



**National Interscholastic  
Athletic Administrators Association**

**RMSAA**

(Registered Middle School Athletic Administrator)

**Personal Data Form**

**(Edited August 30, 2018)**

## Registered Middle School Athletic Administrator Personal Data Form

Please print/type all entries

\_\_\_\_ Dr.  
\_\_\_\_ Mr. NIAAA Membership # (If Applicable) \_\_\_\_\_  
\_\_\_\_ Mrs.  
\_\_\_\_ Ms. Birth Date: \_\_\_\_\_

Name \_\_\_\_\_  
*Last Name First Name Middle*

Present Position \_\_\_\_\_

School \_\_\_\_\_

Business Address \_\_\_\_\_  
*Street Address City State Zip*

Home Address \_\_\_\_\_  
*Street Address City State Zip*

Business Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_\_ Home Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_\_

Fax Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### ***Basic Eligibility***

A CANDIDATE MUST HAVE COMPLETED AND PROVIDE DOCUMENTATION FOR ALL REQUIREMENTS LISTED BELOW:

1. Bachelor's Degree, or higher, from an accredited institution.
2. Approval of Personal Data Form (PDF).
3. Completion of NIAAA Leadership Training Institute Courses LTC 501, LTC 502, LTC 503, LTC 504, LTC 700, and LTC 701.  
College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course.
4. Candidate must provide proof of course completions with this form.
5. Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, state athletic/activities association staff).
6. Read the NIAAA *Code of Ethics*.

\* *Candidates who, due to extenuating individual circumstances, do not satisfy all of the prerequisites may request an exemption from the Certification Committee. Such an appeal in writing must accompany this application. Each appeal will be reviewed on its own merit. It should also be understood that an appeal does not guarantee a waiver of the prerequisites.*

## Section I - Education

(You must provide a copy of certificate or degree diploma)

### A. College Degrees

	<u>Institution</u>	<u>City/State</u>	<u>Date Completed</u>
Bachelors (BA, BS, etc.)	_____	_____	_____
Masters (MA, MS, etc.)	_____	_____	_____
Educational Specialist/ Administrative Credential	_____	_____	_____
Doctorate (Ph.D., Ed.D., etc.)	_____	_____	_____

## Section II - NIAAA Leadership Training Institute

(You must provide a copy of a certificate of completion)

### A. Completion of LTC 501 (Guiding Foundations and Philosophies)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

### B. Completion of LTC 502 (Strategies for Organizational Management)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

### C. Completion of LTC 503 (Enhancing Organization Management)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

### D. Completion of LTC 504 (Legal Issues I)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

### E. Completion of LTC 700 (Middle School Athletic Philosophy)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

### F. Completion of LTC 701 (Middle School Athletic Administration)

Location \_\_\_\_\_ Date Completed \_\_\_\_\_  
*City, State* *Month, Year*

# CODE OF ETHICAL AND PROFESSIONAL STANDARDS

## Prologue: Why a Code of Ethics for Athletic Administrators?

The athletic administrator is, an educational-leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics as an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values and principles of educational-athletics and how they translate into everyday decisions and actions.

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

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.-

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

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhance the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

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

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

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

---

Signature

---

Date

**Printed Name and Title of Person Verifying this Form:**

\_\_\_\_\_  
*Athletic Administrator, Principal, Superintendent,  
State Athletic/Activities Association Staff*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Business Phone*

\_\_\_\_\_  
*Date*

**Submittal of RMSAA PDF for Approval:**

- a) Email your RAA PDF and documentation to Cheryl Van Paris at [cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)
- b) An email will be sent upon approval of the PDF and notification of the RMSAA Certificate will be sent.

**Return this completed form to:**

[cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)

SAMPLE