

# **Washington State Coaches Association**

## **Operating Manual 2020-'21**



# WASHINGTON STATE COACHES ASSOCIATION

The intent of the Operating Manual is to provide guidelines to assist the WSCA Executive Board and ISA representatives in fulfilling the objectives of the WSCA

Any additions, deletions, or revisions can and will be made whenever the President, the Executive Board and/or an approved ISA representative feels that it is necessary.

## **Mission Statement of the WSCA**

The mission of the Washington State Coaches Association is to support its membership by creating educational opportunities through sport specific clinics, providing resources which enhance the highest possible knowledge, standards, and ethics in the coaching profession and to recognize and celebrate excellence of our membership, their families, their teams and players.



# WASHINGTON STATE COACHES ASSOCIATION CONSTITUTION

## Article I

### NAME

Section 1: This organization shall be known as the WASHINGTON STATE COACHES ASSOCIATION and may be referred to as the WSCA.

## Article II

### OBJECTIVES

- Section 1: To promote the understanding of the athlete as he/she relates to coaches, athletics, and the schools of Washington State.
- Section 2: To endeavor to meet the needs of all WIAA sports by aiding the Individual Sport Associations, and may be referred to as the ISAs.
- Section 3: To secure a representative membership of coaches in the hope of developing better communication among schools, coaches, and athletes.
- Section 4: To promote good healthy fellowship, social contacts, and professional networking among coaches.
- Section 5: The WSCA is registered as a non-profit organization with the State of Washington and the federal government.

## Article III

### MEMBERSHIP

#### **Section 1: Individual Membership**

- A. Active Members: Only such coaches who are or will be actively engaged in (or directly associated with) the profession of coaching athletics in the state of Washington, shall be eligible for Active membership.
- B. Associate Members: Any individual who has an interest in coaching and presently is inactive as a coach may be eligible for Associate membership.
- C. Lifetime Members:
  1. Candidates for *Lifetime* membership must be approved by a majority vote of the WSCA Executive Board. Candidates are nominated through an application process found on the WSCA website. Any person who has retired from coaching, and who has made positive contributions working with student athletes, contributed to the WSCA and the coaching profession in the advancement of athletics and has been coaching as a member in good standing of the WSCA for a minimum of twenty-five (25) years, shall be eligible for consideration for *Lifetime* membership.

2. The retiring past president of the WSCA shall automatically become a **Lifetime Member**. No application is necessary for past president's becoming a Lifetime member.

## **Section 2: Individual Sport Association (ISA) Membership:**

- A. Any group of coaches representing the WIAA sport in the state of Washington may petition the WSCA Executive Board for admission as an ISA. That admission will be granted when the following conditions have been met:
- The members of the ISA are also members of the WSCA.
  - The ISA Rep must be an active coach in the state of Washington
  - The ISA has officers on file with the Executive Secretary of the WSCA.
  - The ISA must set up a financial account under the name of that individual sport with a financial institution and provide the institution the WSCA tax ID# to operate their account. It is up to each individual sport group to serve as their own accountant, tracking and documenting all expenditures and deposits.
  - The ISA is prepared to provide a financial report of all incomes and expenditures of their individual sport group, once a year that coincides with the WSCA calendar beginning June 1 and ending May 31.
  - The objectives of the ISA shall not conflict with the objectives of the WSCA.
- B. Each ISA representative is required to submit the **Annual ISA Reimbursement Request form** to the WSCA Executive Secretary each year, if they wish to receive the per member reimbursement for their individual sport organization. Reimbursement forms must be received prior to April 30. Reimbursement will be dispersed only if required paperwork is completed and submitted by the April 30 deadline.
- D. There shall be only one recognized ISA for each WIAA recognized sport. If there is a need for a "Co-ISA", such approval is required by the Executive Board. See Appendix B
- E. The president of the ISA will be the sports representative for that particular sport unless a designee has been approved by the WSCA Executive Board.
- F. ISAs will receive a complimentary WSCA membership card, if so desired, during their active service as an individual sport representative . Only one card per sport/ISA will be offered.

## **Article IV**

### **Membership Fee**

- Section 1: The annual membership fee for the Active and Associate members shall be determined by a majority vote of the Executive Board.
- Section 2: Lifetime Members shall pay no membership fee
- Section 3: Active WSCA Executive Board members will receive a complimentary WSCA membership card, if so desired, during their active service on the Executive Board.

## **Article V**

### **EXECUTIVE BOARD**

- Section 1: The Executive Board shall consist of the officers listed in Article VI.
- Section 2: The Executive Board shall have complete control of the association affairs, funds and property. They shall exercise all of the powers possessed by the association itself, insofar as such delegation of authority is consistent with the duties and objectives of the Operating Manual
- Section 3: The President of the WSCA shall be the Chairman of the Executive Board. The President and Executive Director shall have discretionary power to carry on the daily business of the WSCA. They will keep the Executive Board apprised of the activities.
- Section 4: Any vacancy on the Executive Board shall be filled by the president and confirmed by a simple majority of the Executive Board.
- Section 5: The Executive Board will meet three (3) times a year at a time and place to be determined by the president. The Executive Secretary shall notify the Executive Board a minimum of fifteen (15) days prior to the meeting date.
- Section 6: At any meeting of the Executive Board, eight (8) or more members shall constitute a quorum. A majority vote is necessary to decide any action brought before the meeting.
- Section 7: STIPENDS: The Executive Director/Treasurer, Magazine Editor, and Magazine Associate Editor shall be compensated yearly for performing their duties for the Association in the amount as follows:
- |                              |         |
|------------------------------|---------|
| Executive Director/Treasurer | \$7,200 |
| Magazine Editor              | \$3,000 |
| Associate Magazine Editor    | \$3,600 |

## **Article VI**

### **Officers**

- Section 1: The officers of the WSCA shall be President, Vice-President, Past President, Executive Director/Treasurer, Recording Secretary, Assistant Executive Director.  
**See Appendix A**
- Section 2: The President shall preside at all meetings, call meetings of the Executive Board, and assign duties and responsibilities to members of the Executive Board.
- Section 3: The Vice-President shall assist the president and perform all of the duties of the president in his/her absence. He/she shall succeed the president for any reason which results in the president unable to fulfill the term of office.

Section 4: The Recording Secretary shall keep the records and minutes of the WSCA. The Corresponding Secretary shall carry on the correspondence of the association. The Executive Director/Treasurer shall keep an account of all WSCA funds and shall submit a report of income and expenditures at each of the three Executive Board meetings held throughout the year. He/she shall keep an accounting of all ISA current officers.

Section 5: Appointed positions on the Executive Board shall consist of Assistant Executive Director, Recording Secretary, Corresponding Secretary, Magazine Editor, WIAA Liaison, Scholarship Committee, All-State Games Liaison, WSCA Operating Manual, Lifetime Achievement Awards, Career Recognition Awards, Clock Hour Committee, Finance Committee and Representative Emeritus. Each will have duties assigned by the President.

## Article VII

### Nominating Committee

Section 1: The nominating committee shall consist of the Executive Board.

Section 2: The nominating committee shall prepare a list of candidates for each elective office, if needed, and shall present it to the Executive Board at its summer meeting.

## Article VIII

### Election of Executive Board and Officers

Section 1: **Past President:** The retiring president shall become the Past President.

- a. The Past President shall serve a term of up to two (2) years on the Executive Board or until the current President is no longer serving in that position. Upon the President leaving his/her position, the Past President will leave the Executive Board.

Section 2: **President:** The Vice-President shall be a candidate for President of the WSCA.

- a. The president is chosen by a majority vote of the Executive Board at the annual summer board meeting on even numbered years.
- b. The president serves a term of two years as President on the Executive Board or, if the Executive Board so chooses, they can re-nominate the President to another two-year term as President.
- c. In the case where the vice president and Position #1 board members choose not to run for the office of president, then any other member of the Executive Board may run for the position. The president shall be chosen by a majority vote of the Executive Board.

Section 3: **Vice-President:** The Vice-President will be chosen/selected/voted on, after the selection of the President. The eligible candidates that did not get voted in as President shall be eligible for selection as Vice-President.

- a. The vice-president is chosen by a majority vote of the Executive Board at the annual summer meeting on even numbered years.

- b. The vice-president serves a term of two (2) years as vice-president on the Executive Board.

The two – two year Position #1 board members who are in the third year of their term, on even numbered years, shall be candidates for the vice-presidency.

Section 4: All appointed positions shall be appointed by the president and approved by a majority vote of the Executive Board.

- a. Each appointed position serves an indefinite term of office.
- b. These positions shall be “re-appointed” upon the election of a new President. The current officers may be re-appointed to their existing positions.

Section 5: **Board Members**

Two, two-year board members are chosen by a majority vote of the Executive Board at the annual Executive Board summer meeting on even numbered years:

**Board Position 2:** Two board members will serve years 1 & 2 on the Executive Board. After two years, those members will move to Position 1.

**Board Position 1:** Two board members will serve years 3 & 4 on the Executive Board. After two years, members of Board Position 1 are eligible candidates for consideration for President and/or Vice- President of the WSCA, on even numbered years.

Section 6: The summer Executive Board meeting shall be the last official meeting of the year and the last meeting for sitting officers whose term ends with the new election of officers. The *President* moves to the *Past President* position, the *Past President* moves off the Executive Board, one Position #1 Board member will be voted as Vice President, Position #2 Board members will move to Position #1 Board Positions.

Section 7: New officers shall officially take office at the December board meeting. Recognition for each individual taking a new office will be done at the summer Executive Board meeting.

Section 8: The Executive Board will nominate active ISA representatives for consideration for nomination to the Executive Board.

## **Article IX**

### **Association Year and Meetings**

Section 1: The WSCA year shall close May 31<sup>st</sup> and begin June 1<sup>st</sup>.

Section 2: All meetings will be conducted by *Robert's Rules of Order*

Section 3: The President shall preside at all WSCA meetings. In the absence of the President, the Vice-President, the Secretary/Treasurer shall preside in order of their listing in the absence of the president.

## **Article X**

### **Inspection of Books and Records**

Section 1: All documents of every kind and description belonging to the WSCA shall be open to the inspection of all members of the association.

## **Article XI**

### **Amendments**

Section 1: All proposed amendments to the WSCA Operating Manual shall be submitted to the Executive Secretary of the WSCA.

Section 2: A two-thirds majority of the Executive Board present at the meeting shall be necessary for adoption of an amendment.



## **Appendix A**

### **Washington State Coaches Association Executive Board**

**2020-'21**

**President**

Darrell Olson

**Past President**

Nalin Sood

**Vice President**

Rob Friese

**Board Member Position 1** (years 3 & 4)

Tom Harmon, Brett Lucas

**Board Member Position 2** (years 1 & 2)

Tawnya Brewer

### **Appointed Officers and Committees**

<b>Executive Director / Treasurer</b>	Jerry Parrish & Rob Friese
<b>Corresponding Secretary</b>	Jerry Parrish
<b>Recording Secretary</b>	Brett Lucas
<b>Assistant Executive Director</b>	Bill Alexander
<b>WIAA Liaison</b>	Rob Friese
<b>Magazine Editor</b>	Mike Schick
<b>Associate Magazine Editor</b>	Barb Johnston
<b>Scholarship Committee</b>	Rick Giampeitri, Tawnya Brewer, Bob Bourgette
<b>All State Games Liaison</b>	Bill Alexander, Pat Fitterer
<b>WSCA Operating Manual</b>	Darrell Olson

**Lifetime Achievement Award**  
**Career Recognition Award**  
**WSCA Clock Hours Committee**  
**Finance Committee**

**Representative Emeritus**

Tom Harmon  
Brett Lucas  
Rob Friese, Pat Fitterer  
Darrell Olson, Rob Friese, Mike Schick, Jerry Parrish,  
Bill Alexander  
Ed Laulainen

## **Appendix B**

**2020- '21**

### **Individual Sport Association Representatives**

Athletic Trainers	Lorrie Howe	Eastmont	howel@eastmont206.org
Baseball	Brian Jackson	Graham-Kapowsin	bjackson@bethelsd.org
Basketball - Boys	Nalin Sood	Mountlake Terrace	Soodn@edmonds.wednet.edu
Basketball - Girls	Dan Taylor	King's	knights.in.gods.armor@gmail.com
Cheer	Shana Biggs	Auburn Mountainview	shana.biggs@hotmail.com
Cross Country	Joe Clark	Lakes	jclark@cloverpark.k12.wa.us
Football	Mark Keel	Central Kitsap	markk@ckschools.org
Golf	Andrew Hershey	Shorewood	andrew.hershey@shorelineschools.org
Gymnastics	Ryan Fleisher	Issaquah	issygymnastics@yahoo.com
Soccer	Jens Jensen Nick Anderson	Royal Lakewood	jjensen@royalsd.org nanderson@lwsd.wednet.edu
Softball	Tom Harmon	Nooksack Valley	tom.harmon@nv.k12.wa.us
Track & Field	Kevin Eager	Gig Harbor	wstfcaprez@gmail.com
Tennis	Brooks Hazen	Puyallup	hazenbf@puyallup.k12.wa.us
Volleyball	Suzanne Marble	LaConner	smarble@lc.k12.wa.us
Wrestling	Brett Lucas	Todd Beamer	blucas@fwps.org

**Appendix C**  
**WSCA**  
**Senior 'All-State Game' Request**  
**1-year Start-Up Grant**

Name of Organization: \_\_\_\_\_

Game Coordinator: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Date & Time of contest: \_\_\_\_\_

Site of contest: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_ (if different than the game coordinator)

Briefly explain the selection process for All-State team selection (must be statewide):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of All-State format:

\_\_\_\_\_

\_\_\_\_\_

**The following requirements must be completed to be approved:**

1. \_\_\_\_ All game coaches must be current WSCA members, at least one month prior to All-State game
2. \_\_\_\_ You must have approved game insurance (**complete the All-State Game Request form**)  
*Contact Jerry Parrish for insurance application six (6) weeks prior to game.*  
Jerry Parrish, Executive Secretary, WSCA  
18468 8<sup>th</sup> Ave. NE, Poulsbo, WA 98370; 800-441-7776; **washcoach@gmail.com**
3. \_\_\_\_ All work must be done through your ISA rep. for WSCA.
4. \_\_\_\_ All-State contest is located 'in-state' and request may not be used for the traveling all-star player/group.
5. \_\_\_\_ All participants must be a high school senior, currently eligible, and on track to graduate from high

school.

**Please complete and return BEFORE MARCH 1**

Requests will be reimbursed as per current executive board policy for game enhancement and will be sent upon receipt of completed ***Game Expense Report*** following the contest.

Send forms to:	Pat Fitterer	<b>OR</b>	Bill (Alex) Alexander
	1005 N. 42nd Place		201 C Street SE
	Yakima, WA 98908		Quincy, WA 98848
	509-966-3516		509-237-1590
	email: <a href="mailto:coachfitterer@hotmail.com">coachfitterer@hotmail.com</a>		email: <a href="mailto:alexfb1@msn.com">alexfb1@msn.com</a>

**Appendix 'D'**

**Executive Board Travel and Reimbursement Policy**

WSCA covers travel expenses incurred by members of the Executive Board for scheduled meetings as scheduled by the president or his/her proxy which include but are not limited to the Summer, Winter, and Spring meetings.

**Miscellaneous Expenses**

Ground transportation, parking, and tolls incurred during travel to Executive Board and other scheduled meetings will be reimbursed. Other travel expenses may be eligible for reimbursement upon application to the WSCA President or Secretary/Treasurer.

**Lodging**

The President or Secretary/Treasurer will decide on how lodging expenses will be handled for each meeting. In most cases, covered hotel expenses are charged to a master account. Covered hotel expenses typically include nightly room charges but not hotel incidental charges.

**Board Sponsored Meals**

All board-sponsored meals are covered by WSCA. At some venues, the President or Secretary/Treasurer will establish a maximum amount per person, and individual Board members cover anything in excess of the set amount.

**Each meeting has specific policies:**

**Summer Board Meeting (August):** The Board meets one day. One night of lodging will be paid by the WSCA. One Board-Sponsored dinner will be paid by the WSCA.

**Winter Board Meetings (December):** The Board meets two days. One night of lodging will be paid by the WSCA the night of the first day meeting. Two nights may be paid for those members travelling longer than two hours or traveling over the Pass. One board sponsored dinner will be paid by the WSCA.

**Spring Board Meetings (March):** The Board meets two days. One night of lodging will be paid by the WSCA the night of the first day meeting. Two nights may be paid for those members travelling longer than two hours-or traveling over the Pass. One board sponsored dinner will be paid by the WSCA.

**The President of the WSCA must approve all exceptions to this policy by means of a majority vote of the Executive Board members.**

adopted 7/31/2019