

# **Washington State Coaches Association**

## **Operating Manual 2012-'13**



# 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.



# 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 ISA's.
- 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. Honorary Members: Candidates for Honorary membership first shall be approved by a majority vote of the WSCA Executive Board. Any person who has retired from coaching, but who has contributed over a great number of years to the advancement of athletics shall be eligible for Honorary membership. The retiring past president of the WSCA shall automatically become an *Honorary 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:

1. The members of the ISA are also members of the WSCA.
2. The ISA has officers on file with the secretary of the WSCA.
3. The ISA is prepared to provide a current, detailed financial report of all incomes and expenditures with the WSCA no less than once per year.
4. The objectives of the ISA shall not conflict with the objectives of the WSCA.

B. There shall be only one recognized ISA for each WIAA recognized sport.  
**See Appendix B**

C. 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.

D. In order to have an ISA clinic(s) and/or All-State contest(s), the ISA must adhere to the proper guidelines set forth in the Operating Manual.  
**See Appendix C**

## **Article IV**

### **DUES**

- Section 1: The annual dues for the Active and Associate members shall be determined by a majority vote of the Executive Board.
- 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: Honorary members shall pay no dues.
- Section 4: 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 past president, president, the officers listed in Article VI, and six - three year board members.
- 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 objective of the articles and by-laws of this constitution.
- Section 3: The President of the WSCA shall be the Chairman of the Executive Board. The President and Secretary 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 at least three (3) times a year at a time and place to be determined by the president. The president 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.

## **Article VI**

### **Officers**

Section 1: The officers of the WSCA shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, Clinic Coordinator, Magazine Editor and WIAA Liaison. **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 First 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 that the president cannot fulfill the term of office.

Section 4: The Executive Secretary shall keep the records and minutes of the WSCA and shall carry on the correspondence of the association. He/she shall keep an accounting of all ISA current officers.

Section 5: The Treasurer shall keep an account of all WSCA funds and shall submit a report of funds at the annual summer Executive Board meeting. He/she shall keep an accounting of all ISA funds.

Section 6: The Magazine Editor, Clinic Coordinator and the WIAA Liaison 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 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 may serve a term of up to two (2) years on the Executive Board.
- Section 2: **President:** The First Vice-President and the Second Vice-President shall be the candidates 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 on the Executive Board.
  - c. In the case where both vice presidents 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: **First Vice-President:** The two - three(3) year board members who are in the third year of their term, on even numbered years, shall be candidates for the first vice-presidency.
- a. The first vice-president is chosen by a majority vote of the Executive Board at the annual summer meeting on even numbered years.
  - b. The first vice-president serves a term of two (2) years on the Executive Board.

- Section 4: **Second Vice-President:** The two - three (3) year board members who are in the third year of their term, on odd numbered years, shall be candidates for the second vice-president.
- a. The second vice-president is chosen by a majority vote of the Executive Board at the annual summer meeting on odd numbered years.
  - b. The second vice-president serves a term of one year on the Executive Board.
- Section 5: **All appointed officers** shall be appointed by the president and approved by a majority vote of the Executive Board.
- a. Each 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 6: **Three Year Board Members:** any active member of the association is a candidate for this position.
- a. Two - three year board members are chosen by a majority vote of the Executive Board at the annual Executive Board summer meeting.
  - b. Three-year board members serve a term of three years on the Executive Board.
- Section 7: The Executive Board will nominate active ISA Rep’s for consideration for nomination to the Executive Board.

## **Article IX**

### **Association Year and Meetings**

- Section 1: The WSCA year shall close July 31<sup>st</sup> and begin Aug. 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 First Vice-President, the Second Vice-President, the Secretary / Treasurer shall preside in order of their listing in the absence of the president.
- Section 4: New officers shall take office Aug. 1<sup>st</sup> and be recognized for such office at the first board meeting after the summer election.



## **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 the amendment.

Adopted March 18, 2012

## **Appendix A**

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

**2012-2013**

**President**

Nalin Sood

**Past President**

Sue Doering

**1<sup>st</sup> Vice President**

Darrell Olson

**Three Year Board Member (1 Year)**

Brett Lucas

**Three Year Board Member (2 Year)**

Pete Orgill

**Three Year Board Member (3 Year)**

Tom Harmon

**2<sup>nd</sup> Vice President**

open

**Three Year Board Member (1 Year)**

Daunte Gouge

**Three Year Board Member (2 Year)**

Tony Batinovich

**Three Year Board Member (3 Year)**

Rob Friese

**Appointed Officers and Committee's**

**Executive Secretary/Treasurer**

Jerry Parrish

**Asst. Secretary**

Bill Alexander

**WIAA Liaison**

Ed Laulainen, Rob Friese, Mike Schick

**Clinic Coordinator**

Ed Laulainen

**Magazine Editor**

Mike Schick

**Athletic Director Liaison**

Bob Bourgette (West) & Bill Alexander (East)

**Middle School Rep**

Mike Schick

**Scholarship Committee**

Rick Giampeitri, Sue Doering, Darrell Olson, Pat Fitterer

**All State Games liaison**

Bill Alexander & Pat Fitterer

**WSCA Operating Manual**

Darrell Olson & Daunte Gouge

## Appendix B

### Individual Sport Representatives

Athletic Trainers	Chris Franklin	North Kitsap	cfranklin@nkschools.org
Baseball	Pete Orgill	Davis-Yakima	pgorgill@msn.com
Basketball Boys	Nalin Sood	Mountlake Terrace	Soodn@edmonds.wednet.edu
Basketball Girls	Dan Taylor	King's	dtaylor@crista.net
Cheerleading	<b>OPEN</b>		
Cross Country	Joe Clark	Lakes	jclark@cloverpark.k12.wa.us
Football	Bob Bourgette	Kennedy	bourgetteb@kennedyhs.org
Golf	Darrell Olson	Everett	dolson@everettsd.org
Gymnastics	Susan Riley	Shorewood	susriley@hotmail.com
Softball/Fastpitch	Tom Harmon	Nooksack Valley	tharmon24@hotmail.com
Swim / Dive	<b>OPEN</b>		
Track & Field	Daunte Gouge	King's	dgouge@crista.net
Tennis	<b>OPEN</b>		
Volleyball	Tawnya Brewer	Burlington-Edison	
Wrestling	Craig Hanson	East Valley (Spokane)	hansonc@evsd.org
Middle school Rep(W)	Mike Schick	Edgemont Jr. High	mschick@puyallup.k12.wa.us
Middle school Rep(E)	<b>OPEN</b>		
Soccer West	Aaron Radford	Kentwood	aradsoccer@comcast.net
Soccer East	Tom Turner	Quincy	tturner@qsd.wednet.edu

## Appendix C WSCA

### Senior 'All-State Game' Request

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 state wide):

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Brief description of All-State format:

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**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 Questionnaire**)  
*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; [jparrish21@donobi.net](mailto:jparrish21@donobi.net)
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  
1115 S 45<sup>th</sup> Ave  
Yakima, WA 98908  
509-966-3516  
email: [fitterer.pat@yakimaschool.org](mailto:fitterer.pat@yakimaschool.org)

**OR**

Bill (Alex) Alexander  
201 C Street SE  
Quincy, WA 98848  
509-781-1152 or cell: 509-237-1590  
email: [alexfb1@qsd.wednet.edu](mailto:alexfb1@qsd.wednet.edu)