P.O.P. Manual.
2. Assist the Treasurer with Budget and Finance matters.
3. Attend all meetings of the Executive Board and Representative Board.
4. Carry out duties consistent with policies established and directed by the Executive Board or its President
5. Keeps the membership informed of activities and provides progress reports as necessary for the well being of the Association
6. Act on behalf of the Executive Board, with the authority to approve projects and other expenses when necessary.
7. Attends the NIAAA Conference, Section I Meetings, NEDC Meetings and Section I Summer Institutes annually. If attendance cannot be fulfilled, a representative will be sent in their place.
8. Attends all meetings of the NYSPHSAA, Inc., whenever possible.
9. Work in partnership with the NYSPHSAA, Inc. Executive Director in the planning and conducting joint ventures and programs which benefit Schools, Athletes, and Athletic Administrators throughout the state. This includes the annual fall workshop for Athletic Administrators.
10. Works closely with the Council of Administrators and State Education Department, and attends meetings as necessary when possible.
11. Oversee the operation of the state Leadership Training Institute and Certification Program, which includes working closely with the State Coordinators in setting up and conducting courses and exams throughout the state in a regular and timely manner each year.
12. Works closely with Principals', Superintendents' and Board of Education professional associations to promote the benefits of NYSAEA membership for the professional development of athletic administrators and the enhancement of school athletic programs. This involves attending, exhibiting or presenting at conferences and workshops of these associations whenever feasible.
13. Maintains visibility around the state by attending Chapter meetings and attending workshops and meetings of affiliated organizations whenever feasible.
14. Serve as one of three state coordinators for the state Professional Development Academy.
15. Maintain records of certified athletic administrators in New York.

16. Coordinate (with LTI state coordinator) the schedule and implementation of LTI course offerings, and promote NIAAA LTC Webinars.

Newsletter:

1. Serves as Editor and Publisher of the association newsletter.
2. Oversees the publishing, printing and distribution of the newsletter.
3. Solicits and writes articles and material to be included in the newsletter.
4. Works closely with the printer or publishing company in design and content of newsletter.
5. Establishes timelines and schedules for content to be submitted and newsletter release.
6. Oversees all financial aspects of the newsletter.

Website Management:

1. Oversees the administration of the association website.
2. Serve as the Webmaster to continually maintain an up to date website, vital to the overall operation of the association.
3. Works cooperatively with the website host administrator in delivering a functional and user friendly site.
4. Updates the website in a timely manner with news, information, materials and forms necessary to make it vital to the membership.
5. Promotes and encourages membership to make use of the website.
6. Provides links where appropriate to the website.

General Operations:

1. Consult with the President to prepare agendas for all meetings of the Executive Board, Representative Board and Special Meetings.
2. Maintain permanent records of all business transacted by the Association.
3. Maintain all historical records and items of historical significance to the association.
4. Assume responsibility for maintaining and operating a NYSAAA office for conducting all Association business.
5. Assist the association Secretary and Chapter Representatives in conducting NYSAAA business at the local level.
6. Assist all committees in performing their duties.
7. Handle most general correspondence and communication, including general mail, emails and phone calls.
8. Be responsible for the general management and administration of NYSAAA headquarters office
9. Be responsible for planning and administration of fall, winter, spring and annual meetings.
10. Distributes minutes of special meetings, memos and reports resulting from NYSAAA activities which have an interest to the Executive Committee, Representative Board and/or membership.
11. Supervises the distribution of supplementary materials for the professional development of athletic administrators.
12. Prepares an Annual Calendar of NYSAAA activities for adoption by the Executive Board.
13. Coordinates and schedules special meetings as required.

14. Represents the NYSAAA at conferences, meetings and activities, which relate to the NYSAAA.
15. The Executive Director, along with the Executive Board and the NYSAAA Liaison to the NIAAA, will be responsible for maintaining a current pool of members showing leadership potential for the State and National Associations.
16. Administers and oversees a program for the sales of NYSAAA Logo items which include, but are not limited to clothing and other items of interest to the membership.
17. Performs such other duties which are in the best interest of the membership as mutually agreed upon by the Executive Board and the Executive Director.
18. Maintain an updated checklist for future Executive Directors in operating the association.

Financial:

1. Serve as an advisor to the Treasurer and Executive Board on Budget and Financial matters.
2. Responsible for the purchasing of all equipment, services and supplies used in maintaining the association and conference headquarters offices pending approval by the Executive Board.

Conference:

1. Coordinates and oversees the annual conference, its planning, all operations, and the various committee functions and responsibilities.
 - Site Committee
 - Conference Program Planning Team
 - Conference Registrar
 - Exhibit Coordinator
 - Conference Coordinator
 - Conference Program
 - Hotel Contracts
 - Meal Functions & Event Planning and Operations
 - Insurance and security packages for exhibit hall & hotel
2. Supervises a conference registrar who has complete authority to collect all registration fees and to make all disbursements.
3. Administers the conference budget and expenditures in conjunction with the conference registrar.
4. Supervises an Exhibits Coordinator who will be responsible for sales, registration and operation and finances of all exhibits at the conference.
5. Oversees conference site selection, negotiations with potential conference properties, and makes recommendations to the Representative Board for approval.
6. Has the authority given by the Executive Board to sign and administer all contracts with hotel sites and conference exhibit halls after review by the Treasurer.
7. Maintains records of conference operations:
 - Contracts
 - Checklists
 - Financial Records
 - Conference job descriptions

- Other necessary records
- 8. Assists conference planning team on budget and conference expenses.
- 9. Works closely with the conference planning team and committees on all conference details.
- 10. Assists conference planning committee as necessary and attends all meetings when necessary and feasible.
- 11. Administer NYSAAA gift programs, including, but not limited to the "President's Ring", Board or President's Watches, and NIAAA State door prize gift.
- 12. Administer the operation of the Hall of Fame and work with the Awards Committee and Hall of Fame Committee on its implementation.

03.6 Credit Cards

The Executive Director will be given a NYSAAA credit card(s) for NYSAAA business. Upon the completion of the Executive Director's duties, these credit cards will be relinquished.

03.7 Office Equipment Inventory

The Executive director will maintain a current inventory.

03.8 Timeline/Checklist

June/July	Executive Board Meeting – Reorganization Meeting Attend NEDC Summer Meeting Update Representative Board Information and all records kept Notify Board of Meeting Dates/locations Order new membership brochures from printer Order new information portfolios from printer Attend Conference Planners Meeting Section I Summer Institute Establish dates and site arrangements/contracts for fall/winter/spring meetings for the following year Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair
August	Attend & report at NYSPHSAA Summer Meeting Develop preliminary program schedule for next conference Conference Planning & Gifts Update Data Bases and Records Fall Meeting Reminder to Board Order NIAAA and NFHS Brochures for Chapter Visits and Conference Update state information to NIAAA with dues Correspondence/communication with Corporate Sponsors Order more "Apples" for Appreciation Award (if necessary) Prepare and submit materials for Back to School Newsletter

September	Information and registration for NFHS Conference and NIAAA Annual Meeting Leadership Training State Coordinators' Meeting (Indy) Prepare for fall Representative Board Meeting Attend Conference Planners Meeting Planning for all AD's workshops and LTI Courses, CAA Exam, and meetings w/NYSPHSAA Update conference forms and information on website Fall Back to School Newsletter release
October	Prepare materials, communicate and make all room/meal arrangements for fall Representative Board Meeting Attend NYSAAA Fall Representative Board Meeting Conference Planning Meeting with Hotel – arranging room and meal functions Conference Program Planners' Meeting – Develop Preliminary Program Information & workshop schedule Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair Attend & report to NYSPHSAA fall meeting Finalize arrangements for LTI Courses offered at conference
November	Order Conference Gifts Correspond with Corporate Sponsors Acquire a State door prize for national conference
December	Attend NIAAA and NEDC national conference meetings Notification and renewal of corporate sponsor contracts Send meeting call for January Executive Board Meeting Reminder of upcoming Award Information Deadlines Prepare materials, agendas for January Executive Board Meeting
January	Attend NYSPHSAA Winter Meetings Order Awards for Conference Order Clothing for Conference Order Remaining Gifts for Conference Send agenda & materials to Executive Board for meeting Conference call meeting with Executive Board Review/check final conference arrangements for meals and event functions w/hotel Conference Planner's Meeting Prepare materials for Winter pre-conference newsletter Submit materials for newsletter Finalize contracts with corporate sponsors/arrangements for conference Renew Insurance for Exhibit Hall, Hotel & Conference
February	Release Winter Newsletter (mid-January) Conference Program final copy review Room/meal arrangements w/hotel for VIP Block

	Check on Awards Check on conference vendors Final check w/conference planners & ongoing checks with hotel Finalize arrangements for LTI Courses offered at conference
March	Final preparations for conference meetings and functions Final check on room/meal arrangements "VIP Block" Prepare materials/agendas & notifications for Conference functions Representative Board meeting notice and agenda Prepare for agenda Annual Meeting Go over conference checklists Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair Check all conference gifts, materials, awards, clothing received Prepare Awards for conference Prepare for Section I Meeting (attend March/April) NYSAAA Annual Conference and meetings
April	Conference Wrap Up w/hotel, review bills, conference evaluation Conference Planning Begins for next year Prepare and submit materials for spring newsletter Attend Spring NYSPHSAA Meetings and Section I Meeting
May	Review and release spring newsletter (mid-May) Prepare for June Executive Board Meeting (Site, meals, agendas) Update new Board Information Deadline for submitting NIAAA Awards Prepare for NEDC summer meeting
June	Year End Review Review POP Manual for necessary changes Executive Committee Reorganization/Planning Meeting Review Staff Contracts w/Executive Board Attend NEDC Meeting (June or July) Review and Update Timelines/Checklist

Updated 10.20.25

03.10 ASSOCIATE EXECUTIVE DIRECTOR (If applicable)

QUALIFICATIONS:

- Membership in NYSAAA - three years (minimum)
- Experience and proven leadership qualities in school athletic administration
- Experience and proven leadership qualities involving professional development activities
- NIAAA certified as a (CAA) Certified Athletic Administrator (Minimum) and a (CMAA) Certified Master of Athletic Administration (Preferred)

- Retired, or within 5 years of retirement as a full time athletic administrator
- Previous experience in a past NYSAAA leadership position(s) will be taken into consideration

SALARY:

- To be determined by the Executive Board upon recommendation of Executive Director
- Reimbursement for all necessary office and travel expenses

LINE OF AUTHORITY: Directly responsible to the Executive Director and the Executive Board

DUTIES & RESPONSIBILITIES:

General:

1. Attend all Executive Board and Representative Board meetings in an **Ex-Officio** capacity
2. Attend the state conference and national conference annually.
3. Visit all chapters/sections as needed to promote professional development. Write quarterly articles on professional development activities for the newsletter and submit information as needed for dissemination on our website
4. Supervise all Professional Development operations including: Leadership Training Institute and LTI Courses, Educational Initiatives, Certification Committee, Mentoring Program, and Aspiring AD Program (AAMPD)

Conference:

1. Assists the Executive Director with all aspects of the planning, operation, committee functions and responsibilities, which includes development of a conference schedule and the planning of all meetings.
 - Site Committee
 - Conference Program Planning Team
 - Professional Development
 - Conference Registrar
 - Exhibit Coordinator
 - Conference Program
 - Hotel Contracts
 - Meal Functions & Event Planning and Operations
 - Exhibit Hall agreements and functions
 - Insurance and security packages for exhibit hall & hotel

Professional Development:

1. Develop a statewide plan for improvement & implementation of a comprehensive professional development program for athletic administrators through the use of the NIAAA/NYSAAA Leadership Training Institute and Certification programs

2. Administer implementation of the NIAAA/NYSAAA Professional Development Program throughout New York State
3. Oversee the accounting of income and expenditures of the LTI program and provide reports detailing the same.
4. Oversees the AAMPD program.
5. Coordinate the training of all LTI Instructors and staffing of courses being taught
6. Coordinate and oversee the administration of all LTI and Certification activities throughout the state each year and maintain records.
7. Provide support for the President and Conference Planning Team in conference preparation annually
8. Represent the NYSAAA at the NIAAA State Coordinators' Fall Conference
9. Oversee the First Timers and New AD's orientation meetings at the annual state conference conducted by the Educational Initiatives chairperson.
10. Oversee the planning and staffing of the "Sparky" Rector Drop-In Center at the conference each year.

Resolutions:

1. Oversee the development and screening of all resolutions on current issues which reflect the feelings of athletic administrators statewide.
2. Bring all proposed resolutions to the Executive Board, and then the Representative Board for approval.
3. Develop legislative proposals as needed, that impact upon the regulations governing the administration of interscholastic athletic programs in New York State.
4. Assist the NYSAAA in developing position papers that provide appropriate direction for interscholastic programs.
5. Review and recommend updates and changes to existing resolutions of the association.
6. Draft any changes, as needed, in the bylaws recommended for action by the NYSAAA Executive Board and/or Representative Board.

Social Media:

1. Oversee all aspects of current social media vehicles as they pertain to the NYSAAA
2. Ensure that all things posted on any form of social media sponsored by the association reflect the principles, values and ethical character of the association as stated in the NYSAAA Code of Ethics and Constitution.

Other Responsibilities:

Assist the Executive Director as necessary in the following areas as outlined in his/her job description:

- General Operations of the association
- Assist with meeting planning for the Executive Board & Representative Board
- Newsletter
- Website Management
- Corporate Sponsorship
- Financial Operations
- Professional Development: AAMPD program

- Maintaining communication & coordination with NIAAA & NEDC activities and programs
- Adhere to the timelines established in the NYSAAA P.O.P. Manual for the Executive Director
- Updating and revising the P.O.P. Manual regularly
- Represent the association as needed in the absence of the Executive Director

Perform all other duties as requested by the Executive Director or Executive Board

Revised on 6/5/22

04. MEMBERSHIP

04.1 Dues

Shall be determined by the Executive Board. Active members pay full NYSAAA and NIAAA dues. Retired members pay a one-time lifetime fee of \$175.00

04.2 Active

A person is qualified to become an Individual member of this association with full privileges and benefits, if he/she is employed on a full or part time basis by a school district or state and/or Section athletic office in New York State and has among his/her responsibilities the administration of the interscholastic athletic programs. Additionally, Superintendents, Principals, Heads of Schools, and other school administrators may become active members.

The individual will agree to comply with this constitution, make application, and submit membership dues to the association.

04.3 Lifetime

An individual is eligible for lifetime membership if he/she has been a regular member of this Association but no longer qualifies for that membership classification because of retirement. The dues for Lifetime will be fixed at \$175.00 paid once.

The lifetime member will agree to comply with the Articles and bylaws of this association.

04.4 Membership Year

The membership year will be on a rolling basis (one year from the date joined or renewed, based on payment date).

04.5 Benefits

04.51 NYSAAA

- ☒ Awards
- ☒ Political Action Aid
- ☒ Publications
- ☒ Professional Development Programs and Assistance
- ☒ Reduced fees for conference registration, LTI Courses and other association activities charging fees

04.52 In-service training programs.

04.53 Increased representation at the NYSAAA meetings.

04.54 Opportunity to serve on State and National Committees.

04.55 All benefits of membership in the NIAAA (as a dual member state)

04.6 Renewal

Renewal notices will be sent electronically to individual members by the NIAAA and NYSAAA through FinalForms and the NIAAA. Membership listings are forwarded to Chapter Representatives twice a year.

05. COMMITTEES

The committees of this association will include: Awards, AAMPD, Veteran Athletic Administrators, Hall of Fame Screening, Bridges, QPA, Health, PE, and Wellness and Finance

05.1 Notebooks

Each committee chairperson will keep an electronic notebook file, including a job description developed by the Board and information pertinent to the committee, i.e., each member's involvement with the committee, committee reports, etc., to be passed on to the next chairperson.

05.2 State Conference Meeting and Reports

Each committee chairperson will attend the State Conference for the purpose of attending all required meetings at the State Conference. Reports will be given to the Representative Board at their conference meetings.

05.3 Budget

Any budget request by committees will be submitted in writing by the chairperson to the Executive Director and/or Treasurer. The budget will include the amount of funds required, and the particular project for which they would be used.

05.4 Expenses

Committee chairs and members will be responsible for their own travel expenses to the State Conference.

05.5 Appointments/Dismissals

05.51 Composition

05.511 Approval of the committee appointments will be made by the President after consultation with the Executive Director.

05.512 All committees will be composed of not more than fifteen members, including the Chairperson and Co-Chairperson.

05.52 Qualifications

05.521 Be an individual member of the NYSAAA & NIAAA

05.522 Have primary responsibility in athletic administration.

05.523 Have the endorsement of their NYS Chapter.

05.524 Be a member of the Representative Board

05.525 Have a minimum of a national CAA certification

05.53 Term of Service

05.531 Be determined by the Executive Board.

05.5311 Members may be re-appointed.

05.5312 Terms of service may be terminated if responsibilities are not fulfilled.

05.54 Procedures for Selection

05.541 Appointed by the President with input from Chapter Representatives and Executive Director.

05.55 Criteria for Removal

05.551 A committee member may be removed if he/she has not attended a State Conference in the past two years.

05.552 A committee member will be removed if he/she did attend the State Conference, but did not attend meetings without an excused absence by the President and/or Executive Director.

05.553 Committee chairperson's evaluation.

05.6 Awards

05.61 Statement of Purpose

To provide a procedural process to award individuals in and outside the field of athletic administration. Collect nomination forms and make recommendations to the Representative Board. To honor recipients for their contribution to activities and athletics.

05.62 Job Description of Chairperson

05.621 Shall attend all representative board meetings and annual conferences.

05.622 Chair all awards committee meetings.

05.623 Oversee the awards program from nomination to selection process.

05.624 Revise and update nomination forms in each of the respective awards.

05.625 Send nomination forms to each chapter award representative with instructions for criteria and deadlines for returning material.

05.626 Send nomination forms to each Chapter Award representative with instructions for criteria and deadlines for returning materials.

05.627 Submit reports to the President, President-elect and the Executive Director, prior to the annual conference.

- 05.628 **Must check membership of award recipients** and notify all award recipients in a timely manner.
- 05.629 Attend and assist in presentation of awards at all award functions.

05.63 Job Description of Co-Chairperson

- 05.631 Perform duties of chairperson upon absence.
- 05.632 Review nomination forms.
- 05.633 Assist the chair in performing all their responsibilities.
- 05.634 Review type of awards and number to be presented.
- 05.635 Maintain accurate records of all awards by year and category.
- 05.636 Record minutes of all committee meetings.
- 05.637 Assist the Chair in award presentations and distribution

05.64 Conference Responsibilities

- 05.641 Prepare and forward to the President-elect, or designee, biographical sketches and headshot photos of chapter & special award recipients in paragraph format.
- 05.642 Prepare and forward to the President-elect, or designee, pertinent information on distinguished service award recipients.
- 05.643 Attend all award functions and assist in the presentation of all awards.
- 05.644 Order the necessary chapter awards, community service, certification and years of service certificates.

05.65 Types of Awards/Criteria

- ☒ Chapter Award - athletic administrator (1) one from each chapter in New York State.
- ☒ Distinguished Service Award - non-athletic administrator. Outstanding contribution to athletics.
- ☒ Community Service Award – individual or organization that has given outstanding service to athletics, not as an athletic administrator.
- ☒ Years of Merit for service to athletics as an athletic administrator in New York State – 10, 15, 20, 25 years.
- ☒ Apple Appreciation Award – appreciation for services rendered to the association at the local, section or state level.
- ☒ Judith A. Martens Secretarial Award of Excellence – appreciation for services to the chapter and/or association.

05.651 Chapter Award – Athletic Administrator (1 from each Chapter)

A member in good standing of the NYSAAA who has made an outstanding contribution to athletics over the years and who has shown evidence of dedication to athletics through the activities of the New York State Athletic Administrators Association. The recipient should also have practiced and

supported the positive values of "education based athletics" throughout his/her career. (must be a current/active and long standing member) pg. 6

05.652 Distinguished Service Award

Awarded to a person, not an Athletic Administrator, who has made a significant contribution over the years to athletics (page 7). This award is a plaque to be awarded by the chapter at an appropriate function at local level.

05.653 Community Service Award

Given to an individual or an organization that has made outstanding contributions to athletics over the years. The organization should also have evidenced support and contributions to the NYSAAA on the State and local levels. This award is a laminated certificate, provided by the NYSAAA, to be awarded by the local chapter at one of their functions (page 8).

05.654 Judith A. Martens Secretarial Award of Excellence

This award is presented to a secretary of an athletic administrator who has demonstrated outstanding contributions to athletics at the local level for a minimum of five years. This annual award is for one secretary in each Chapter (page 9).

05.655 NYSAAA Certificate of Merit

Criteria for the Certificate of Merit includes 10,15, 20, 25 or 30+ years in athletic administration (page 10).

NYSAAA Awards

05.656 NIAAA State Award of Merit

The most prestigious award a state presents to an individual in conjunction with the NIAAA for outstanding leadership and meritorious achievement in interscholastic athletic administration. Selected by the Executive Board (page 11).

05.657 Apple Appreciation Award

Given at the discretion of the Executive Director in appreciation for contributions to the Association at the local chapter, section and/or state level.

05.658 Otis Sennett Award of Excellence

Selected by the Executive Board (page 13).

05.659 Dr. John F. Foley Award for Professional Development

Selected by the Executive Board (page 14).

- 05.660 NYSAAA Hall of Fame Award
Selected by the Executive Board (page 15)
- 0.5.661 Judith Ann Knight Positive Change Award
Selected by the (TBD) - Awards Committee to determine
procedure.
- 0.5.662 Dr. Liam Frawley, CMAA Emerging Athletic Administrator
Award - Selected by the (TBD) - Awards Committee to
determine procedure.
- 0.5.663 Dennis Fries, CMAA Scholar Athlete Essay Scholarship
Award - Selected by the (TBD) - Awards Committee to

**New York State
Athletic Administrators
Association, Inc.**

AWARDS OUTLINE

Recipient Names Due: December 1st of each year.

Recipients' Bios Due: January 31st of each year.

☒ **ATHLETIC ADMINISTRATOR**

☒ Chapter Award – Athletic Administrator

A member in good standing of the NYSAAA who has made an outstanding contribution to athletics over the years and who has shown evidence of dedication to athletics through the activities of the New York State Athletic Administrators Association. The recipient should also have practiced and supported the positive values of "education based athletics" throughout his/her career. (**must** be a current/active and long standing member of the association)

(Award given at conference awards banquet.)

☒ **DISTINGUISHED SERVICE**

Awarded to a person, not an athletic administrator, who has made a significant contribution to athletics over the years. (Award presented at an appropriate function at the local level, names listed in the program of the annual Dave Martens Awards Luncheon)

☒ **COMMUNITY SERVICE**

Given to an organization that has made outstanding contributions to athletics over the years. The organization should have evidenced support and contributions to the NYSAAA on the State and local levels.

☒ **JUDITH A. MARTENS, SECRETARIAL AWARD OF EXCELLENCE**

Awarded to a secretary of an athletic administrator who has demonstrated outstanding contributions to athletics at the local level for a minimum of five years.

☒ **CERTIFICATE OF MERIT**

Award of appreciation for 10, 15, 20, 25, or 30 years of service in athletic administration.

New York State
Athletic Administrators
Association, Inc.

**CHAPTER AWARD
ATHLETIC ADMINISTRATOR**

Criteria:

Chapter Award – Athletic Administrator

A member in good standing of the NYSAAA who has made an outstanding contribution to athletics over the years and who has shown evidence of dedication to athletics through the activities of the New York State Athletic Administrators Association. The recipient should also have practiced and supported the positive values of "education based athletics" throughout his/her career. (**must** be a current/active and long standing member)

Requirements:

Chapter Award Chairperson needs to write a biography and digital "headshot" photo to be used in the program, which includes the following: name, teaching and coaching experience, administrative experience, education (college & post-graduate), contributions to athletics, special awards, achievements, professional contributions, family, etc.

- ❖ Please provide the name with correct spelling as it should appear on the plaque to be presented and submitted by December 1st of each year.
- ❖ Biography must be typed and program ready, along with photo and emailed to the Awards Chair by January 31st of each year.
- ❖ This award will be presented at the annual Conference Awards Banquet.

**New York State
Athletic Administrators
Association, Inc.**

Criteria:

Awarded to a person, not an athletic administrator, who has made a significant contribution to athletics over the years.

Please complete and return the following outline: Chapter_____

NAME: _____

ADDRESS: _____

PHONE #: _____

OCCUPATION: _____

For the purpose of expediting the presentation segment of the event, the organization is asking that you also provide a resume.

New York State
Athletic Administrators
Association, Inc.

COMMUNITY SERVICE AWARD

Criteria:

Given to an organization that has made outstanding contributions to athletics over the years. The organization should have evidenced support and contributions to the NYSAAA on the State and local levels.

Please complete and return the following outline: Chapter _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

Please provide a brief description of the contributions made in interscholastic athletics by the organization.

The award is a certificate provided by the NYSAAA, to be awarded by the local Chapter at a local function.

New York State
Athletic Administrators
Association, Inc.

JUDITH A. MARTENS, SECRETARIAL AWARD OF EXCELLENCE

Criteria:

Awarded to a secretary of an athletic administrator who has demonstrated outstanding contributions to athletics at the local level.

Please complete and return the following outline:

NAME OF AWARD WINNER: _____

SCHOOL DISTRICT: _____

SCHOOL ADDRESS: _____

HOME ADDRESS: _____

CHAPTER _____

NAME OF ATHLETIC ADMINISTRATOR: _____

This will be a certificate to be awarded by the local Chapter at a local meeting.

**New York State
Athletic Administrators
Association, Inc.**

**CERTIFICATE OF MERIT
10, 15, 20, 25, 30 YEARS OF SERVICE**

Criteria:

Award of appreciation for 10, 15, 20, 25, or 30 years of service in athletic administration.
(faculty manager, vice-principal, assistant director) Must be a member in good standing with
NYSAAA by February of conference year.

Please complete and return the following outline:

NAME: _____

SCHOOL DISTRICT: _____

CHAPTER: _____ **NUMBER OF YEARS OF SERVICE:** _____

This award is a certificate. Recipients will be recognized and presented with a certificate
at your local chapter.

New York State Athletic Administrators Association

APPLE APPRECIATION AWARD

Selection for this award will be made by the individual chapters. Chapter Reps will receive the traditional crystal apple at the rep board meeting and take back to their respective chapters to be awarded at their individual ceremonies.

Criteria for the award is determined by the chapter and consideration should be made based on service to the NYSAAA. Ultimately, it will be left to the discretion of chapter officers.

Suggested Criteria

1. Member of the NYSAAA preferred
2. Serves a specific role within the chapter (e.g., chairperson, committee chair, officer, etc.)
3. Maintains ethical standards
4. Contributes to relevant discussions regarding the Health and Wellness of student-athletes
5. Someone that can be counted on to assist fellow ADs

[Sample Rubric \(please make a copy and share\)](#)



NIAAA State Award of Merit

I. Purpose of the NIAAA State Award of Merit

- A. To bring national recognition to a very deserving NIAAA member in each state athletic directors association, which holds organizational membership in the NIAAA.
- B. To bring national attention to the significant contributions made to interscholastic athletics by the director of athletics.
- C. To motivate athletic directors to rededicate their professional careers to the goals and achievements of their colleagues who have been selected for this award.
- D. To improve the professional status of the high school director of athletics.

II. The Selection Process

- A. Each state athletic director association will determine its own selection process, timelines, time and place of presentation, etc.
 - 1. As long as the recipient meets the basic criteria for the award, i.e., NIAAA membership and credentials that address the basic purpose of the award, no further screening or selecting is necessary beyond that at the state level.
- B. It is the hope of the NIAAA membership that this award will become recognized as the highest honor available to an NIAAA member strictly on the member's service, leadership and contributions at the local and state level.

Note: While involvement at the national level may be a consideration, it is not intended to be a prerequisite for selection. The NIAAA already has an awards program in place, its Distinguished Service Award, the Award of Excellence and its National Award of Merit for those individuals who have made significant contributions at the national level—above and beyond their service at the state and local level.

- C. Each state will determine how prestigious this award will become, by the care it takes in selecting a worthy recipient, for they become the benchmark by which future recipients will be judged. It is conceivable that some year, a state might feel it does not have a suitable candidate.

III. Selection Criteria - Concerns to be Addressed

- A. Must be a current member and active (at time of nomination) in high school athletic administration.
 - 1. Membership should not be "after the fact," i.e., join NIAAA just to meet the criteria. Therefore, the nominee should also have been an NIAAA member in the year preceding the nomination.

B. Should not compete with, or duplicate, another award.

1. It would be a disservice to the NIAAA and the significance of its "State Award of Merit" if state athletic director associations automatically presented the award to its current "State Athletic Director of the Year" recipient.
2. It is hoped that each state association can develop its own guidelines and criteria for this award, but would give strong consideration:
 - a. To the nominee's long-term contribution to the profession;
 - b. Does the inscription on the award really fit the nominee, i.e., leadership, meritorious service and contributions to interscholastic athletics?

IV. Nomination Deadlines - Public Recognition at the National Level

A. Nominations - must be made on the appropriate form provided for the award by the NIAAA.

1. Nominations must include:
 - a. The nominee's name (as it is to be inscribed on the award);
 - b. The nominee's school address, a brief biographical sketch and basis for the nominee's selection (this is needed to prepare the appropriate national press release on each award recipient);

Note: A personal quote from the nominee's administrative superior and/or a state athletic director association officer, would be helpful.

- c. The time, date, place and occasion for the presentation;

Note: It is hoped this could be in conjunction with the state conference or workshop.

- d. A 2x3 or 3x5 black and white head and shoulder picture of the award winner.

B. Timelines - because there is a great deal of variance in the dates that state associations hold their annual state conference or workshop, it has been decided the award will be issued on a calendar year (versus a school year) basis and nominations may be submitted as early as January 1st, but no later than October 5 - with the Winter issue of NIAAA magazine, the target for publishing a composite of all State Award of Merit winners.

C. Presentation - hopefully the NIAAA State Award of Merit will become an important part in each state athletic directors association awards program. Though the award is completely financed by the NIAAA, the inscription appropriately states in part, "Presented by the National Interscholastic Athletic Administrators Association in cooperation with the _____ State Athletic Directors Association."

New York State Athletic Administrators Association, Inc.

Otis Sennett Award of Excellence

This Otis Sennett Award of Excellence was established in 2004 by the NYSAAA Executive Board and is presented annually to a recipient who best exemplifies the dedication and spirit that Otis Sennett gave to this association as one of the founding fathers, and most possesses the qualities that he demonstrated. Otis was the epitome of hard work, determination and dedication. Further he was instrumental in the formation and development of the NSYAAA and organized the first several conferences before we had an Executive Director. He has been an advisor to the Board throughout the years.

This Award should be presented to an NYSAAA member in good standing whose loyalty to the Association and contributions to Interscholastic Athletics represents excellence in achievement and commitment to the concept of volunteerism and dedication.

NOTE: NYSAAA Past Presidents, current Board members and previous NIAAA State Award of Merit recipients are not eligible for this Award.

A pool of candidates will be maintained by the Executive Board and a recipient will be chosen by them annually.

Dr. John Foley Professional Development Award

This award was created in the memory of Dr. John "Jack" Foley, CMAA in 2011 as a dedication to a man who was devoted to the professional development of fellow athletic administrators and coaches in New York State and nationally. Jack served on the NIAAA Publications Committee from its beginning until he passed away in 2009. He has received numerous awards over the years, including the NIAAA Award of Merit, the NYSAAA State Award of Merit, and was inducted into the NYSPHSAA Hall of Fame in 2008. In 2014, Dr. Foley was posthumously inducted into the NIAAA Hall of Fame.

The Dr. John Foley Professional Development Award is presented to a NYSAAA member who has made significant contributions and demonstrated excellence in professional development at the local, state or national levels. The Executive Board will select a recipient from among the nominees from the eleven chapters, the CHSAA, NYSAIS, and PSAL. It is not necessary that this award be made annually.

Qualifications:

The nominee should be a member in good standing of both the NYSAAA and the NIAAA, and have earned at least a CAA designation.

Each Chapter will be allowed no more than one nominee per year.

A nominee's contributions to professional development should be detailed on the nomination form.

The nomination form must be downloaded and emailed to the Chapter Representative by December 15th, and copies forwarded to the Executive Director and Awards Chairperson no later than January 1st of each year.

Judith Ann Knight Positive Change Award

This award is earned by an athletic director who has demonstrated a passion to enhance positive change, has strong leadership skills, and the motivation to mentor and develop others. This individual will have contributed to some or all of the following organizations throughout their career in athletics: NYSAAA, NYSPHSAA, NYS AHPERD and the NIAAA. During Judith's era of leadership, she was an advocate for boys and girls athletics, and made great strides in making positive changes for female athletics.

(To be given at the Roy O'Neill Awards Banquet at the annual conference)

Dr. Liam Frawley, CMAA Emerging Athletic Administrator Award

This award is earned by an athletic administrator who has been an active member of NYSAAA for five years or fewer years. They must be employed full-time as an athletic administrator and their school must be a NYSPHSAA member school. The individual must show contributions to community, local chapter, state, ongoing commitment to athletics, willingness to get involved, constant professional development and continuing education, as well as striving towards their CAA or CMAA.

(To be given at the Roy O'Neill Awards Banquet at the annual conference)

ADD: NYSAAA DENNIS E. FRIES SCHOLAR ATHLETE ESSAY SCHOLARSHIP

Needs Wording & Process for selection



New York State Athletic Administrators Association, Inc.

Hall of Fame

Policies and Operating Procedures

Article I

Name

- Section 1 The name of this Recognition Program will be the New York State Interscholastic Athletic Administrators Association Hall of Fame. (Hereafter referred to as the NYSAAA Hall of Fame).

Article II

Purpose

- Section 1 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.

Article III

Governance

- Section 1 The NYSAAA Hall of Fame will be governed by the Representative Board of the New York State Interscholastic Athletic Administrators Association.
- Section 2 The three-level selection process will be administered by the Hall of Fame Screening Committee, the Hall of Fame Rating Committee

and the NYSAAA Executive Board. Members of these two groups are eligible for nomination during the time of their service, but must abstain from the selection process if/when nominated.

Article IV

Hall of Fame Screening Committee

- Section 1 **Members** - The NYSAAA Hall of Fame Committee will serve as the Screening Committee to initiate the process of screening the nominees. Members will serve at the discretion of the Executive Board. There will be six members selected and appointed from each Region of NYS, as follows:
- Co-Chairpersons – Appointed at-large
 - Region 1 (Chapters 8 & 11)
 - Region 2 (Chapters 1 & 9)
 - Region 3 (Chapters 2, 7 & 10)
 - Region 4 (Chapters 3 & 4)
 - Region 5 (Chapters 5 & 6)
- Section 2 **Duties, Responsibilities** - The duties and responsibilities of the Hall of Fame Screening Committee will be as follows:
- a. To annually evaluate nominations of individuals submitted to the NYSAAA by the prescribed deadline date.
 - b. To attend the annual meeting of the Screening Committee.
 - c. To approve only those individuals who have had significant long term contributions or accomplishments in athletic administration and meet the established criteria. Those candidates will be forwarded to the Hall of Fame Selection Committee.
 - d. All action of the Screening Committee is confidential.
- Section 3 **Screening Process** - The screening process of the NYSAAA Hall of Fame Screening Committee will be as follows:
- a. Each committee member will receive all nomination packets and ranking forms.
 - b. Each member is responsible to evaluate all of the nominees prior to the scheduled committee meeting.
 - c. Each nominee will be ranked on a scale of 1-5 (a score of 1 is the best score)
 - d. The Screening Committee will review nominees based on information provided by rankings, discussion and information provided by the committee chairperson.
 - e. All nominees approved by the Screening Committee and forwarded to the Rating Committee, who are not selected by the board, will be retained in the "Hold for Future" consideration file. The nominee may receive future consideration by the Screening

Committee, unless the nominee is withdrawn by the respective chapter or individual athletic administrator. A nominee will be considered no more than three consecutive years but may be considered again after a one-year absence; however, the nominee must be re-nominated.

- f. The Screening Committee will decide one of three options for each nominee:
 1. Approved—send on to the Rating Committee
 2. Hold for Future Consideration—in most cases, this indicates that additional information and supportive material would be helpful for future consideration.
 3. Inactive—Nominee no longer considered for induction unless re-nominated after a one-year waiting period.
- g. A nominee will be approved and sent on to the Rating Committee if approved by two-thirds of the Screening Committee present.

Article V

Rating Committee

- Section 1 Membership** — The NYSAAA Hall of Fame Rating committee will:
- a. Consist of 5 members, one from each region of NYS as outlined above.
 - b. The committee will be selected by the NYSAAA Executive Director and remain anonymous to everyone, except the Executive Director.
 - c. The Executive Director will coordinate the Rating Committee process.
 - d. Members of the Rating Committee are eligible for nomination during the time they serve, but must abstain from the process if/when nominated.
- Section 2 Term of Office** — The Hall of Fame Rating Committee members will serve at the discretion of the Executive Director. Names of Rating committee members will be kept confidential.
- Section 3 Voting Procedures** — Rating Committee members will rate each candidate approved by the Screening Committee on a scale of 1-5, with 1 being the highest rating possible and 5 being the lowest rating possible. In the event of ties, a tie-breaker system will be used as follows: Among those tied, the individual with the most 1's will be ranked higher; if a tie still exists, the most 2's and so forth. Rating Committee members receive the same background information on the candidates as that provided by the Screening Committee. The results of the Rating Committee will be confidential and will be kept on file at the NYSAAA office.
- Section 4 Determination of Induction Class** — Using the ratings of the Rating

Committee, the Executive Board will make the selection of the candidates to be inducted into the Hall of Fame. Inductees will be announced following the final selection process and after the individuals have been contacted and indicate that they will be present at the induction ceremony. **The maximum number of inductees annually will be 12. Candidates not selected in their initial year, will be retained in a pool for future consideration up to 3 years. After three years, the candidate must be resubmitted and again go through the process.**

Article VI

Nominations

Section 1

Nominations/Criteria

Nominations for the NYSAAA Hall of Fame may be made by **individuals** who are **current NYSAAA and NIAAA members**. **Anyone may nominate one person annually.** Posthumous nominations will be accepted. Criteria for nomination are as follows:

- i. All nominees will be retired from secondary school athletic administration with **a minimum of 10 years as an athletic administrator** along with current membership in the NYSAAA. **(Nominee must be retired by April 15 of the year in which nominated – this may be waived by the screening committee for special circumstances)**
- ii. All nominees will have merited recognition and distinction in athletic administration and long term contributions to interscholastic athletics at the local, state and national level. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of state recognition for them to be considered. Longevity without significant accomplishments does not constitute appropriate credentials for the NYSAAA Hall of Fame consideration.
- iii. All nominees must have exhibited sustained superior performance throughout their career exemplifying the highest standards of ethical conduct, integrity, moral character, service, leadership and professionalism.
- iv. All nominees will be considered on the merits of their contributions and achievements within and to the NYSAAA and NIAAA.

Section 2 Submission of Nominations

- a. **Each Chapter** of the NYSAAA may annually nominate **one person** in each category.
- b. **Individual NYSAAA members** may nominate an individual.
- c. Nominees must have the endorsement of chapter representative or chapter's athletic administrator association president.
- d. Posthumous inductees will be represented by a family member.

Section 3 Submitting Form - The official nomination form is available from the NYSAAA via email from nysaaa1981@gmail.com and from chapter representatives. The form must be completed and emailed with appropriate support materials by December 1st of each year for a candidate to be considered for the following year's class.

Section 4 Requirements for Consideration – In addition to the Official Nomination Form, the following materials should be submitted for an individual to be considered for induction:

- a. **Nomination Form:** A completed nomination form.
- b. **Letters of Recommendation:** A maximum of two letters of recommendation may be included.
- c. **Support Material:** The total packet must not exceed four (4) pages. (The four pages are in addition to the nomination form and the two letters of recommendation).
- d. **Photograph** A 4" x 6" or 5" x 7" portrait style photograph should accompany the nomination form.

Section 5 All actions necessary to the selection process will remain confidential after the nomination form is received by the NYSAAA Executive Director.

Section 6 Inductees **must be present** at the Hall of Fame awards ceremony. If unable to attend, the inductee will be placed into the next year's induction ceremony.

Article VII The Alan Mallanda, CMAA Induction Ceremony

Section 1 The NYSAAA Alan Mallanda, CMAA Hall of Fame Induction Ceremony is held each year in conjunction with the State Athletic Administrators' Conference at the David Martens Awards Luncheon.

Section 2 When an individual who is selected for induction into the Hall of Fame cannot attend the current Induction Ceremony, that person will be offered the option of attending the following year's Induction Ceremony.

Section 3 The Alan Mallanda Hall of Fame Induction Ceremony will be conducted as a primary awards program of the annual state athletic directors conference to be held at the Awards Dinner (pending format in future years).

Article VIII

Award

Section 1 Crystal

Section 2 Lapel Pin

Section 3 Ring

Nomination Form is available via your Chapter Representative or on request.

After completion

Send to:

New York State Athletic Administrators Association

Dr. James Wright, Executive Director

33 Oakcrest Dr.

Huntington Sta., NY 11746

nysaaa1981@gmail.com



Article I **Name**

Article II	Purpose
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This recognition is one of the premier honors an interscholastic athletic administrator can receive from the NYSAAA for his/her contributions and accomplishments at the local, state and national level during their career as an athletic administrator in New York State.

Section 1 Nominations/Criteria
Nominations for the NYSAAA Wall of Honor may be made by individuals, leagues, sections or the Veteran AD's Committee who are **current NYSAAA members**. Posthumous nominations will be

accepted. Criteria for nomination are as follows:

- i. All nominees will be retired from secondary school athletic administration with **a minimum of 10 years as an athletic administrator** along with current membership in the NYSAAA (unless deceased)
- ii. All nominees will have merited recognition and distinction in athletic administration and long-term contributions to interscholastic athletics at the local, state and/or national level. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of state recognition for them to be considered. Longevity without significant achievements does not constitute appropriate credentials for the NYSAAA Wall of Honor consideration.
- iii. All nominees must have exhibited sustained superior performance throughout their career exemplifying the highest standards of ethical conduct, integrity, moral character, service, leadership and professionalism.
- iv. Nominations will be initiated or considered by the Veteran Athletic Administrators' Committee who will recommend no more than two individuals per year to the Executive Board for final approval.
- v. Once approved, the individual selected will be recognized at the next David Martens Awards Luncheon and on a special "Hall of Honor" recognition page on the NYSAAA website.
- vi. A framed certificate will be presented to the individual selected or a member of the immediate family.

Nomination Form is available via your Chapter Representative or on request.

Send to:
New York State Athletic Administrators Association
Dr. James Wright, Executive Director
33 Oakcrest Dr.
Huntington Sta., NY 11746
nysaaa1981@gmail.com



New York State Athletic Administrators Association, Inc.

Code of Ethics

Interscholastic athletics is an inherent part of the total education program for students in the secondary schools of New York State. Our athletic programs will be properly organized, administered, and conducted, to provide opportunities for students to participate in athletic activities which promote growth and development, teach social and recreational skills, and develop leadership qualities. These values are more rapidly attained when the program is founded upon the highest standards and ethical practices developed and adhered to by professional leaders in athletic administration.

As a professional educational leader, the interscholastic athletic administrator:

- *Organizes, administers, and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.*
- *Strives to maintain high ethical standards, sportsmanship, and professional conduct on the part of the administration, coaching staff, and student-athletes.*
- *Strives to enhance the professional status and effectiveness of the interscholastic athletic administrator towards excellence through participation in local, state, and national in-service programs.*
- *Ensures the civil and human rights of all individuals and upholds the principle of due process.*
- *Seeks to establish and maintain a comprehensive athletic program in a healthy and safe environment which encourages the maximum development of all participants, enhances academic achievement, and respects the dignity of the individual student-athlete.*
- *Fulfills professional responsibilities with honesty and integrity and upholds the honor of the profession in all relationships with students, colleagues, coaches, administrators, and community members.*
- *Exemplifies the highest moral character as a role model for students, colleagues, coaches, administrators, and parents.*
- *Develops and maintains policies and procedures regarding the chemical health of the student-athlete.*
- *Clarifies and promotes the positive values, goals, and objectives of the athletic program to school personnel, coaches, parents, students, and community.*
- *Utilizes the position to uphold and enhance the role of interscholastic athletics at the local, state, and national level for the development and benefit of all, rather than for personal gain or influence.*

Prepared by: NYSAAA Professional Development Committee

05.7 Aspiring AD, Mentoring, and Professional Development (AAMPD)

05.71 Statement of Purpose

To promote the professional growth and development of Athletic Administrators throughout New York State.

05.72 Job Description of Chairperson

- 05.721 Responsible for all activities of the professional development committee as well as ensuring that all activities are conducted in accordance with the policies of NYSAAA.
- 05.722 Be responsible for maintaining all committee activities within the guidelines of its objective and purpose.
- 05.723 Attend all representative board meetings.
- 05.724 Keep the board informed of all committee activities.
- 05.725 Conduct a minimum of one meeting at the State Conference.

05.73 Job Description of Co-Chairperson

- 05.731 Perform the duties of the chairperson upon his/her absence.
- 05.732 Record minutes of committee meetings.
- 05.733 Assist Chairperson in operation of Educational Initiatives Committee Chair as necessary.

05.74 Committee Responsibilities

- 05.741 Improve articulation of interscholastic athletics in the educational program.
- 05.742 Foster high standards of professional proficiency and ethics among high school athletic administrators.
- 05.743 Generate new concepts and ideas for the professional growth of interscholastic athletic administrators.

05.75 Conference Responsibilities

- 05.751 Conduct New AD's/First Timers Meeting.
- 05.752 Oversee the Larry "Sparky" Rector Drop-In Center at the annual conference.
- 05.753 Facilitate a conference orientation for new athletic administrators.
- 05.754 Organize & conduct Leadership Forum when scheduled

05.76 Code of Ethics

05.8 Hall of Fame & Screening Committee

05.81 Statement of Purpose

The Hall of Fame is organized as a means of recognizing interscholastic athletic administrators, promoting the vocation of athletic administration and preserving the heritage of the association and the profession.

05.82 Job Description of Chairperson

- 05.821 Conduct all meetings of the Hall of Fame Committee.
- 05.822 Maintain communications among committee members.
- 05.823 Set agenda for committee meetings.
- 05.824 Work with the committee to generate, monitor and review nominations. Communicate with Chapter HOF Committee Chairs, Section Executive Directors, Prior HOF Inductees, Chapter Reps, Committee Chairs to see nominations of worthy new inductees.
- 05.825 Report to the Representative Board on committee activities.
- 05.826 Lead the committee through the screening process and make recommendations to the Executive Director for moving selected nominees to the second level of the process.
- 05.827 Work closely with the Executive Director on timeline and deadlines for the induction of selected candidates into the Hall of Fame.
- 05.827 Help the Executive Director administer the Hall of Fame induction ceremony.

05.83 Responsibilities

- 05.831 Attend all meetings of the Hall of Fame Committee.
- 05.832 Be an integral part of the committee, taking an active role in all activities.
- 05.833 Generate, review and monitor the nomination process.
- 05.834 Facilitate the screening and the selection of candidates to move on to the next level.
- 05.835 Conduct conference calls as needed.

05.84 Responsibilities Directly to the Executive Director

- 05.841 Maintain direct and frequent communication.
- 05.842 Jointly establish deadline dates for the upcoming year in relation to the Hall of Fame Induction Ceremony, which includes nominations, screenings, selection and notification dates.

- 05.843 Jointly, pass on to the Executive Board, all recommendations for improving the entire process as necessary.

05.9 Resolutions

05.91 Statement of Purpose

To identify and research contemporary issues that impact education based athletics and athletic administration; to present topics to the Representative Board for authorization to write white papers or position statements; develop member surveys that will provide a statistical basis for a white paper or position resolution; to write white papers and/or position resolution that reflect the view of the NYSAA and athletic administrators for presentation to the Representative Board.

- 05.911 Develop resolutions on current issues which reflect feelings of athletic administrators on a statewide basis.
- 05.912 Develop legislative proposals that impact upon the regulations governing the administration of interscholastic athletics in New York State.

05.92 Responsibilities

- 05.921 Promote, solicit and respond to input for the need to develop resolutions.
- 05.922 Assist in developing position papers that provide appropriate direction for interscholastic athletic programs.
- 05.923 Evaluate whether the need for resolution is a state concern.
- 05.924 Draft proposed legislative action/resolution
- Submit to the chairperson of the Resolution Committee.
 - Voted on by committee.
 - Recommendation of committee sent to NYSAAA Executive Board for action. If it is vetoed, it is returned to the committee. If approved, the Executive Board will determine method of expedience.
 - Submit to the Representative Board at their annual conference meeting for endorsement.
 - In emergency situations, Executive Board will act on the resolution(s), with approval of the chairperson of the Resolution Committee

05.93 Resolutions/Position Papers (pages 58-68).

05.10 Membership Engagement & Outreach Coordinator

With Focus on Expanding Non-Traditional Membership

Position Overview:

Support statewide membership growth and engagement efforts. This role focuses not only on maintaining and recruiting traditional members (e.g., athletic directors, assistant ADs) but also on expanding outreach to non-traditional stakeholders such as superintendents, principals, and board of education members who are vital to the success of interscholastic athletics. The ideal candidate will be a passionate advocate for the NYSAAA mission and understand the power of cross-functional collaboration in educational leadership.

Key Responsibilities:

- **Traditional & Non-Traditional Membership Recruitment**
 - Identify and reach out to potential new members including athletic administrators, district leaders, and board members.
 - Develop and share targeted messaging that speaks to the value of NYSAAA membership for superintendents, central office staff, and board of education members.
 - Assist in organizing presentations, informational sessions, or one-on-one outreach to explain how NYSAAA supports strategic goals in student success, equity, and program development.
- **Member Retention & Experience**
 - Contribute to retention strategies that keep current members engaged through professional development, recognition, and leadership opportunities.
 - Offer guidance to new members on how to get involved with NYSAAA initiatives and maximize their benefits.
 - Foster an inclusive and welcoming environment for members from schools of all sizes and demographics.
- **Strategic Outreach & Collaboration**
 - Work closely with regional reps and NYSAAA leadership to ensure representation from all areas of the state—including rural, urban, and suburban districts.

- Coordinate efforts with various NYSAAA committees to align outreach with broader association goals.
- Identify and cultivate partnerships with educational organizations (e.g., NYSCOSS, NYSSBA) to strengthen outreach to non-traditional audiences.
- **Conference & Event Support**
 - Support membership-focused activities during the NYSAAA conference and regional events, such as new member welcome sessions, networking mixers, or executive outreach events.
 - Help organize or promote special sessions tailored to superintendents, principals, and board members highlighting the importance of interscholastic athletics and leadership support.
- **Data & Communications**
 - Assist in maintaining membership records, tracking outreach progress, and identifying target audiences.
 - Help draft or review communications (emails, newsletters, brochures) that promote NYSAAA membership and benefits, tailored for both traditional and non-traditional audiences.
 - Provide regular updates to the membership committee and offer recommendations for improving outreach effectiveness.

Preferred Skills & Attributes:

- Strong communication and relationship-building skills.
 - Experience in athletic administration, school leadership, or board governance preferred.
 - Comfortable with outreach, public speaking, and strategic messaging.
- Understanding of the educational ecosystem and the role of athletics in student achievement and school culture.
- Committed to the values of equity, access, and professional excellence in interscholastic athletics.

05.11 Veteran Athletic Administrators

05.11.1 Statement of Purpose

The veteran athletic administrator members (retired members) meeting is held each year in conjunction with the NYSAAA Conference for athletic directors. This group serves to support the NYSAAA and to utilize the expertise of the group to assist the NYSAAA in mentoring and new and current members in developing leadership skills necessary in their position, and based on best practices and their wealth of experience. The functions of the group are conducted throughout the NYSAAA Conference in group or workshop settings.

Some other functions of the group include administering raffles, assisting in the exhibit hall NYSAAA Booth, Drop-In Center and registration. Many are volunteers in helping the Executive Director run the conference.

Administer a **"Wall of Honor"**, established by the Executive Board to honor veteran (retired) NYS athletic administrators prior to 1981 up to present day. At the annual conference, this committee will meet and select two worthy candidates each year and submit to the Executive Board for approval. Approved candidates will be added to the (virtual) Wall of Honor in the following year at the annual conference David Martens Awards Luncheon. A virtual **"Wall of Honor"** will be maintained on the association website and updated annually.

05.12 State Coordinator for LTI

05.12.1 Statement of Purpose

This committee is responsible for administering the NIAAA Leadership Training professional development program within the state. This coordinating committee oversees all aspects of the program including implementation of the NIAAA curriculum; recruiting, training and evaluating teaching faculty. The Leadership Training Co-Chairs are responsible for overseeing the entire program of instruction under the supervision of the Professional Development Academy Chair.

05.12.2 Job Description of Chairperson

1. Responsible for all activities of the NIAAA Leadership Training Institute in NYS, as well as ensuring that all activities are conducted in accordance with the policies of the NIAAA.
2. Be responsible for maintaining all committee activities within the guidelines of its objectives and purpose.
3. Attend all Representative Board meetings.
4. Keep Representative Board members informed of all committee activities.
5. Conduct a meeting of the state committee at the annual conference.
6. Promote the LTI program throughout the state.

05.12.3 Job Description of the Co-Chairperson

1. Perform duties of the Chairperson in his/her absence.
2. Record minutes of committee meetings.
3. Assist the Chairperson in the operation of the LTI program as necessary.
4. Promote the LTI Program throughout the state.

05.12.4 Conference Responsibilities

1. Establish a schedule of courses to be conducted at the conference.
2. Establish a teaching schedule for all courses to be offered.
3. Order necessary course books and coordinate all activities with the NIAAA.
3. Administer registration and attendance procedures for all courses online.
4. Keep all records of students taking courses and submit lists to the NIAAA.
5. Keep all billing records, collect payments and forward to the Treasurer.

05.12.5 State Responsibilities and Activities

1. Establish a schedule of courses to be offered throughout the state.
2. Establish a teaching schedule for all courses to be offered.
3. Order necessary course books and coordinate all activities with the NIAAA.
3. Administer registration and attendance procedures for all courses offered.
4. Keep all records of students taking courses and submit lists to the NIAAA.
5. Keep all billing records, collect payments and forward to the Treasurer.
6. Attend, when feasible, all NIAAA State Coordinator meetings.

05.13 State Coordinator for Certification

05.13.1 Statement of Purpose

This committee oversees the various levels of the NIAAA Certification program, including administering the CAA exam, promoting NIAAA training of CAA test administrators, promoting professional development and recommending program policies and procedures to the Representative Board. Membership is limited to persons who have attained the CAA designation. The committee meets annually at the NYSAAA Conference for athletic directors. Committee members are responsible for committee work throughout the year in each of their respective chapters. More specifically:

1. To stimulate in-service training and professional growth.
2. To set standards of achievement and bring recognition and professional status to those who attain it.
3. To further establish the NIAAA/NYSAAA as a recognized authority and professional organization for interscholastic athletic administrators.

05.13.2 Job Description of Chairperson

1. Responsible for all activities of the Certification Committee, as well as ensuring that all activities are conducted in accordance with the policies and procedures of the NIAAA.
2. Attend all Representative Board Meetings.
3. Keep the Board informed on all committee activities.
4. Conduct a state committee meeting at the annual conference.
5. Have a minimum NIAAA Certification level of CMAA.

05.13.3 Job Description of the Co-Chairperson

1. Perform all duties of the Chairperson in his/her absence.
2. Record minutes of committee meetings.
3. Assist Chairperson in all operations of the Certification Committee throughout the state and at the annual conference.
4. Have a minimum NIAAA Certification level of CAA and working towards a CMAA

05.13.4 Conference Responsibilities

1. Conduct informational workshops on the certification process and NIAAA standards.
2. Conduct CAA Exam preparation workshop prior to the exam
3. Ensure all arrangements for conducting a CAA Exam at the conference are made, certified test proctors are assigned and oversee the administration of the exam.
4. Oversee the administration of the CAA Exam at the conference.

05.13.4 Other Responsibilities

1. Attend, when feasible, all NYSAAA State Coordinators' meetings
2. Insure that all test administrators possesses current NIAAA certification
3. Develop a list of exam dates and sites for the state and submit to the NIAAA in a timely manner.

05.14 Mentoring (A part of AAMPD)

05.14.1 Statement of Purpose

The purpose of developing a Mentoring program is two-fold. The program will identify new Athletic Administrators and give them the chance to gain valuable advice, develop communication skills, build their individual network, and to advance their careers. It also benefits the mentor as they learn new perspectives, advances their leadership skills, gain personal satisfaction. These relationships can only be seen as beneficial to not only the individual mentor and mentee but will create a consistent, thoughtful process to be used throughout New York State.

05.14.2 Job Description of Chairperson

1. Responsible for all activities of the Mentoring Committee, as well as ensuring that all activities are conducted in accordance with the policies and procedures of the NYSAAA.
2. Attend all Representative Board Meetings.
3. Keep the Board informed on all committee activities.
4. Conduct a state committee meeting at the annual conference.
5. Have a minimum NIAAA Certification level of CAA.
6. Have been an athletic administrator in NYS 5+ years
7. Versed in NYSPHSAA rules & regulations
8. Develop a contact list of AD's with 3 years or less experience through Chapter Reps and keep updated annually
9. Contribute articles for the newsletter informing new AD's and chapters about the program, information and updates
10. Create a brief presentation that introduces new AD's to the NYSAAA/NIAAA which includes opportunities for professional development
11. Research adjoining states for information about their programs and create a template for distribution to each chapter
12. Communicate with the Professional Development Chair and work with that person on fine tuning the Aspiring AD program
13. Develop a FAQ for new AD's to add to their tool kit using information from local boards and the NYSPHSAA
14. Schedule LTI classes for new AD's through the Associate Executive Director

05.14.3 Job Description of the Assistant Chairperson

1. Perform all duties of the Chairperson in his/her absence.
2. Record minutes of committee meetings.
3. Assist Chairperson in all operations of the Mentoring Committee throughout the state and at the annual conference.
4. Have a minimum NIAAA Certification level of CAA

05.14.4 Conference Responsibilities

1. Plan "New AD Meeting" at the annual conference and introduce them at the First General Session
2. Conduct informational workshops on programs available for new AD's or Aspiring AD's

05.14.5 Other Responsibilities

1. Attend, when feasible, all NYSAAA Rep. Board and Committee meetings
2. Communicate on a regular basis with all Chapter Reps
3. Provide a list to the Board of new AD's on a yearly basis
4. Establish a mentoring program statewide and within each Chapter/Region
5. Attend national conferences when feasible and participate in workshops relating to mentoring programs in other states and nationally
6. Contribute informative articles for the newsletter

05.15 Health, Physical Education & Wellness

Position Overview:

Support K–12 Health, Physical Education (PE), and Wellness initiatives. This role includes a key focus on shaping and supporting professional development workshops for our conference. Ideal for educators or professionals who want to make an impact on athletic director and student well-being and contribute to meaningful professional learning experiences.

Key Responsibilities:

- **Health & PE Program Support**

- Advocate for comprehensive and inclusive health and physical education practices across K–12 grade levels.
- Provide insight on age-appropriate wellness strategies, social-emotional learning, and physical activity integration.
- Promote best practices that align with state/national standards and current trends in student health and well-being.

- **Conference Workshop Development**

- Collaborate with the planning committee to identify timely, relevant topics for health, PE, and wellness workshops.
- Recommend K–12-focused presenters, facilitators, or panelists with expertise in areas such as SEL, trauma-informed teaching, fitness education, mental health, and inclusive practices.
- Review workshop proposals and contribute feedback to ensure content relevance and instructional value for K–12 educators.
- Suggest engaging and interactive formats for sessions to promote educator participation and practical application.

- **Team Collaboration**

- Participate in virtual and/or in-person planning meetings to share ideas and collaborate with fellow volunteers and organizers.
- Support efforts to ensure diverse voices and equitable representation in workshop content.
- Attend all Representative Board Meetings.
- Assist in developing promotional materials and outreach for Health, PE, and Wellness sessions.

- **Onsite Conference Support**

- Help facilitate logistics for workshop sessions (check-in, tech support, presenter assistance).
- Engage attendees and support workshop evaluations or follow-up discussions.
- Serve as a liaison for presenters and participants during Health, PE, and Wellness sessions.

HEALTH & WELLNESS PROGRAM DEVELOPMENT FOR ATHLETIC DIRECTORS (NEW)

Program Planning & Alignment

- Advocate for comprehensive K–12 health, PE, and wellness practices
Review state/national standards to align AD wellness goals
- Identify age-appropriate strategies supporting physical, mental, and social-emotional well-being

Workshop & Professional Development Leadership

- Collaborate with planning committees to identify relevant AD wellness topics
- Recommend presenters in areas such as SEL, trauma-informed practices, mental health, fitness education, and inclusive PE
- Review workshop proposals to ensure instructional value and practical application
- Suggest interactive formats that encourage engagement and hands-on learning

Program Implementation

- Develop AD-specific wellness initiatives (stress management, workload balance, self-care strategies)
- Support equity-driven approaches to health and wellness
- Assist in creating promotional materials for wellness sessions
- Participate in planning meetings to provide insight and coordination

Conference / Event Support

- Facilitate logistics for wellness workshops (check-in, tech setup, presenter support)
- Serve as liaison for presenters and participants during sessions
- Engage attendees and assist with session evaluations and follow-up

Preferred Skill Development (Self-Assessment)

- Strengthen AD knowledge of K–12 health & wellness frameworks
- Improve communication, collaboration, and organizational strategies
- Build awareness of current student and educator wellness challenges
- Reinforce commitment to equitable, student-centered practices

05.16 Quality Program Assessment & Conference Workshop Development

Position Overview:

Support initiatives centered on the National Interscholastic Athletic Administrators Association (NIAAA) Quality Program Assessment (QPA). This role includes providing insight and input into the development of professional learning workshops for our upcoming conference. The ideal candidate is passionate about continuous improvement in athletic administration and committed to advancing high-quality athletic programs.

Key Responsibilities:

- **Quality Program Assessment (QPA) Support**
 - Promote awareness and understanding of the NIAAA QPA tool among athletic administrators and school leaders.
 - Assist in encouraging the use of the QPA as a self-assessment and improvement tool for interscholastic athletic programs.
 - Provide support and resources to schools or individuals engaging in the QPA process.
 - Identify common areas of growth based on QPA findings to inform professional development topics.
- **Conference Workshop Development**
 - Collaborate with the planning committee to design workshops that support the standards and focus areas of the QPA.
 - Recommend and help recruit qualified presenters or panelists with expertise in athletic program evaluation, strategic planning, and continuous improvement.

- Provide feedback on workshop proposals and assist in aligning session content with QPA standards and the needs of athletic directors.
- Suggest interactive session formats (e.g., case studies, roundtables, working groups) that support hands-on learning and collaboration.
- **Collaboration & Engagement**
 - Participate in planning meetings (virtual or in-person) to share ideas, offer feedback, and align workshop content with organizational goals.
 - Collaborate with other volunteers and staff to promote a culture of excellence in athletic administration.
 - Assist in communicating workshop objectives and QPA-related resources to stakeholders before and during the conference.
- **Onsite Conference Support (Optional)**
 - Assist with workshop facilitation, presenter coordination, and participant engagement during the event.
 - Support the distribution and collection of session evaluations and feedback tools.
 - Serve as a point of contact for workshops related to QPA and athletic program improvement.

Preferred Skills & Attributes:

- Familiarity with the QPA framework and its application in athletic program evaluation.
- Experience in athletic administration, strategic planning, or school leadership.
- Strong communication, organization, and problem-solving skills.
- Commitment to the advancement of interscholastic athletics through professional development and continuous improvement.

05.17 Bridges Advocate & Conference Workshop Contributor

Position Overview:

This role will play a key part in shaping inclusive conversations and practices that consider the diversity of school communities—across different demographics, geographic regions (urban, suburban, rural), and school sizes or enrollment levels. In addition, the volunteer will help guide the development of relevant workshops for our upcoming conference.

Key Responsibilities:

- **Strategic Support**

- Ensure that efforts are sensitive to the challenges faced by schools of different sizes and geographic locations.

- **Conference Workshop Development**

- Collaborate with the planning committee to design conference workshops that elevate conversations and equip attendees with practical tools.
- Recommend diverse speakers and facilitators who can represent a range of perspectives—socioeconomic background, region, and role (e.g., student voice, community partners).
- Review and provide feedback on workshop proposals to ensure content reflects equity-centered thinking and inclusive language.
- Suggest engaging, discussion-based, or reflective formats that foster learning and empathy across differences.

- **Outreach & Representation**

- Support efforts to ensure conference content speaks to the realities of small, rural schools as well as large, urban districts.
- Help identify and address barriers that may prevent full participation from educators in under-resourced communities.
- Contribute to the development of messaging that welcomes all participants and celebrates school and community diversity.

- **Collaboration & Engagement**

- Participate in planning meetings and roundtables to share insights, support planning.

06. NIAAA - REPRESENTATION/RESPONSIBILITIES

06.1 Delegates

Selection of five delegates representing the NYSAAA to the NIAAA Delegate Assembly (annual meeting) each year will include:

06.11 NYSAAA President

06.12 NYSAAA Liaison to NIAAA

06.13 Three other NYSAAA members, selected by the NIAAA Liaison, who will be attending the National Conference

06.14 In the event that any of the designees cannot attend the National Conference, he/she will be replaced by another member as designated in Number 06.13.

All NYSAAA delegates to the NIAAA Delegate Assembly will attend the Section I caucus at the National Conference and hold a caucus prior to the Delegate Assembly to discuss issues being voted upon.

06.2 Section I

All NYSAAA Delegates will attend the Section I meeting at the National Conference. NYSAAA will send representatives to the spring Section I meeting (to be held in conjunction with a designated State Conference). They will include:

06.21 NYSAAA Executive Director

06.22 NYSAAA Liaison to the NIAAA

06.23 NYSAAA President

06.24 Any NIAAA Past President and/or Board Member

06.25 Any current Section I Representative

- 06.26 Any NYS candidate for the At-Large Position on the NIAAA Board
- 06.27 Any NYSAAA member that desires to attend at their own expense

06.3 Leadership

- 06.31 Selection of representatives to the NIAAA State President's Breakfast/Luncheon at the National Conference will include:
 - ☒ NYSAAA President
- 06.32 The Executive Board along with the Executive Director and NYSAAA Liaison to the NIAAA will be responsible for maintaining a current pool of members showing leadership potential for the state and national associations.

06.4 NYSAAA Liaison to the NIAAA

- 06.41 NYSAAA holds organizational membership in the NIAAA and will select one person from among its members to serve as their liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the state and the national association.
- 06.42 Duties and Responsibilities
 - Among the items of communications that will be processed through the NIAAA state liaison are:
 - ☒ Update information for the National Directory of State Athletic Administrators Associations (deadline for return is September 1).
 - ☒ Endorsements for candidates to the Board of Directors (deadline is June 1).
 - ☒ Selection of delegates and alternates for the Delegate Assembly (October).
 - ☒ Notification of state liaison meeting at National Conference (October).
 - ☒ Recommendations for committee appointments (December).
 - ☒ Membership promotional items.
 - ☒ Securing news items and articles for the IAA magazine.
 - ☒ Will attend the NIAAA State Liaison meeting at the National Conference.
 - ☒ Coordinates the selection process for the Student-Athlete/Scholar Essay Award.
 - ☒ Coordinates Dr. John Foley Professional Award.
 - ☒ Coordinates Otis Sennett Award of Excellence.
 - ☒ Coordinates NIAAA State Award of Merit.

06.43 State Liaison Meeting

1. The NIAAA will prepare a memorandum (under the Secretary-Treasurer's name) to send to each state liaison as a reminder of the state liaison meeting at the National Conference.
2. The Secretary-Treasurer will keep minutes of this meeting and submit a typewritten copy to the President by January 15.
3. The Secretary-Treasurer will correspond with states not represented at the meeting.
4. The Secretary-Treasurer will prepare the agenda with approval from the Board of Directors.

06.44 State Executive Directors Meetings

1. The NYSAAA Executive Director will be an active member in the National Executive Directors' Council, attend all meetings, and participate in all activities and functions whenever possible. The purpose of such council is as follows:
 - ☒ Work together for the common good of all state athletic director associations and their members.
 - ☒ Provide an efficient system for the exchange of ideas and expertise between state athletic director associations and the NIAAA/NFHS.
 - ☒ Promote national programs and initiatives with state organizations.
 - ☒ Provide guidance, direction and leadership for the position of executive director with other state associations
 - ☒ Plan for future growth of the council.
2. The Executive Director will keep the Executive Board and Representative Board informed of all activities and functions of the NEDC.

06.45 State Leadership Training Institute Coordinators

1. The President will appoint a State Leadership Training Institute Coordinator(s) (and assistant, if necessary to coordinate all activities and functions of the NIAAA Leadership Training Institute
2. within the state, and in conjunction with the NIAAA. This LTI Coordinator(s) is the gatekeeper of the LTI for the NYSAAA.
3. The responsibilities of the state LTI Coordinator(s) are:
 - ☒ Identify/recommend certified state presenters.
 - ☒ Assist in developing LTI presentation faculty.
 - ☒ Outline course offerings available in state.
 - ☒ Process all orders for LTI courses.
 - ☒ Communicate to national offices those who successfully complete LTI courses.
 - ☒ Keep records of state LTI course offerings and attendance.
 - ☒ Responsible for all financial aspects of offering the program.
 - ☒ Responsible for submitting annually to the national office the State Leadership Training sanctioning form.
4. State coordinators meet twice annually: once during the National Conference for High School Athletic Directors and again during a fall planning meeting.
5. The State LTI Coordinator(s) (and assistant) will meet the minimum requirements of (CAA) Certified Athletic Administrator. It is desirable that such a person become certified as a (CMAA) Certified Master of Athletic Administration.
6. The state LTI coordinator should work closely and communicate effectively with the state coordinator for Certification in planning for and implementation of both programs.

06.46 State Certification Coordinator

1. The President will appoint a State Certification Coordinator (and assistant), if necessary to coordinate all activities and functions of the NIAAA Certification Program within the state, and in conjunction with the NIAAA.
2. The State Certification Coordinator (and assistant) will meet minimum requirements of (CAA) Certified Athletic Administrator. It is desirable that such a person become certified as a (CMAA) Certified Master of Athletic Administration.
3. The State Certification Coordinator should work closely and communicate effectively with the State Leadership Training Program Coordinator(s) (and assistant) and the Educational Initiatives Committee Chair.
4. The responsibilities of the state coordinator include:
 - ☒ Communicate effectively the purpose, benefits and requirements of the NIAAA Certification Program
 - ☒ Promote the NIAAA Certification Program throughout the state
 - ☒ With the LTI Coordinator, develop calendars for the delivery of LTI Courses and the CAA Exam at the state level.
 - ☒ Submit the NIAAA Sanction forms for administering CAA Exams
 - ☒ Coordinate with Executive director to maintain records of all RAA, CAA and CMAA persons throughout the state
 - ☒ Register CAA Test Administrators with the NIAAA and assign as necessary to test sites. Oversee and coordinate the administration of all CAA Exams throughout the state.

07. ANNUAL MEETING

07.1 The association will conduct an annual meeting in conjunction with the State Conference.

07.11 Agenda - items will include, but not be limited to:

- Introduction of Representative Board (by President)
- Treasurer's financial report
- Report of the actions taken at the Exec. & Rep. Board Mtgs.
- President's report - Year in review
- Passing the gavel
- Presentation of President's Plaque to Outgoing President
- Incoming President's Comments on Upcoming Year
- Presentation of special commendations and other awards
- Announcements (Incoming President)
- Conference gifts, Chapter door prizes and raffles

08. LEADERSHIP DEVELOPMENT

08.1 Orientation Meetings

08.11 The immediate Past-President is responsible for the orientation of the new Vice President.

08.12 The President Elect, the State Coordinators and Committee Chairs are responsible for the orientation of all of the new board members, chapter representatives and committee chairs, with the assistance of the Vice President and Secretary at the fall meeting and conference

- meeting.
- 08.13 The Secretary is the Board liaison to the chapter representatives and committee chairs throughout the year for communication and follow-through on responsibilities. Individual committees will be responsible for contact with Chapter Representatives and the various chapter committee representatives regarding the specific role of that committee. State Coordinators (2) will be responsible for LTI and Certification.
- 08.14 The Vice President assists the Secretary as Board liaison to the Committee Chairs throughout the year for communication and follow-through on responsibilities.
- 08.15 All new members will be provided the History and Development of the NYSAAA and be required to review the P.O.P. Manual IN ADVANCE of the orientation session. (Current P.O.P. Manual is posted on website and on Google Drive)

08.2 Agenda Items/Topics

- 08.21 NYSAAA Inception History
Purpose of Association
Organizing Committee
How Association was First Established
Elections
NYSAAA Newsletter
- 08.22 Selection of Logo
Terms of Office
Development of Awards Program
- 08.23 Chapter Representatives
Officers from Board - rationale
Tax Exempt Status
Membership Benefits/Services
Relationship of NYSAAA to National Federation & NIAAA
- 08.24 Vice President & President-Elect
Committee Structure
Job Descriptions
NIAAA Liaison
- 08.25 P.O.P. Manual
Resolutions
Leadership Development
Purposes of Association as Guide for Decision-Making

08.3 Time

It is recommended that a minimum of forty-five (45) minutes be scheduled for

the orientation meeting.

09. PAST PRESIDENTS' NOMINATING COMMITTEE

The Past Presidents' Nominating Committee for the election of Vice President will consist of the immediate Past President acting as chairperson, and the two most recent and available Past Presidents prior to him/her.

09.1 Process

Each candidate eligible to be elected as the Vice President will be contacted by the immediate Past President to assess interest in being considered for the position.

Because the election will take place during the annual conference meeting of the Representative Board:

- 09.11 Each interested candidate will submit a letter of interest/application expressing their desire to be considered and complete an application form, along with a resume and letter of support from their Superintendent of Schools.
- 09.12 All eligible and interested candidates will be scheduled for an interview prior to the Representative Board meeting at the Conference.
- 09.13 Each member of the Nominating Committee will be assigned questions to ask each candidate.
- 09.14 The election will take place during the conference Representative Board meeting. The nominating Committee will present at least one and no more than two names. Background information, as well as a rank of the nominees, will be available if requested.

09.2 Recommended Questions

- 09.21 Review your leadership experiences at the local, state and national levels. Do not include your NYSAAA/NIAAA involvement.
- 09.22 Review your involvement and previous commitment to the NYSAAA/NIAAA (committees, speaker, knowledge, etc.).
- 09.23 Why do you want to be President? What personal characteristics do

- 09.24 you possess that would make a professional and effective President?
09.24 What is your vision for this association?
09.25 How would you improve the effectiveness of this association?
09.26 What unique qualities do you bring to the association?

10. REPRESENTATION/RELATIONSHIPS

- 10.1 Any individual, other than members of the Representative Board, must have the approval of the Executive Director and/or the President before officially representing the NYSAAA on any committee, organization or social media platform outside of the association. Any individual falsely representing themselves without permission of the Executive Board may forfeit membership in the Association by vote of the Executive Board.

10.2 Affiliation

- New York State Education Department
- New York State Public High School Athletic Association
- National Interscholastic Athletic Administrators Association
- National Executive Directors Council
- CHSAA
- Other Administrator Associations

10.3 Professional

- New York State Coaches Association
- National Federation Coaches Association
- New York State Council of Administrators
- New York State Council of Educational Associations
- National Federation Interscholastic Officials
- New York State Public High School Athletic Association

11. ENDORSEMENTS

11.1 Policy

The NYSAAA will not endorse one individual, group or organization over another outside the affiliate family.

11.11 Forms of recognition, such as certificates or plaques in exchange for corporate sponsorship will not be considered an endorsement of a particular product, since such recognition is a result of direct support of the NYSAAA.

11.12 Corporate sponsorships will not detract or cause the NYSAAA to lose sight of the purpose of the association as stated in the bylaws.

11.2 Membership Lists

The NYSAAA membership list or conference attendee list may be given at the discretion of the Executive Director.

11.3 NYSAAA Logo

Any use of the NYSAAA Logo must have the expressed written authorization of the NYSAAA President and/or the Executive Director.

12. FINANCES

12.1 Financial Reports

Detailed financial reports will be prepared by the treasurer of the NYSAAA and presented to the Executive and Representative Boards at board meetings. A summary financial report will be given at the annual meeting during the conference. Each year, the Treasurer, with the assistance of the Executive Director and the Business Manager, will submit all financial income/expenses to a CPA for an annual audit of the association's finances.

12.2 Budgets

- 12.21 The Finance Committee will consist of the Treasurer, Executive Director, Associate Executive Director, President Elect, Business Manager, and one nominee from the Rep. Board
- 12.22 The association budget will include only items that are necessary to carry out the business of the association.
- 12.23 The Executive Board will approve any expenses not included in the annual budget.
- 12.24 In case of emergencies or time deadlines, the Finance Committee is empowered to approve additional expenditures.

12.3 Credit Cards

The Business Manager and Executive Director will each have a credit card.

- 12.4 The NYSAAA is incorporated in the state of New York under the provisions of being a not for profit and tax exempted organization. As such the association provides a W-9 form upon request with Employer Identification Number, or a NYS Tax Exempt certificate with tax exempt number. These may be requested from the Executive Director, Treasurer and/or Conference Registrar.

Internal Revenue Service

Department of the Treasury

District
Director

35 Tillary St., Brooklyn, NY 11201

Date: APR 14 1992

New York State
Athletic Administrators
Association, Inc.
17 Berkley Drive
Port Chester, NY
10573-1499

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 780-4501
EIN: 22-2536899

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of New York State Athletic Administrators Association, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked, or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,


Patricia Holub
Manager, Customer
Service Unit

Name of Organization: New York State Athletic
Administrators Association, Inc.

Date of Exemption Letter: March 1988

Exemption granted pursuant to section 501(c)(3) of the
Internal Revenue Code.

Foundation Classification (if applicable): Not a private
foundation as you are an organization described in sections
509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

UNITED STATES POSTAL SERVICE
Memphis, TN 38165-9599

12/20/2000

Authorization No. 0734313-LRB

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

NEW YORK STATE ATHLETIC ADMINISTRATORS
ASSOCIATION
1718 PINNACLE RD
ELHIRA, NY 14905-1223

Dear Postal Customer:

Your application for Nonprofit Standard Mail rate mailing privileges has been approved. Effective 12/04/2000, your organization is authorized to mail at the Nonprofit Standard Mail rates at ELMHRA, NY 14901.

Everything you present for mailing under this authorization must be prepared in accordance with the postal regulations that govern this class of mail. Therefore, please note the following requirements, as specified in E670.6 of the Domestic Mail Manual:

All matter mailed at the Nonprofit Standard Mail rates must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the mailpiece bears any name and return address, it must be that of the authorized nonprofit organization.

This authorization does not extend to mailings made at post offices other than the one named above. Also, please note that under E670.5 of the Domestic Mail Manual, your organization is authorized to mail only its own matter at these rates. You may not delegate or lend the use of your Nonprofit Standard Mail authorization to any other person or organization. Doing so could result in the revocation of your authorization.

Prior to your first mailing, please contact the above-named post office to ensure all applicable fees are paid. Additionally, you must mail under this authorization at least once every two years. Unless you do so, your Nonprofit Standard Mail rate authorization will be revoked for nonuse.

If you have not already done so, please contact the post office named above to discuss entry of your mail under this authorization.

PLEASE CITE YOUR AUTHORIZATION NUMBER AS GIVEN ABOVE IN ALL FUTURE CORRESPONDENCE WITH US, INCLUDING REQUESTS FOR ADDITIONAL MAILING POINTS.

Thank you for your business.

Sincerely,

Edward Walker

Edward S. Walker
Manager
Rates and Classification Service Center

13. CORPORATE/CONTRIBUTING SPONSORSHIPS

- 13.1 When seeking or reviewing offers of corporate assistance of any kind from the private sector, such assistance will be a benefit to the entire association.
- 13.2 Such assistance will not detract or cause the NYSAAA to lose sight of the purpose of the association as stated in the bylaws.
- 13.3 All guidelines for corporate sponsorships will be established and administered by the Executive Board.
- 13.4 All Corporate Sponsorships will be administered and negotiated by the Executive Director or Director of Corporate Sponsorship after being reviewed by the Treasurer.

14. CONFERENCE

In conjunction with Associate Executive Director and/or Executive Director

14.1 Conference Program/Planning Committee

- ☒ Be familiar with all the function rooms in the hotel and conference center, size of each, and number needed to facilitate seminar sessions.
- ☒ Be familiar with the exhibit area, size of booths and number of exhibitors.
- ☒ Identify the number of breakout rooms for seminars.
- ☒ Identify large meeting rooms for general sessions.
- ☒ Identify locations & size of rooms for all meal functions.
- ☒ Identify registration area and conference headquarters.
- ☒ Coordinate times for general sessions, annual meetings and other group functions.
- ☒ Coordinate times for exhibitors set up, break times and drawings.
- ☒ Coordinate conference registration times.
- ☒ Assign a person or persons to oversee each of the following conference activities:
 - ☒ Meal Program Functions, Speakers, Awards and Table Seating
 - ☒ On Site Registration – Pre Registration Packets
 - ☒ Audio Visual Aids – Coordinate schedules with speakers/rooms and AV supplier
 - ☒ Floor Manager – Oversees all seminar meetings, signage, speakers, room assignments, A.V., etc. Assign someone to distribute signs for all seminar sessions
 - ☒ Transportation – Arrangements, if needed
 - ☒ Door Prizes and Drawings – All door prizes, raffles and drawings (exhibit hall and annual meeting.
 - ☒ Coordination of photography & video for all conference functions
 - ☒ Facilitation of Awards Programs & Receptions
 - ☒ Security – function of Conference Exhibit Chairperson

14.11 President

- ☒ Work with the Associate Executive Director, Executive Director, Conference Registrar and conference chairperson on budget and expenditures for the conference.
- ☒ Assist with seating arrangements for the reserved tables for all meal functions.
- ☒ Identify with the program chairperson, a list of all NYSAAA Conference meetings, including representative board meeting, state committee meetings, leadership breakfast and annual meeting.
- ☒ Work closely with the program chairperson and conference committee in the overall development of the conference.
- ☒ Secure master of ceremonies, national anthem and invocation for all meal functions.
- ☒ Prepare and plan for the annual meeting
- ☒ Select a person to oversee the President's reception, Hall of Fame reception and all other hospitality functions.
- ☒ Plan, with the President-elect, a schedule for formal and informal meetings for a smooth transition.
- ☒ Work with the President-elect in planning the awards programs.
- ☒ Assist in preparing banquet & luncheon programs.

14.12 President-Elect (with Awards Chair)

- ☒ Responsible for overseeing the annual Awards Banquet and Luncheon.
- ☒ Introduce award recipients (unless Emcee is doing it)
- ☒ Assist the Conference Registrar in preparing banquet & luncheon programs.
- ☒ Plan to meet with the President and Vice President for the smooth transition.

14.13 Executive Director and Associate Executive Director

- ☒ Assist conference program and planning team as needed to develop a comprehensive conference plan, and provide guidance and parameters needed.

14.2 Conference Operations

14.21 Executive Director and Associate Executive Director will ensure the following.

- ☒ On-site registration, meal functions, audio visual aids, transportation, security, hospitality, seminar signs, floor manager, spouse program
- ☒ Assigning of seminar rooms, audio visual needs and putting the final touches on the conference.
- ☒ Establish timelines for conference preparation with the President and conference program chair.
- ☒ Work with the conference site and Convention and Visitors Bureau.
- ☒ Work with all committee chairpersons on specific areas of their conference responsibility.
- ☒ Work with the President and conference registrar on budget and

conference expenses.

- ☒ Conference awards banquet, luncheon and hall of fame functions.
- ☒ Coordinate volunteer functions.

14.22 Program Chairperson

- ☒ Develop necessary seminars with speakers for conferences.
- ☒ Prepare the final program for the conference and submit it for printing and distribution (pre conference information).
- ☒ Secure moderators and presiders for all seminars.
- ☒ Develop a program with necessary room arrangements and set-ups, and submit this information to the Executive Director for assignment.
- ☒ Prepare and submit to the audio visual chair the AV needs for all seminars, to review with the Executive Director.
- ☒ Submit names of speakers and guests, with arrival and departure times, to the Executive Director with requirements for hotel accommodations, meals and transportation needed. Note: transportation, meals and accommodations are only provided to speakers and guests who are not actively involved in Athletic Administration.
- ☒ All athletic administrators are required to register for the conference (speakers, moderators, volunteers, etc.).
- ☒ Secure at least two people to help set-up and troubleshoot at the conference.
- ☒ Make sure rooms are set, make sure meetings start and end on time, make available a count of seminar attendance, help with AV needs and help in general with the overall operations of the conference.

Note:

- *Give some time and thought before making assignments, we need people that we can count on and who will deliver.*
- *Need a chairperson for all the above with a committee of people to work under their supervision.*

14.23

Job Description of NYSAAA Conference Registrar

Pre-Registration:

- The Executive Director will determine conference registration fees.
- Assist in preparing and updating online registration
- Invoice all purchase orders and claims.
- Deposit registration fees.
- Deposit membership dues fees.
- Order name badges and holders for all attendees and exhibitors.

Prior to Conference:

- Prepare envelope labels and packets for conference attendees.
- Prepare name badges for the same.
- Check to make sure all registrants are NYSAAA members.
- Check to make sure all award recipients are NYSAAA members.
- Provide for exhibitors a listing of all conference athletic directors.
- Provide listing of all conference registrants/attendees upon request.
- Prepare envelope labels and packets for exhibitors.
- Prepare name badges for exhibitors.
- Design/layout and printing of the conference program and banquet programs.
(this is done additionally, this is not required of the Conference Registrar).

Conference Site:

- Assist in assembling registration materials immediately prior to registration.
- Supervise registration process at conference.
- Provide on-site registration forms, badges, envelopes, etc.
- Provide receipts for fees upon request.
- Be on call for issuing payments, registering attendees as needed at conference and any other clerical work needed.

Following Conference:

- Update attendance records.
- Refund registration fees as appropriate.
- Deposit all monies.
- Deposit exhibitor fees, dues, registration fees, and donations.
- Pay all approved conference expenses.
- Maintain a bank account and all records.
- Provide a conference financial report to include revenue, expenditures, and balance. Also provide detailed breakdown of revenue and expenditures.
- Provide records as requested for annual audit.
- Prepare a financial report.
- Transfer net gain from conference to NYSAAA treasury.

Updated/Revised October 2025

**Job Description of
NYSAAA Conference Exhibit Coordinator**

1. The Conference Exhibit Coordinator is a stipend position that reports directly to the Executive Director of the NYSAAA.
2. Prepare electronic mailings for the current exhibitors, first mailing to be in August, second in October, and third in January.
3. All payments/checks received and expenses to be paid, will be submitted to the conference registrar on a timely basis.
4. Physically inspect the site and set floor plans with the site administrators and the drayage company.
5. Communicate and work with the Executive Director on all necessary items, including insurance and security.
6. Maintain a current database of exhibitors and potential exhibitors.
7. Mail confirmation letter/receipt to each exhibitor as they pay, and maintain an accounting in the database of income/expenses.
8. Sort the database for potential 5/10+ year award winners. Have the President sign the awards and have them printed. Order plaques to present to award winners.
9. Order the special exhibitor door prize (i.e. camera, TV, etc.)
10. Send a list of exhibitors to the drayage company for their mailing, at least 30 days prior to the conference, and keep them updated on additions/corrections prior to the conference.
11. Assign the booths to the exhibitors, using care not to place two alike near each other, and keep the electrical sites close.
12. Send this list to the drayage company for booth signs and numbers.
13. Make a list of alpha and numeric booth assignments, along with a computer generated floor plan. Give a copy to each registrant, and also submit to the Executive Director.
14. Check on-site for the following: refreshments, door prize drum(s), PA system, registration table and signs.
15. Set up on-site registration and check in area for exhibitors to check in upon arrival.
16. Be available on-site during all exhibit hall hours and maintain communication with the Executive Director as needed.
17. Print a list of those giving door prizes for the door prize committee.
18. Make arrangements for hall security during hours that the exhibit hall is not open, as well as open hours.
19. Present exhibitor awards at times that a majority of conference attendees will be present.
20. Be prepared to make adjustments on the move, because everything will not go according to plans.
21. Be visible and available during final hours of the exhibit hall and make sure exhibitors do not leave early without your express permission and extenuating circumstances.

14.25 Conference Floor Manager

- ☒ Work with the program chair to set up all seminar meeting rooms.
- ☒ Make sure all meeting rooms are set up as requested.
- ☒ Put up seminar signs at the appropriate time.
- ☒ Assure AV equipment is set up and returned to the office.
- ☒ Make sure moderators and presiders arrive at least 10 min. prior to starting time.
- ☒ Make sure meetings start and finish on time.
- ☒ Provide moderators/presiders with speaker gifts to present at the conclusion of the session.
- ☒ Get a count on session attendance.
- ☒ Make sure all evaluations are completed and returned.
- ☒ Follow up with the moderator on evaluation and room count.
- ☒ Help out in any difficult situations.

14.26 Meal Function Chairperson

- ☒ Form a committee as needed.
- ☒ Identify meal functions sponsored by the conference.
- ☒ Identify master of ceremonies, invocator, national anthem arrangement, speakers and presenters for each function.
- ☒ Work with the Executive Director and/or Associate Executive Director on table arrangements, and set up the American Flag, NYSAAA banner, microphone, podium, flowers, and lighting if necessary.
- ☒ Supervise & facilitate table arrangements for award recipients, spouses, conference planners and special guests, for each meal function.
- ☒ Assist Awards Chair in assembling award recipients for each awards function 15 minutes prior to start for grand entry & introductions.
- ☒ Assist with the assembly of award winners 30 minutes prior to awards functions for pictures.
- ☒ Place seating cards at reserved tables for each meal function as needed.
- ☒ Arrange for ticket collectors (4) at all meal functions

14.27 President's Reception

- ☒ Work with Executive Director/Associate Executive Director on invitations for all Chapter Award and Hall of Fame recipients and guests.
- ☒ Submit list to Executive Director/Associate Director, with names and addresses of all invitations to be sent.
- ☒ Assist with placing flowers on all awards recipients.
- ☒ Assist with the identification of all award recipients and assembly for photographs.

14.28 Photographer

- The association will reimburse for any costs.
- General coverage of the conference.

- Exhibit area candid.
- Main speakers; guest speakers.
- Provide access to photographs taken.



New York State Athletic Administrators Association

ANNUAL NYSAAA CONFERENCE PHOTOGRAPHER RESPONSIBILITIES:

Day 1:

- Arrival by 3 pm desirable
- Evening dinner with conference planners

Day 2:

- Random Photos of LTC's (morning & afternoon), Registration, Gallery and action shots of attendees (afternoon)
- Executive Board Lunch Meeting in the Boardroom at noon.
- General Session Photos of speakers, etc.
- Exhibit Hall Festival – Random photos through the exhibit hall, with vendors and attendees.

Day 3:

- Chapter Reps. Meetings: High Rock 7:30-9:00 am
- General Sessions Speakers & Workshops through day
- Conference Registration & Triple A Shoppe
- Random Photos in Exhibit Hall, Lobby & Gallery throughout the day
- 9:00 am Hall of Fame Committee in **Board Room**
- 1:30 Representative Board Meeting – a couple shots
- 4:30 pm Award Recipients Photo Shoot (only Award winners & Immediate Family (no group photos) **WHITNEY**
- 5:30 pm President's Reception – **High Rock**
- 6:30 pm **Group Photos** of all Chapter Award Recipients and Special Award Recipients
- 7:30 **Award Banquet** – **Saratoga Ballroom** - Action shots of Award Recipients receiving awards at banquet

- **Day 4:**
- All day – General Sessions & workshop sessions, random photos
- 10:30-11:30 HOF Reception (**Alabama/Travers**) – Individual/family photos, group photo
- 10:30-11:30 - HOF Individual Photos of Inductees with immediate family only - **WHITNEY**
- 11:45 am - Luncheon Saratoga 2/3 – Group shot of Apple Award Recipients, Individual shots of HOF Recipients being presented.
- 1:30-3:30 Third & Fourth General Session in **Saratoga 1**
- Annual Meeting: Exchange of the Gavel & presentation of President's Plaque, Random photos including chapter door prizes and raffles – **Saratoga 1**
- 4:30 pm Conference Ends



14.31

I. Conference Program Planning Team

- Executive Director & Associate Executive Director
- President & President Elect
- Conference Program Chair
- Conference Registrar
- Exhibits Manager
- Individual Committee Chairs

II. Conference Committees

- ☒ Program Planners
- ☒ Conference Gift & Corporate Sponsors
- ☒ Floor Manager
- ☒ Hospitality, Door Prizes & Drawings
- ☒ President's Reception
- ☒ Meal Functions & Meal Tickets
- ☒ Technology & AV
- ☒ Registration, Exhibit Hall and Clothing Shoppe set up & take down

III. Conference Roles & Responsibilities

- ☒ See P.O.P. Manual – Conference (Responsibilities) Section 14
- ☒ See Conference Responsibilities Chart
- ☒ Conference Planners & Volunteers Schedule

NYSAAA EXECUTIVE DIRECTOR & ASSOCIATE EXECUTIVE DIRECTOR

CONFERENCE CHECKLIST

YEAR_____

| | | | |
|-------|-----------------------|-------|----------------------|
| _____ | Hotel Contract | _____ | Banquet Event Orders |
| _____ | Speaker Gifts | _____ | Annual Mtg. Gift |
| _____ | Conference Gift | _____ | Registration Items |
| _____ | Banquet Favor | _____ | Pins |
| _____ | Comp. Room List | _____ | Conf. Program |
| _____ | President's Plaque | _____ | Thank You Plaques |
| _____ | Award Plaques | _____ | Apple Awards |
| _____ | Sennett Award | _____ | State Award of Merit |
| _____ | CAA Test | _____ | Volunteer List |
| _____ | Drop In Center | _____ | President's Ring |
| _____ | Past Pres. Watch | _____ | Board Watches |
| _____ | Triple A Shoppe | _____ | Foley Award |
| _____ | Member Info/Inserts | _____ | NF/NIAAA Inserts |
| _____ | Annual Mtg Agenda | _____ | Exec Comm Agenda |
| _____ | Rep. Board Mtg Agenda | _____ | Exec Dir Report |
| _____ | ED Conf Announcements | _____ | Banquet Programs |
| _____ | Banners | _____ | Poster Boards |
| _____ | Festival Gifts | _____ | Handbooks |
| _____ | LTI Courses | _____ | Committee Signs |
| _____ | Scholar Athlete | _____ | Strip Tickets |

Appendix A

Historical Perspective of the New York State Athletic Administrators Association, Inc.

The National Federation began sponsoring conferences for athletic administrators in the early 1970's. In the middle 70's a few New York State athletic administrators began to attend these national meetings. While at these meetings several New York State athletic administrators knew that the purpose and objectives of the national conference would certainly fit well in New York State.

In the spring of **1981**, Dave Martens hosted a preliminary meeting of: Otis Sennett, Don Distin, Mason Morenus, Max Lederer and a couple of other athletic directors in Dave's office. This was the first attempt to discuss the formation of the NYSAAA, an association organized by and for athletic administrators. Other meetings were conducted and the NYSAAA was encouraged to proceed by the Council of Administrators, a section of the NYS AHPERD. The National Federation's organization was used as the organizational model. Directors in each of the NYSPHSAA were selected to represent their area.

The first official organizational meeting of the new association was held at the Howard Johnson's Hotel/restaurant in Binghamton, NY on **October 13, 1981**. Eight people (Dave Martens, Otis Sennett, Alan Mallanda, Bernie O'Brien, Mason Morenus, Joe Farrell, Don Distin and Bob Douglas) contributed \$10.00 each at a meeting in Binghamton and Bernie O'Brien began the treasury. Officers were elected. Dave Martens, President, Don Distin, Past President, and Bernie O'Brien, Treasurer.

The first NYSAAA conference was held in Liverpool, near Syracuse, in March of **1983** and 190 were in attendance. Otis Sennett served as program chairperson and reservation chair. Steve Karbon of Minneapolis, MN, was the exhibit and meal chairperson (he obtained 27 exhibitors). Dave Martens, as president, was an "awful worry wart". Otis kept telling Dave not to worry because he (Otis) would take care of it. Dave's reply to Otis was, "That's what worries me, you're taking care of it."

In **1984**, Bob Douglas was president for the conference in Tarrytown, NY, and had secured some corporate sponsorship from the New York Mets and the Yankees, thanks to George Steinbrenner. Dave Martens also secured corporate sponsorship from Champion Products and Eastman Kodak. Roy O'Neill and Chapter 1 were conference planners in 1984. David Martens took over as the 5th NIAAA President, the first from NYS.

In **1985**, Bob Ryan was the new president and the third conference was held in Saratoga Springs, NY. Jack Rentz and Ray Waldron were program chair and host and the association was off to the races. The executive committee removed Steve Karbon from the conference and turned the exhibit chair to Otis Sennett with assistance from John McCleery. There were 70 exhibits sold. Our treasury really started to grow. "Excellence in Athletics" was the conference theme.

In 1986, Roy O'Neill was president and the conference was held in Rochester, NY. There were 94 exhibitors in attendance. During this period in the association's history, it was decided after long discussions and deliberation and due to philosophical differences, the association

representative board, after input from the grass root, decided that we would incorporate as a not-for-profit organization. Jack McCleery and Bill Guerrera were conference planners. "Athletics, the Other Half of Education" was the conference theme.

In **1987**, Alan Mallanda was president and the conference theme was "Academics and Athletics, Excellence in Education." The association approved the hiring of an Executive Director. Past President, Roy O'Neill, was selected. It was the association's first conference at the Concord Hotel. Paul Munley and Dean Ouderkirk were the conference planners.

In **1988**, Jack McCleery was president and our conference was at the Rye Town Hilton. One of the guests was Tom Frederick (now deceased) of the National Federation staff and the architect of the National Athletic Administrators Association's conference. Rod Mergardt and Robert Bayer were the conference planners. The conference theme was "Making a Commitment to Excellence in Athletics."

In **1989**, the conference returned to Saratoga Springs for the second time. Bob Sullivan was president and John Foley and Ray Waldron were conference planners. During Bob's tenure as president, the voucher system and finance committee was approved. It gave the association a system of checks and balances. Bob encouraged the association to join the New York Council of Educational Associations. The conference theme was "At the Threshold of the Nineties."

In **1990**, Bill Guerrera was president and the conference was held in Niagara Falls. Doug Westcott and Jim Trampert were conference planners. The association welcomed Catherine Gallagher as our new Conference registrar and treasurer. Jack Cashman accepted the conference exhibits chair. The conference theme was "Working Together to Shape the Future of Athletics."

We returned to the Concord Hotel in **1991** for the second time. Jim Runyan was president and Tom Skidmore and Roger Myers were the conference planners. The theme was "Managing the Job." Under the direction of President Runyan, Tom Skidmore put together the "Handbook for Athletics" for the New York State Athletic Administrators Association. Then and now, a must for every athletic director in the State.

In **1992**, we held our conference in Saratoga Springs with Paul Harrison as president. The theme was "First and Ten." It was our 10th conference. Mason Morenus and Ray Waldron were the conference planners. The association honored those exhibitors in attendance for 10 years. The austerity budget is growing strong as a major issue in the state.

In **1993**, Doug Prato took over as president and challenged all athletic administrators in New York to "Sending the Right Message." "Project Model" was developed as a positive Public Relations Program was established. The "Project" found its way to Section I of the NIAAA. It was well received in the New England states. "Sending the Right Messages" was the conference theme and Don Webster and Ray Waldron were the conference planners. Alan Mallanda, CAA takes over as the 14th NIAAA President, the second from NYS.

In **1994**, Howard Meyer as president facilitated two representative board meetings to establish long and short range goals and provide the future direction of NYSAAA. Our conference was in Saratoga and our theme was "Strong in Tradition with a Vision for Tomorrow." Jack McCleery

and Richard English were conference planners. The professional development of athletic administrators was now at the forefront of the association.

In **1995**, the conference moved to the Hotel Syracuse. Our president, Tom Skidmore's theme was "Working Together We Can Make a Difference." The workshops provided a variety of ideas that may help you to better manage your position. Under the direction of Lloyd Mott and the resolutions committee they promoted bills to include interscholastic athletics in contingency budgets. Ron Grastorf and Roger Myers were conference planners.

In **1996**, Jim Rishe had the entire conference constructed around the conference theme, "The Ties that Bind Us are the Values We Teach." As administrators, we have a responsibility to teach good values of citizenship and sportsmanship. Rickey Bearor and Paul Harrica were conference planners.

In **1997**, Dennis Fries was the association's 15th president. "Character and Citizenship, the Cornerstones of Athletic Competition" was the theme of the conference. The mentoring program was expanded during Dennis' tenure. Howard Meyer continued to seek out, encourage and mentor from the organization of tomorrow's leaders, thereby better utilizing the abilities and skills of our membership and ensuring the continued strength of our organization. John Pelin and Rich Kaplun were conference planners.

The **1998** conference was held in Albany. Jim Trampert was the association's president and the theme was "Setting the Athletic Stage to Meet Life's Other Challenges." Pat Burke and Brett Banker were the conference planners. Roger Brown picked up the ball from Lloyd on the contingency budget. Our thank you reception with the legislators at the conference was well attended. Jim heard that the bill had passed while in attendance at the NYSPHSAA. Our appreciation and thanks to so many who worked for the passage of the "bill."

The **1999** conference returned to Saratoga Springs and the theme selected by president, Paul Munley, was "Bearing the Torch into the 21st Century." Bill Bryant was the conference planner for the association's 17th annual conference. The strong involvement with the grass roots was evident and the initial NIAAA and NYSAAA leadership course was held at the conference. In the planning stages of the Leadership Training Program, Alan Mallanda was appointed as the State Coordinator of the Leadership Program. Bill Ross taught the first course to 20 athletic directors in the state. Paul Munley and Bill Bryant offered another great conference.

A special note of thanks to Otis Sennett and Howard Meyer who provided information for the development of this document up to this date.

***Roy O'Neill, November 23, 1999
Edited and expanded by Alan Mallanda, CMAA in 2017***

Roy O'Neill retired in July of 1999 as the first Executive Director of the association. Interviews were conducted in the spring, and Alan Mallanda was selected to replace Roy O'Neill and was appointed as the association's second Executive Director effective July 1, 1999. His first state conference was conducted in Saratoga Springs in March **2000**. Bill Ross was president and the

conference theme was "A Bridge to the 21st Century – 2000 and Beyond." Pat Burke was the conference chairperson.

The **2001** Conference once again was held in Saratoga Springs and the theme selected for the 19th annual conference by Robert Goldberg was "Lead, Follow or Get Out of the Way." Conference planners included Fran Nocella, Dr. Mira Martincich and Dominick Vulpis. Leadership Training courses were becoming more popular and the program was growing. The conference included four LT Courses for the first time without impacting the rest of the conference program or workshops. Bob Sullivan, the seventh President of the NYSAAA (1989) (Bayport-Bluepoint), passes away after a long illness.

For the third consecutive year, the **20th annual conference** was held in Saratoga Springs in **2002**, and the President was Steve Deinhardt. His selected theme was "A Mutual and Passionate Quest for Excellence. Conference planners Bill Bryant, Al Brunetti and Dan Erickson developed an outstanding program, which again included a pre-conference experience of three Leadership Training Courses offered. Highlights included nationally renowned speakers, Harvey Alston and Dick MacPherson (former Syracuse U. & New England Patriots Football Coach). The National Executive Directors' Council was formed this year as a committee of the NIAAA. Alan Mallanda was one of the 10 original organizational members. Their first summer summit was held in Indianapolis, IN. The Newsletter publishing incorporated into the job of Executive Director. Past Presidents, Bob Douglas ('84) and James Runyan ('91) passed away.

The 21st conference in **2003** saw the Sheraton Hotel renamed the Prime Hotel & Conference Center, purchased by a local group of investors. John Pelin served as President and his conference theme was "We Deliver!". With his conference planners Chris Bourne, Marc Blankenberg and Denney Wilcox they developed another outstanding program including four LT Courses. The Educational Framework for Interscholastic Athletic Programs, an initiative co-sponsored by the State Education Department and SUNY Cortland, was introduced by Robert Goldberg and Nina Van Erk.

In **2004**, Roger Brown, President selected his conference theme to be "A Challenge to go Above and Beyond" at the 22nd Annual Conference in Saratoga. Conference planners included Joe Bramante, Gary Vail, Mike White and Joel Wilson. The Leadership Training Program continued to grow beyond expectations and three levels of national Certification for athletic administrators was growing along with it. Five LTC's were offered pre-conference for the first time, including the offering of an Instructor's course for the first time. Dr. Hal Urban was the featured speaker at the only General Session in the conference program.

In **2005**, Saratoga Springs continued to be the popular choice for a conference location into the foreseeable future. Patrick Pizzarelli, CAA is President and his conference theme is "Soaring to New Heights" for the 23rd Annual Athletic Directors' Conference. Fran Nocella returned as Program Chairperson for the second time along with coordinators, Dr. Mira Martincich, Dom Vulpis and Bob Goldberg. Women in leadership roles as athletic administrators was a key focus of workshop programs. The pre-conference experience now included six Leadership Training Courses, and offering of the CAA Test was becoming a standard at every conference for those qualified to take the test. Frank Kovalski, CAA retired in January as NIAAA Executive Director, a post he held since 1989. Bruce Whitehead is named as the new NIAAA Executive Director. Dennis Fries, CAA takes over as the 26th President of the NIAAA, the third from NYS. Dual membership with the NIAAA was initiated, making state membership to include national

membership with one dues payment. The NIAAA becomes an association independent from the National Federation and moves to its own offices on the outskirts of Indianapolis.

President Robert Stulmaker, CAA chose the theme of "It's About the Kids" for the 24th annual conference in Saratoga in **2006**. The Prime Hotel was sold to Black Rock R.E. Investment Group and became The Saratoga Hotel and Conference Center for the first time. They initiated and completed a 12 million dollar renovation to the hotel. Dave Herman chaired the conference planning team of Donna Van Zandt, Beth Sciurba and Gary Van Derzee. Murray Banks and Jay Rifenbary were General Session speakers. The Triple A Shoppe with logo clothing continues to be a great attraction for attendees, run by Heather Mallanda, Jeannie Goehring and others. The association began celebrating its **25th anniversary** as an association (1981).

The **25th Anniversary Conference**, held in Saratoga in **2007** was a very special event with many commemorative gifts, guests and trips down memory lane. Ken Garry was President with his conference theme being "Take Action, Get Results." His conference planning Chair was Harold Fried, with help from many other AD's in Chapter 9. A special commemorative newsletter was put into each attendee's registration packet, looking back on the history of the NYSAAA over 25 years. All Past-Presidents were invited back along with special invited guests that played an important role in the association's history. Most were able to return and were provided one night's room and complimentary registration as honored guests. A special poster was produced by sponsor All-American Publishers that contained the cover of each of 25 conference programs. The Roy O'Neill Awards Banquet was a very special night with the room decorated in Blue & Gold, and a special commemorative DVD was shown with the history of the NYSAAA in pictures. Also in this year, the NYSAAA and Alan Mallanda, CMAA hosted the 6th annual NEDC Summer Summit in Saratoga Springs.

In **2008**, Bill Bryant took over as President and his conference theme was "We Are Family." Al Brunetti returned as conference Chairperson for a second time with assistance of David Garbarino and other Chapter 4 athletic directors. Leadership Training and Certification continue to expand nationwide. The association welcomes the visit of Bruce Whitehead, Executive Director of the NIAAA to the conference.

Wayne Bertrand, CAA entered as President in **2009** and chose his conference theme to be "From Good to Great." Bruce Potter serves as conference chairperson. Invited guest, Mike Blackburn, Assistant Director of the NIAAA opens the conference as guest speaker. Tom DeLuca provides an entertaining and enlightening second general session with "The Theater of Imagination". Tim Flannery, Assistant Director with the National Federation also presents a general session outlining the improved NFHS Coaching Education Program. Corporate Sponsorships continue to grow and have become a major source of income for the association over the last eight years. This is our 10th consecutive year in Saratoga Springs at the Saratoga Hotel & City Center. The conference exhibits a new format with the first ever "Exhibit Hall Festival", a two hour festival of food, music, gifts and dedicated time with exhibitors. This eventually becomes a staple for future conferences. Later in the year, Dave Martens is honored with his induction into the First Class of the NIAAA Hall of Fame. Also notable, is that the Saratoga Hotel & Conference Center has now become the Saratoga Hilton.

The year **2010** welcomes Harold Fried, CAA as President. His theme for the 28th conference is "Getting It Done – One Step At A Time" with his conference planning team guided by James Osborne and an abundance of Chapter 9 athletic administrators. Highlighting the conference

speakers were Frank and Brenda Marrero from Vacaville, CA, who lost their son to steroid abuse in 2004. Noted sports psychologist, Tom Doyle spoke on the "Effective Communication with Athletes and Parents." Concussion identification and management have become a hot topic throughout the country. The last edition of a hardcopy newsletter was sent out in the spring, and the NYSAAA moved into the technology era with the first edition of the "E-zine", an electronic newsletter sent out through email. We lost our first state President and first NY national President, Dave Martens late in 2010, prior to the conference after he succumbed to a long battle with cancer.

Our 29th conference in **2011** has some bittersweet memories for President, Michael Giruzzi, CAA, having lost one of his mentors, Dave Martens in 2010. The conference theme selected was "Leadership With Energy and Passion" and the conference program, very appropriately, was dedicated to David. Notable national speakers included Coach Jim Johnson with "Dreams Really Do Come True", Jay Hammes, CMAA on "Safe Contest Management", and Dr. Gregory Dale, Duke University on "Developing the Credible Coach: A Model for Success." First NYSAAA Executive Director, Roy O'Neill passed away after an extended illness.

President Kevin O'Reilly, CAA guided the 30th annual conference in **2012** with a theme of "Quality is Everyone's Responsibility, led by chairperson, Dr. James Wright, CMAA and his Chapter 11 planning team. Opening the conference was Mike Quick, MSG Varsity Sportscaster. The Second General Session featured Marty Lyons, NY Jets Team/NFL Broadcaster. Jay Hammes, CMAA, returns to us from Wisconsin presenting Part II, a follow up to Safe Schools. This year sees the passing of a state and nationally recognized leader and mentor of many, Dr. John Foley, CAA, who was on the NIAAA Publications Committee since its inception. Nina Van Erk, CAA announces her retirement as Executive Director of the NYSPHSAA after 13 years in that position. Alan Mallanda, CMAA is recognized for being the second inductee from New York into the NIAAA Hall of Fame in 2011.

The **2013** conference theme chosen by President Steve Young, CAA and Chairperson Liam Frawley, CMAA is "Choose Success Every Day." LTI courses expanded to 7 pre-conference classes, and Jay Hammes, CAA has become a familiar visitor. Outstanding speakers include keynote speakers, Keith Elias, NFL player, and Joe Ehrmann, former All-American at Syracuse, then professional player in the NFL, and later Coach of the Colts. Robert Zayas, CAA makes his first appearance as the new Executive Director of the NYSPHSAA in the Third General Session. Otis Sennett was recognized for his induction into the NIAAA Hall of Fame in 2012, the third from NYS. Dennis Fries, CMAA is also recognized for receiving the NIAAA Award of Merit in 2012.

The 32nd annual conference in **2014** makes its 15th consecutive appearance in Saratoga Springs. Peter Shambo, CMAA, President chooses his theme as "Living The Dream Through Interscholastic Athletics." Recognition on the program cover is given to Patrick Pizzarelli, CAA for his NFHS Citation in 2013, and Roger Brown, CMAA for his NIAAA Distinguished Service Award. Paul Kreider, Retired consultant for Hershey Foods opens the conference with "Effective Leadership Tools for Successful Programs". Keynote speaker, Bill Curry, Georgia State Football Coach and two time Pro-Bowler and Super Bowl Champion presents "Genius, Power & Magic: Unleashing Your Personal Magnanimitas." Jim Brownell, CAA and Michael Murray, CAA led the conference planning team from Chapter 5. The first NYSAAA Hall of Fame induction for athletic administrators takes place at the Dave Martens Awards Luncheon with the induction of the original eight athletic administrators (Bernie O'Brien, Dave Martens, Bob Douglas, Mason

Morenus, Alan Mallanda, Joe Farrell, Otis Sennett and Don Distin) that organized the association in 1981, plus the first Executive Director, Roy O'Neill and longtime leader, Dr. John Foley.

The year **2015** sees David Garbarino as its 33rd President. The conference theme for the year was "No Way Out" and Eric Race, program chairperson, guided the Chapter 4 planning team. Opening general session keynote speaker was Brigadier General Rebecca Halstead with her topic, "The First Person You Must Lead is YOU." Other keynoters were Michael Josephson ("Leading With Character") and Bob Gardner (Executive Director, NFHS, Indianapolis, IN) ("Leadership From Within"). Corporate Sponsorship has reached an all-time high with 21 sponsorships. Issues with social media take the spotlight in one of the many problems that AD's are facing, along with concussion management, LGBT & Transgender, legal issues and Unified Sports. The second class of the Hall of Fame inducted 12 worthy athletic administrators from throughout the state. One of the founding fathers, who organized and ran the first several conferences, Otis Sennett, passed away.

Dr. James Wright, CMAA is the President for the **2016** conference, and his theme is "Produce Great Men and Women.....The Rest Follows", a quote taken from Walt Whitman. Todd Gulluscio, CAA serves as program chairperson for the Chapter 11 planning team. An outstanding conference opens with Super Bowl champion, Perry Williams (NY Giants) as its keynote speaker. Jay Hammes, CMAA, returns for the second general session with "Emergency Management: The First 10 Seconds." In the third general session, Frank Cutinella, gave an emotional presentation addressing the issue of head injuries in football. He is the father of Thomas Cutinella who tragically died on Long Island of a football head injury in 2014. Renee James, Legal Counsel for the NYSPHSAA, makes her first appearance addressing athletic administrators on the legal implications of their daily responsibilities. The third class of the Hall of Fame inducted 12 athletic administrators from across the state. The annual HOF induction ceremony was dedicated to Alan Mallanda, CMAA and was a surprise to him, with his family being invited to be there and a banner unfolded. Dennis Fries, CMAA is inducted into the NIAAA Hall of Fame and Peter Shambo, CMAA is awarded the NIAAA Distinguished Service Award.

The year **2017** brought in the first female president in NYSAAA history. Murphee Hayes, CAA took on the responsibilities of the position and put together a terrific conference with her theme being "Every Child Deserves a Champion." Todd James and Cathy Haight serve as co-conference chairs. Opening the conference was nationally renowned speaker, Mike Veek, owner of the St. Paul Saints and two other minor league baseball teams, presenting an entertaining and insightful message that "Fun is Good – Finding Your Way With Passion." Following keynoters were Dr. Jarrod Spencer (sports psychologist) with "The Mind of the Athlete" and Ken Bartolo (former professional athlete) with "There and Back", a personal story of his life and battle with drug addiction. The fourth class of 11 honorees was inducted into the Hall of Fame at the now named Alan Mallanda, CMAA Hall of Fame Induction Ceremony. Corporate sponsorships reach a new high with 24 sponsors. Just prior to the conference, in January, the President Elect, Dr. Liam Frawley, CMAA suffered a massive stroke. Although he survives, there was serious damage to his functional capabilities. Vice-President, Scott Sugar, CAA agreed to move up as President-Elect with Liam Frawley, CMAA as his honorary Co-President Elect.

A new position of Associate Executive Director was approved by the Executive Board as part of a succession planning strategy. Dr. James Wright, CMAA was appointed to that position. His primary role would be to assist the Executive Director as needed and take over administration of

the annual conference. Another position of Director of Professional Development was also created and Peter Shambo, CMAA was appointed to that position.

In **2018**, the now Co-President, Scott Sugar, CAA (with Liam Frawley, CMAA as honorary Co-President), implemented his Conference theme of "Success Is No Accident." Chris Campolieta, (Baldwinsville), serves as his Conference Coordinator. Tamela Ray, CAA (Auburn) and Jennie Smarelli (Westhill) serve as Program Chairpersons. The keynote speaker for the opening General Session was Tim Connors and his motivational message was titled "Moving Mountains." Keynote speaker, Greg Callen in the 1st General Session spoke on "Adaptive Sports for Inclusive Education." At the 2nd General Session, another keynote speaker, David Casullo, spoke on "Leadership + Influence = Performance." In a 3rd General Session, Paul Muench (Fayetteville-Manlius Superintendent) spoke on "Creating a Culture of Leadership." The 4th and final General Session provided updates and a question & answer session by our NYSPHSAA Executive Director, Dr. Robert Zayas, CAA. The fifth class of the NYSAAA Hall of Fame inducted six new honorees. Gregg Warren, CMAA, was presented the Dr. John Foley Professional Development Award, Eileen Kilcullen, CAA the Otis Sennett Award of Excellence and Stephen Young, CMAA the NIAAA State Award of Merit. The conference program was dedicated to Dr. Liam Frawley, CMAA, Co-President. Corporate sponsorship hits a new record high, exceeding \$90,000.

In the summer of 2018 the NYSAAA became the first state to host the National Executive Directors Summer Summit at the Queensbury Hotel in Glens Falls, NY under the leadership of the Executive Director and Associate Executive director (Alan Mallanda, CMAA and Dr. James Wright, CMAA). Over 30 states were represented with over 65 individuals attending.

The year of **2019** brings in our second female President, Denise Kiernan, CAA, whose theme for the 37th Annual Conference in Saratoga Springs is "Leadership: Getting A Head In The Game." Program Chairperson is Susan Dullea, CAA (Carmel), with Patrick Pizzarelli, CAA, Chris Ceruti, CAA (Carle Place) and Jennifer Keane, CAA (Wantagh) as Conference Coordinators. Keynote Speakers include a return by Dr. Dale Greg, Duke University ("Accountability & Empathy as it Relates to Leadership"); Dr. Marc Brackett, Yale University ("Social and Emotional Wellness: Learning How to Regulate as an Administrator, Coach & Student Athlete"); Jay Hammes, CMAA, of Safe Sport Zone in Racine, WI ("Emergency Management of Interscholastic Athletic Events in Today's Environment"); and Dr. Robert Zayas, CAA, NYSPHSAA Executive Director. The sixth class of the NYSAAA Hall of Fame brought in five new honorees. A new Athletic Administrator "Wall of Honor" was implanted to honor retired athletic administrators who were not necessarily very active or involved in the NYSAAA association. The first two honorees were both deceased. Richard H Brown (Owego-Apalachin) and John Moiseichick (Cortland HS) were the first honorees. Peter Shambo received the Dr. Foley Professional Development Award, John Rathbun (Section III), the Otis Sennett Award of Excellence, and Dr. James Wright, CMAA, the NIAAA State Award of Merit. Dr. James Wright, CMAA (Huntington Station) was also presented with the NIAAA Bruce D. Whitehead Distinguished Service Award at the annual National Athletic Directors Conference in National Harbor, MD later that year in December. Corporate sponsorships rose again to just under \$100,000.

The year of **2020** started off well with the planning of the 38th Annual Conference by President Brett Banker, CMAA (Kenmore-Town of Tonawanda) and his team, led by chairman Patrick Burke (Lockport Retired). In January and February a new virus broke out in China (COVID-19) which eventually turned into a world pandemic by March. Only four days before the conference was to

begin, Governor Cuomo announced that no gatherings of more than 500 were to gather for any event in NYS. This forced the Executive Board to make the decision (and become the first state) to cancel its annual spring conference. This was the first ever cancellation of the NYSAAA Annual State Conference in 38 years. Later, the spring sports seasons and championships were all canceled in NYS as well as others. This included colleges and universities. Everything went downhill the remainder of the spring and summer with quarantines and lockdowns throughout the country, not to mention the enormous death toll. Virtual meetings took place as the “new normal” for the association along with many others. It was decided by the Executive Board to carry over the Board for another year, as well as the conference and all awards into **2021**. At this writing, it is still not certain that any meetings will take place in person, or any conferences. It was just announced today, August 7th, that schools in NYS would be allowed to open in the fall with delays in the start of school interscholastic sports. The association is planning for some type of a fall meeting in October, most likely a combined virtual and in person meeting in Saratoga.

The position of Director of Professional Development was consolidated with the Associate Executive Director's responsibilities when Peter Shambo announced his retirement. Dr. Wright would also assume responsibility for overseeing Social Media and Resolutions activities of the association as part of his responsibilities. A Mentoring Committee was approved by the Board and it was suggested that Chapters reorganize committee responsibilities within their chapters as needed. The staff positions of Recording Secretary, Conference Registrar and Membership Secretary were all combined into one new position of Administrative Assistant. Ms. Christine Rozek would continue with all those responsibilities, as before. Dr. Wright has taken over all LTI and professional development programs and expanded course instruction to online virtual classrooms. He has also initiated an Aspiring Athletic Administrator Program for NYSAAA chapters. The Executive Board discusses a plan to initiate a Five Year Strategic Plan sometime in 2020 or 2021. Corporate sponsorship almost reached \$120,000 with three new sponsors secured during the Covid-19 pandemic.

In the fall of 2020, the Representative Board met virtually for the first time. Everyone was able to zoom in on the meeting virtually. The NADA scheduled for Tampa, FL was canceled due to the pandemic.

Alan Mallanda, CMAA, Updated In 2017, on August 7, 2020, and again on May 4, 2022

The year of **2021**, continued to be a challenge for the association. It was decided that the annual conference would be held as a virtual conference and moved up to February. The planning for this was extensive and expensive with technology the key factor. The association hired CMI AV to handle the building of the virtual conference site. Attendance and exhibitors were low, but the association managed to break even. The group of conference speakers was outstanding, due to the fact that we could bring many national level speakers in at no cost, and everything was recorded so that attendees could catch a presentation in the evening, if not available during the day. All in all, it was a very successful conference. The annual meeting was held virtually in March. President, Brett Banker was commended for the work that was done on pulling it off successfully. The group of officers that had a two year term, were able to move on into their new positions for the 2021-22 year and Greg Warren, CMAA was elected as the new Vice President.

The Executive Board met virtually in the Spring of 2021. Michael Murray, CMAA (5) took over as President. It was decided that the Representative Board would meet in Saratoga at the Hilton for the Fall Representative Board Meeting. The meeting would be optional and masks were required. It was also decided that the 2022 conference would only be held as an in-person conference. The planning team, headed by President Murray, Dr. Patrick Irving, CMAA and Chris Corey, CAA, along with Chapter 5 members started planning for the 39th annual conference in March of 2022. It was also decided that the first strategic planning would be held in the summer of 2021 at the Desmond Hotel in Albany to develop a five year plan for the association.

In August of 2021, the association held its first-ever strategic planning meeting with a group of thirty-two divided into three subcommittees (Operations, Finance and Programs) similar to the NIAAA model. Bruce Whitehead, CMAA of Indiana served as the facilitator. Robert Stulmaker, CAA was the overall Chair and the three subcommittee chairs were Greg Ransom (Finance), Nina Van Erk, CAA (Operations) and Donald Webster, CMAA (Programs). Meetings were held over three days and a mission statement, vision statement and strategic plan were developed. In the fall of 2021 at the Embassy Suites in Saratoga, a full Representative Board meeting was held in-person, and the proposed strategic plan was presented and discussed.

In the year **2022**, the first in-person conference in three years was held at the Hilton in Saratoga Springs. The theme for our 39th annual conference was **"United For Excellence"**, and the theme promoted diversity, equity, inclusion and belonging for all. It was a theme that was also echoed through the strategic plan. Attendance was lower than normal, but considered a huge success for what everyone had been through in previous years with Covid. Michael Murray CMAA (5), as President had an array of Chapter 5 people as his conference planning team, led by Dr. Patrick Irving, CMAA as conference planning Chair, and Chris Corey, CAA as Assistant Chair. Susan Reid, CMAA was elected as the new Vice-President and the first Five Year Strategic Plan was approved by the Rep. Board.

In the summer of 2022, the AAMPD Team under the leadership of Associate Director, Dr. Jim Wright, CMAA and Executive Director, Alan Mallanda, CMAA organized the first **"Summer Leadership Conference"** for new athletic administrators. With the tremendous changeovers of athletic administrators across the state in recent years, it was decided that "new athletic administrators" might include anyone in their first five years. This conference was held at the Desmond Hotel in Latham by the airport. It was a great success with nearly 42 new AD's attending and all left there wanting more. The conference was able to break even with the help of some corporate sponsors.

In **2023**, Todd Gulluscio (11), as President selected his theme as **"Be a Leader"** and it focused on topics that nurtured leadership through professional development as an athletic administrator to benefit their staff, students and community. Kathy Masterson, CMAA (11) was the Conference Planning Chair, and Debra Ferry, CAA (11) was the Program Chair. Attendance increased from the previous year to nearly 275. Corporate sponsorships rose to a new high of \$114,000. Jennifer Keane (8) was elected as Vice President

Highlighting the conference were Jeremy Boone, founder of "Winning Leader" and "Athlete By Design" and is internationally recognized as a coach, author, speaker and researcher. He was the first and opening general session speaker and was followed in the second general session by Phil Rison, CMAA, the new NIAAA Executive Director and a dynamic speaker who spoke on the subject of "Athletic Administrators, The Game Changers of Life." The third general session

brought Mark Leinweaver, an MLB agent who represents over 75 professional athletes and has over 20 years of experience as an agent. He's a frequent speaker in high schools on why character matters. As in previous years, our own Dr. Robert Zayas, CAA, Executive Director of NYSPHSAA, updated all of us on the latest trends and happenings in administration of the rules and regulations of NYS athletics.

The second Summer Leadership Conference was held again at the Desmond and once again it was a great success bringing in 42 newer AD's from across the state. More sponsors helped and with increase in pricing and cutting back on expenses, it was able to make a small profit.

In the year **2024**, Greg Warren, CMAA (9), President, incorporated help from all over the state by bringing in many from his "Aspiring AD Program" now employed by a school district, as well as some recent attendees from the summer leadership conference in 2023. This was the first time that we incorporated people from many other sections to help plan and run the conference, in place of a particular chapter which the President was from. This conference exceeded all our expectations in program offerings, and the attendance was the highest in many years, with a record of 325 registered and 80 exhibitors attending and 100 booths sold. Again, a record was achieved in corporate sponsorship, hitting a new mark of \$133,000. Matt Walentuk (7) was elected Vice President. In the prior fall meeting, Alan Mallanda, CMAA announced that 2025 would be his last conference as Executive Director as he would be stepping back after 25 years as the Executive Director. Dr. Jim Wright, CMAA was selected to take over as the new Executive Director in 2025-26. Following the conference both our Secretary, Brett Banker, CMAA and Treasurer, Mike Giruzzi, CAA announced that they would be retiring. Alan Mallanda was also appointed to a three year contract as Director of Corporate Marketing.

All programs were well attended. The opening general session featured Charles Davis, who graduated from New Paltz High School, where Greg Warren is the AD, and is now a NFL Sports Analyst with CBS. He has also been a member of the Fox Sports team since 2006. It was a very special opening in hearing his stories, history and message for athletes as well as coaches and administrators. The second general session brought Dr. Karissa Niehoff, Executive Director and CEO of the National Federation to speak on the partnership between the NFHS and the NIAAA, and how it benefits Education Based Athletic Programs.

Immediately following the conference, it was announced that the Fourth Summer Leadership Conference would again take place, but this time at the Doubletree by Hilton in Binghamton, NY. Planning is currently underway for scheduling and programming.

2025 NYSA AAA Conference: "Leadership With Purpose"

The 2025 NYSA AAA annual conference, led by President Susan Reid (1), was titled "Leadership With Purpose." Held in Saratoga, the event drew an attendance of 287 athletic directors and 82 vendors. The conference introduced several new initiatives that received positive feedback from attendees.

Featured Speakers and Program Highlights

This year's conference featured dynamic keynote speakers who delivered impactful messages. Joe Ehrman and Jody Redman from Inside Out Coaching once again resonated with the audience on the topic of transformational leadership. Kevin Devaney, a well-known TV and

social media personality, served as the second keynote speaker, emphasizing the importance of our mission to teach student-athletes.

A significant change in the program was Kevin Devaney's production of video testimonials and interviews for the award winners. This new format was a major departure from previous years and was met with tremendous feedback, with attendees likening it to the NIAAA awards presentations. A special thank you is extended to Deb Ferry and Murphee Hayes for their production efforts. The Hall of Fame saw the induction of past-president Ken Garry.

Professional Development and Education

The conference expanded its educational offerings with a series of stand-alone presentations. Attorney Pamela Bass provided a presentation on sports law, while Angelo Marsella and Carolyn Burke of Professional Physical Therapy addressed medical issues in athletics.

Additionally, the NYSAAA was fortunate to have three prominent national figures from the NIAAA:

- Rich Barton, Associate Director, NIAAA
- Carol Dozibrin, Executive Director, NHADA
- Mike Ellson, Executive Director, TIAAA

Their book, "Leadership with Legacy," was a popular conference gift and provided a template for success. The LTI classes also saw the participation of national instructors Peg Pennepacker, Lisa Gingras, and Trish Witkin, alongside the emergence of Pete Cardone from Chapter 8 as a new rising star in instruction.

Leadership Transition

The conference concluded with the passing of the gavel from President Susan Reid to the new President, Jennifer Keane of the Wantagh School District in Chapter 8. The 2026 conference theme, "Anchored Together," exemplifies President Keane's focus on unity and her connection to Long Island.

In addition, the following officers were elected to the Executive Board:

- **Scott Sugar** (Chapter 3) was elected Treasurer for a two-year term.
- **Scott Stueber** (Chapter 8) was elected Vice-President.
- **Greg Warren** (Chapter 1) was appointed Secretary

Updated by JW Sept. 2025

NYSAAA Conferences

| <u>Year</u> | <u>President</u> | <u>Site</u> | <u>Theme</u> |
|-------------|--------------------|------------------|---|
| 1981-83 | Dave Martens | Syracuse | Finally A Conference for Athletic Administrators |
| 1984 | Bob Douglas | Tarrytown | Athletics, the Third Curriculum |
| 1985 | Bob Ryan | Saratoga Springs | Excellence in Athletics |
| 1986 | Roy O'Neill | Rochester | Athletics - The Other Half of Education |
| 1987 | Alan Mallanda | Concord Hotel | Academics and Athletics, Excellence in Education |
| 1988 | Jack McCleery | Rye Town Hilton | Making a Commitment to Excellence in Athletics |
| 1989 | Bob Sullivan | Saratoga Springs | At the Threshold of the Nineties |
| 1990 | Bill Guerrero | Niagara Falls | Working Together to Shape the Future of Athletics |
| 1991 | Jim Runyan | Concord Hotel | Managing the Job |
| 1992 | Paul Harrison | Saratoga Springs | First and Ten! |
| 1993 | Dr. Doug Prato | Saratoga Springs | Sending the Right Messages |
| 1994 | Howard Meyer | Saratoga Springs | Strong in Tradition with a Vision for Tomorrow |
| 1995 | Tom Skidmore | Syracuse | Working Together We Can Make a Difference |
| 1996 | Jim Rishe | Syracuse | The Ties that Bind Us are the Values We Teach |
| 1997 | Dennis Fries | Saratoga Springs | Character and Citizenship: The Cornerstones of Athletic Competition |
| 1998 | Jim Trampert | Albany | Setting the Athletic Stage to Meet Life's Other Challenges |
| 1999 | Paul Munley | Saratoga Springs | Bearing the Torch into the 21st Century |
| 2000 | Bill Ross | Saratoga Springs | A Bridge to the 21st Century – 2000 and Beyond |
| 2001 | Bob Goldberg | Saratoga Springs | Lead, Follow or Get Out of the Way |
| 2002 | Steve Deinhardt | Saratoga Springs | A Mutual and Passionate Quest for Excellence |
| 2003 | John Pelin | Saratoga Springs | We Deliver |
| 2004 | Roger Brown | Saratoga Springs | A Challenge To Go Above and Beyond |
| 2005 | Patrick Pizzarelli | Saratoga Springs | Soaring to New Heights |
| 2006 | Bob Stulmaker | Saratoga Springs | It's About the Kids |
| 2007 | Ken Garry | Saratoga Springs | Take Action! Get Results. |
| 2008 | Bill Bryant | Saratoga Springs | We Are Family |
| 2009 | Wayne Bertrand | Saratoga Springs | From Good to Great |
| 2010 | Harold Fried | Saratoga Springs | Getting it Done - One Step at a Time |
| 2011 | Mike Giruzzi | Saratoga Springs | Leadership with Energy and Passion |
| 2012 | Kevin O'Reilly | Saratoga Springs | Quality is Everyone's Responsibility |
| 2013 | Steve Young | Saratoga Springs | Choose Success Every Day |
| 2014 | Peter Shambo | Saratoga Springs | Living the Dream Through Interscholastic Athletics |
| 2015 | David Garbarino | Saratoga Springs | No Easy Way Out |
| 2016 | Dr. Jim Wright | Saratoga Springs | Produce Great Men & Women, The Rest Follows |
| 2017 | Murphee Hayes | Saratoga Springs | Every Child Deserves a Champion |
| 2018 | Scott Sugar | Saratoga Springs | Success Is No Accident |
| 2019 | Denise Kiernan | Saratoga Springs | Leadership: Getting A Head In The Game |

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|---------|-------------------|------------------|---|
| 2020-21 | Brett Banker | Saratoga Springs | <i>Defining Your Vision Beyond 2020</i> |
| 2022 | Michael Murray | Saratoga Springs | <i>United For Excellence</i> |
| 2023 | Todd Gulluscio | Saratoga Springs | <i>Be The Leader</i> |
| 2024 | Greg Warren | Saratoga Springs | <i>Building A Foundation For The Future</i> |
| 2025 | Susan Reid-Dullea | Saratoga Springs | <i>Leadership With A Purpose</i> |
| 2026 | Jennifer Keane | Saratoga Springs | <i>Anchored Together</i> |
| 2027 | Matt Walentuk | Saratoga Springs | |
| 2028 | Scott Stueber | Saratoga Springs | |

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|---|-----------------------|
| <i>Adopted</i> | <i>June 1981</i> |
| <i>Corrected</i> | <i>July 1981</i> |
| <i>Corrected</i> | <i>October 1981</i> |
| <i>Amended</i> | <i>March 1984</i> |
| <i>Amended</i> | <i>May 1984</i> |
| <i>Revised and Amended</i> | <i>April 1986</i> |
| <i>Updated Revisions & Amendments</i> | <i>October 1987</i> |
| <i>Revised and Amended</i> | <i>July 1992</i> |
| <i>Amended</i> | <i>January 1996</i> |
| <i>Updated Revisions</i> | <i>July 1996</i> |
| <i>Updated Revisions</i> | <i>January 2000</i> |
| <i>Updated Revisions</i> | <i>June 2001</i> |
| <i>Updated Revisions</i> | <i>September 2004</i> |
| <i>Updated Revisions</i> | <i>October 2005</i> |
| <i>Updated Revisions</i> | <i>July 2011</i> |
| <i>Updated Revisions</i> | <i>October 2012</i> |
| <i>Updated Revisions</i> | <i>June 2014</i> |
| <i>Updated Revisions</i> | <i>September 2017</i> |
| <i>Updated Revisions</i> | <i>June 2019</i> |
| <i>Updated Revisions</i> | <i>June 2022</i> |
| <i>Updated Revisions</i> | <i>October 2025</i> |