

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



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## BULLETIN

To: Principals and Athletic Directors  
From: Bernie Dolan, Executive Director  
Date: August 19, 2017  
Re: WVSSAC Rules and Procedure Workshop

The WVSSAC office staff is offering a one day workshop for new administrators responsible for overseeing the everyday operation of athletics/activities in their school. We are also encouraging administrators that are not new to the role of overseeing athletics/activities in their school who feel they would benefit from continuing education pertaining to these WVSSAC responsibilities, to attend.

The goal of this workshop is to provide information regarding the WVSSAC organization, and to allow participants the opportunity to ask questions concerning proper interpretation of rules and procedures in conducting activities at the middle and high school level.

The workshop will be held on Tuesday, September 19, 2017 beginning at 9:00 AM and will conclude at approximately 2:00 PM. The workshop will be conducted at the WVSSAC office. We will have refreshments and serve lunch to the participants. For those needing directions they can be found on our website [www.wvssac.org](http://www.wvssac.org).

To assist us in determining the number of attendees, please complete the attached form and return by fax, (304-428-5494), or email your confirmation to [bernie.dolan@wvssac.org](mailto:bernie.dolan@wvssac.org). (See attachment 2) If you email please include the name(s) of the administrator/athletic director attending.

In conjunction with the WVSSAC Workshop the West Virginia Athletic Directors Association is offering a Course on Athletic Administration:

Principles, Strategies and Methods. This course will be presented on the evening before the workshop, Monday, September 18, 2017 at our office. This course will be from 5:00 PM to 9:00 PM. Refreshments will be provided. I feel this is an excellent course for athletic administrators and would encourage any athletic director that has not taken the course to do so. The cost of the course is \$75.00. Checks shall be made to the WVADA. The cost covers the textbook and additional material and forms. (Course descriptions and a form to enroll in the course is attached. (See attachment 3) Please follow the directions on the form. It needs to be sent to Don Dellinger, not our office.)

If someone is traveling a distance that requires an overnight stay, I would suggest that you go to our website and go to the softball page where you will find a list of the hotels in the area that work with our office in providing lodging.

Please take time to share this information with the administrators in your building and encourage them to participate. I feel we can assist those responsible for athletics/activities in your building answering questions that arise every year in our member schools, and ease some of the burden our member school administrators address on a daily basis.

**WVSSAC ADMINISTRATORS WORKSHOP  
REGISTRATION INFORMATION  
SEPTEMBER 19, 2017  
9:00 AM**

School \_\_\_\_\_ Principal \_\_\_\_\_

Name of Individual attending \_\_\_\_\_

Position attendee currently holds: \_\_\_\_\_

(Principal/Assistant Principal/Athletic Director)

Email Address: \_\_\_\_\_

How many years attendee has been responsible for athletic/activities programs: \_\_\_\_\_year(s).

Please return this form by fax or email to Bernie Dolan no later than September 14, 2017.

Fax number 304-428-5431 or email [bernie.dolan@wvssac.org](mailto:bernie.dolan@wvssac.org)

*If more than one is attending from a school please complete a separate form for each attendee.*

# WVADA LEADERSHIP TRAINING COURSES

**LTC 502 Athletic Administration: Principles, Strategies and Methods**

**Where- WVSSAC Office in Parkersburg, WV**

**When- Monday, September 18, 2017 from 5:00 p.m. to 9:00 p.m.**

**(Held in conjunction with the WVSSAC New Administrator Workshop on Tuesday, September 19)**

The course will take a basic approach to the fundamentals and methods of athletic administration and will alert and educate athletic administrators regarding potential problems and possible solutions in areas such as budgets, transportation, and scheduling and parent/student/coach conflicts. The course will also touch upon sample athletic/activity program philosophies, department organizational charts, activity procedures/checklist, public relations, coaching applications/assessments and emergency plans.

**Enrollees who will derive greatest benefit:** Inexperienced athletic administrators seeking to define and improve their operational procedures

**Required for:** *RAA, CAA and CMAA Certification*

**PLEASE COMPLETE AND RETURN BY TUESDAY, SEPTEMBER 5, 2017**

NAME \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**Course Selection:**

\_\_\_\_\_ **LTC 502 Athletic Administration: Principles, Strategies and Methods**  
**WVSSAC Office in Parkersburg, WV**  
**Tuesday, September 18 from 5:00-9:00 p.m.**  
**WVADA members \$75.00**

**Mail Completed Form w/Check (payable to WVADA) to: Don Dellinger**  
**32 Topflite Drive**  
**Martinsburg, WV 25403**