

Washington State Dance/Drill Coaches Association

WSDDCA Mission Statement

The WSDDCA strives to improve, inspire, and educate the coaches of dance/drill teams. The purpose is to instill pride through athletic performance while providing a positive experience for all involved in the dance/drill community.

WSDDCA Vision Statement

The WSDDCA will promote quality coaching in dance/drill throughout the state via education, communication, mentorship, organization, and leadership.

Organizations Related to the Washington State Dance/Drill Association

Washington Interscholastic Activities Association (WIAA)

The WIAA oversees athletics and activities in Washington. The organization organizes the annual State Dance/Drill Championships. The WIAA does not make rules that are specific to dance/drill (these rules are made by our coaches association); however, they have the final say in approval of new rules.

Washington State Spirit Judges Association (WSSJA)

The WSSJA recruits, trains, and schedules judges for sanctioned dance/drill events. They do not make rules that govern dance/drill, but they have input on all rule/policy changes that affect judging of dance/drill.

Washington Officials Organization (WOA)

All WSSJA members are also members of the WOA. The WOA oversees officials for all sports in Washington.

National Federation of State High School Associations (NFHS)

The NFHS writes rules governing high school competition in the United States. The WSDDCA, WIAA, and WSSJA comply with the rules established by the NFHS.

Washington State Dance/Drill Coaches Association CONSTITUTION & BY-LAWS

I. NAME

- A. The name of the organization shall be the Washington State Dance/Drill Coaches Association (WSDDC) for high school dance/drill.

II. PURPOSE

- A. To attain a common understanding of the goals to be achieved as a result of participation in dance/drill activities
- B. To set standards for dance/drill activities that are in accordance with educational objectives
- C. To encourage adherence to current dance/drill standards established by the Washington Interscholastic Activities Association (WIAA), the National Federation of High Schools (NFHS) Spirit Rules, and the Washington State Spirit Judges' Association (WSSJA)
- D. To promote training through workshops, clinics, and an annual fall conference
- E. Maintain a website for disseminating information to coaches

III. MEMBERSHIP

- A. The membership year of this organization shall start and end with the annual fall coaches' conference.
- B. Membership in the Association shall be as follows:
 - 1. Primary Members: An individual who is certified by a school district to instruct dance/drill teams is entitled to all rights and privileges and subject to all obligations which membership in the Association confers or implies. Generally this would be a team's head coach.
 - 2. Associate Members: Secondary coach and/or individual who works with dance/drill teams or related groups. This may include assistant coaches, lifetime honorary members, past coaches, judges, etc.
 - 3. Vendor Members: A for-profit individual or company that wishes to receive WSDDC news. A vendor membership allows the

vendor to have access to coaches via email (only through the WSDDCA President or WSDDCA Executive Director), via U.S. mail (coach names and school addresses only), and via advertising on the WSDDCA website.

- C. Only primary, active members in good standing (which includes payment of annual dues) may exercise the voting privileges.
- D. Only one vote is allowed per school (exception: schools that have two completely separate teams that both compete at WIAA sanctioned events).
- E. Primary members may send a proxy to Association meetings to vote in their place. (The proxy should be well-informed regarding dance/drill and current proposals).
- F. Members (or their proxy) must be present at Association meetings in order to vote.
- G. There must be a quorum to approve changes. A quorum will consist of a minimum of twenty (20) voting members present at a meeting. A simple majority is sufficient to approve changes.
- H. Only active members in good standing may be nominated and/or hold office in the Association.
- I. Middle school and junior high coaches can be primary or associate members.

IV. OFFICERS

- A. The officers of this Association shall be President, President-Elect, Past-President, Secretary, Treasurer, District Representatives, New Member Coordinator, and Executive Director.
 - 1. No person shall be eligible to hold office in the Association unless he/she is an active member in good standing. The President can be an active or associate member. All other officers must be active members.
- B. Officer Job Descriptions and Obligations
 - 1. President
 - a. Elected, unpaid position
 - b. Three year commitment (President-Elect, President, and Past-President)
 - c. Serves as a liaison with WIAA staff and would attend any meetings deemed necessary for this purpose

- d. Serves as a member of the WSDDCA Executive Board
- e. Plans and presides over all meetings (general membership and Executive Board)
- f. Plans and coordinates annual Fall Conference and Spring Meeting with Executive Director
- g. Prepares newsletters to be emailed periodically to association members
- h. Assists with WIAA State Championship plans
- i. Assists with closing awards ceremony at State Championship
- j. Recruit members to run for position following end of term.
- k. Periodically review online banking transactions and bank balance. If questions arise, contact Executive Director and Secretary/Treasurer to resolve.**

2. President-Elect

- a. Elected, unpaid position
- b. Three year commitment (President-Elect, President, and Past-President)
- c. Serves as a member of the WSDDCA Executive Board
- d. Serves in capacity of President when President is not present
- e. Assists in planning annual Fall Conference and Spring Meeting
- f. Assists with WIAA State Championship plans
- g. Assists with closing awards ceremony at State Championship
- h. Recruit members to run for position following end of term.

3. Past-President

- a. Unpaid position
- b. Three year commitment (President-Elect, President, and Past-President)
- c. Serves as a member of the WSDDCA Executive Board
- d. Advises current President
- e. Assists in planning annual Fall Conference and Spring Meeting
- f. Assists with WIAA State Championship plans
- g. Assists with closing awards ceremony at State Championship

4. Secretary/**Treasurer**

- a. Elected, unpaid position
- b. Two year term
- c. Cannot serve consecutive terms
- d. Serves as member of WSDDCA Executive Board

- e. Prepares written minutes of all meetings and forwards minutes to Executive Director within one week to email to members and post on website
- f. Assists in planning annual Fall Conference and Spring Meeting
- g. Assists with WIAA State Championship plans
- h. Assists with closing awards ceremony at State Championship
- i. Recruit members to run for position following end of term.
- j. Regularly review statements, transaction register, bank balance and accounting information provided by Executive Director.**

5. District Representative

- a. Elected, unpaid position
- b. Two year term
- c. May not serve consecutive terms
- d. Districts 1, 3, 5/6 will elect Representatives in odd numbered years; Districts 2, 4, 7/8/9 will elect Representatives in even numbered years.
- e. Elected by members of district. If no one runs for the position, a Representative may be appointed by the President.
- f. Attends all Executive Board meetings (or arranges for an alternate from district if unable to attend)
- g. Disseminates information to coaches in district via email and/or phone calls
- h. Collects current contact information for coaches in district and forwards to Executive Director
- i. Plans, schedules, and hosts a minimum of two district meetings during the year to get ideas, answer questions, and keep coaches informed. One of these meetings may be following the State Championships.
- j. Organizes additional meetings deemed necessary by President
- k. Recruit members to run for position following end of term.

6. New Member Coordinator

- a. Volunteer, unpaid position
- b. One year term
- c. Selected by President
- d. Non-voting member of Executive Board
- e. Attends all Executive Board Meetings
- f. Obtains names of new members from Executive Director
- g. Contacts new members to disseminate current information (including information about conferences, WIAA regulations, NFHS regulations, WSSJA information, etc.)

- h. Explains rules and regulations
- i. Sets up mentors for new coaches
- j. Accessible for questions from new members during the course of the year

7. Executive Director

- a. Paid position (salary determined on a yearly basis by Executive Board based on experience and duties)
- b. Selected by Executive Board
- c. Takes direction from Executive Board regarding duties
- d. Creates dues form and collects dues
- e. Collects and updates contact information for all coaches
- f. Updates website regularly
- g. Arranges for clock hours with WIAA for Fall Conference and Spring Meeting
- h. Acts as a liaison and facilitates communication between WSDDCA Executive Board, WSDDCA members, WIAA, WSSJA, and Washington Officials Association (WOA).
- i. Sends periodic email newsletters written by President
- j. Sends email reminders to coaches (state registration dates, safety/tech reminders, etc.)
- k. Sends a Spring Meeting reminder postcard via U.S. Mail to all schools in early March
- l. Sends membership and Fall Conference information to all schools in late August
- m. Organizes Fall Conference and Spring Meeting with President (including agendas, proposals, presenters, vendors, facility, and meals)
- n. Distributes and collects scholarship applications and establishes a committee to review applications and select winners
- o. Organizes all awards given by WSDDCA (solicits nominations, collects votes, obtains awards)
- p. Attends all WSDDCA meetings and participates in all WSDDCA business
- q. Attends WSSJA fall and spring meetings (or appoints a designee from the Executive Board to attend)
- r. Receives and deposits association dues, conference fees, and other funds
- s. Prepares written statements of accounts which meet state requirements
- t. Prepares Treasurer's reports for Fall Conference and Spring Meeting
- u. Balances accounts
- v. Disperses WSDDCA scholarship award checks to scholarship recipients

- w. Maintains non-profit status for organization
- x. **Provide copies of bank statements, transaction register and accounting information to Secretary/Treasurer for review biannually (January and July).**
- y. **Provide President with online access to banking activity and educate President on the process of login and review if necessary.**

V. ELECTION OF OFFICERS

- A. Members will submit their name in writing to the present Executive Director one month prior to the Spring Meeting stating which office they are seeking.
- B. The Executive Board will attempt to submit a minimum of two confirmed candidates per elective office.
- C. Elections shall be held yearly at the Spring Meeting.
- D. New officers take office immediately following the Spring Meeting.
- E. A simple majority shall be necessary to elect officers.
- F. Removal: Any officer of the association may be removed from office by a two-thirds vote of the Executive Board.

VI. EXECUTIVE BOARD

- A. The Executive Board consists of officers, district representatives, and the Executive Director.
- B. A minimum of two regular meetings of the Executive Board shall be held each year, one in the fall and one in the spring.
- C. Special meetings of the Executive Board shall be held when called by the President or when requested by four or more members of the Board. The time and place will be determined by the President.
- D. A simple majority of the members shall constitute a quorum at a meeting of the Executive Board.
- E. Duties and Powers: In addition to those duties and powers expressed and implied elsewhere in this Constitution and By-laws, the Executive Board shall have the following duties and powers.
 - 1. The Executive Board shall be responsible for the enforcement of all current association policies and procedures. Prospective

changes or additions will be submitted to WSDDC members for approval.

2. The Executive Board shall authorize all expenditures and will not create any deficit beyond the current income of the Association, nor authorize any disbursement of funds for purposes inconsistent with the policies and procedures.
3. The Executive Board will serve in an advisory manner to those needing service.
4. The Executive Board will listen to concerns or suggestions of its members.
5. The Executive Board will be responsible for aiding the WIAA directors in the organization of the annual State Championship.

VII. VACANCIES

- A. If the office of President shall become vacant for any reason, the President-Elect shall advance into the office
- B. The Executive Board shall fill any vacant office(s) by appointment based on a simple majority vote.

VIII. MEETINGS

- A. An annual meeting of this Association shall be held after the State Championships and before the spring WIAA Executive Board meeting that will include year-end reports, election of new officers, an evaluation of the State Championships, and voting on proposals presented at the Fall Membership Meeting.
- B. An annual membership meeting will be held at the Fall Conference.
- C. A general membership meeting other than the annual meeting can be called as set forth by the Executive Board. The time and place will be determined by the President.
- D. Agendas shall be emailed to members at least ~~two weeks~~ **one week** prior to all meetings including general membership, Executive Board, district, and committee meetings.
- E. Minutes of all meetings will be submitted by the Secretary or committee chairperson to the Executive Director to be posted on the website within one week following the meeting.

IX. FALL COACHES' CONFERENCE

- A. The Association shall provide a Fall Conference each year at which coaches will receive additional training.
- B. Clock hours shall be arranged through the WIAA application process.
- C. Topics to be covered shall be selected from the WIAA list of essential areas of study for maintaining Coaching Standards.

X. COMMITTEES

- A. The President may appoint, with the approval of the Executive Board, any special committee that may be necessary.
- B. Each committee, through its chairperson, shall report either verbally or in writing to the Executive Board.
- C. Members may volunteer to serve a one-year term on ad hoc committees deemed necessary by the President and/or Executive Board.

XI. NEWSLETTER

- A. A minimum of two (2) newsletters shall be emailed to the membership (fall & spring).

XII. FILES AND RECORDS

- A. Copies of all WSDDCA materials will be made available on the website. Officers and/or the Executive Director will keep additional electronic copies of this information on their own computers.

XIII. DUES

- A. Each member of the Association shall pay annual dues. Funds will be used to advance the WSDDCA's mission.
- B. Fees will be determined each spring by the Executive Director based on recommendations from the Executive Board.
- C. Dues are to be received by the designated official no later than the date established by the Executive Director or by the annual Fall Conference.
- D. Upon receiving dues, the designated official will issue a receipt if requested by the payee. The designated official will maintain a list of all payments received.

E. Upon payment of dues, Members will receive:

1. Voting privileges (see details under III, D)
2. Access to password protected areas of the WSDDCa website which include: competition information, contact information for coaches, etc.
3. Emails including newsletters and updates, conference and meeting information

XIV. REIMBURSEMENTS

A. Mileage

1. Executive Board Members shall be reimbursed for mileage to and from Association meetings.
2. The reimbursement rate shall be the currently accepted WSSJA mileage reimbursement rate.

B. Postage and Copying

1. Receipts for postage and copying shall be maintained.
2. Executive Board members must submit receipts for any approved postage and copying in order to receive reimbursement.

XV. CAPITAL EXPENSES

A. All capital expenses over \$200 shall require approval by the Executive Board.

~~B. Two signatures from WSDDCa officers will be required on all checks written over \$200.~~

XVI. STATE CHAMPIONSHIP (Note: The State Championship is the sole responsibility of the WIAA. WSDDCa serves in an advisory role.)

A. A packet of rules and regulations is available to each school on the WIAA website.

B. The date of the State Championship shall be between the second week in March and the second weekend in April as determined by the WIAA.

- C. Any school wishing to enter a team in the State Championship must be a current WIAA member school and be in accordance with WIAA qualifying rules and regulations.
- D. The State Championship shall be governed by WIAA tournament regulations.
- E. Registrations for the State Championship must be received by WIAA by the deadline posted on the WIAA website. There is no appeal for schools not meeting the registration deadline in accordance with WIAA regulations.
- F. Schools must meet all WIAA qualification requirements to compete in the State Championship.

XVII. COACHES SERVICE AWARDS

- A. Five (5) year recognition award—presentation of certificate
- B. Ten (10) year recognition award—presentation of 4 x 6 inch plaque
- C. Fifteen (15) year recognition award—presentation of 6 x 8 inch plaque
- D. Twenty (20) + year recognition award—presentation of 8 x 10 plaque

XVIII. OTHER AWARDS

- A. Coach of the Year Award (one per division 1A/2A/3A and 4A)—presentation of 6 x 8 plaque
 1. Anyone may make a nomination
 2. Executive Director will email a list of eligible nominees to members
 3. Voted on by WSDDC members only
- B. WSDDC Lifetime Honorary Member Award—presentation of 8 x 10 plaque
 1. Nominated by any Member in good standing
 2. Voted on by WSDDC members
- C. Judge of the Year Award—presentation of 4 x 6 inch plaque
 1. Nominated by any Member in good standing
 2. Executive Director will confer with WSSJA/WOA to ensure that nominees are in good standing with these associations.
 3. Executive Director will email a list of eligible nominees to members
 4. Voted on by WSDDC members

XIX. WSDDC SCHOLARSHIP PROCEDURE

A. One (1) or two (2) scholarships (depending on budget), per division (1A/2A/3A and 4A) will be awarded at the State Championships.

1. Recipients must be a graduating senior who is currently an active dance/drill team member.
2. Can be used at vocational, technical, two-year, or four-year colleges or universities either in or out of state.

B. Selection Committee

1. Selected by Executive Director
2. Must be made up of a minimum of three (3) people with a minimum of one (1) WSDDCA member.
3. Suggested members: school administrators, counselors, college administrators, college admissions officers, community persons, former coaches

C. Application

1. Application maintained by Executive Director
2. Emailed to coaches and posted on website in early January
3. Return deadline mid-February

D. Selection Criteria Consideration

1. Academic achievement and awards
2. Community involvement
3. School and extra-curricular involvement and achievements
4. Dance/Drill team involvement and achievements
5. Financial need and special circumstances

XX. AMENDMENTS

A. Amendments to this Constitution and By-laws may be made at any time by:

1. A simple majority of voting members in good standing at a regular or special meeting of this Association provided this number constitutes a quorum (see III, G). OR
2. Unanimous decision of the Executive Board.

B. All amendment changes to this Constitution and By-laws shall be emailed to each member prior to the Association meeting or handed out at the Fall Conference.

XXI. PARLIMENTARY PRACTICES

A. Except as otherwise specifically provided in the Constitution and By-laws, all questions of order or procedure, with respect to any meeting or action of this Association, its Executive Board, or any committee appointed hereunder, shall be determined in accordance with Robert's Rules of Order Newly Revised.

XXII. JUDGES

A. Judges may be associate members of WSDDCA.

B. Judges Fees: All fees for judges at local, district, and state competitions shall be determined by WSSJA and WIAA with input from WSDDCA.

C. A minimum of three (3) performance judges and two (2) safety/technical judges are required for any WIAA sanctioned competition.

D. Interns will be paid at a rate determined by the WSSJA in consultation with the WOA.

1. One-third of intern pay will be generated by the WSSJA
2. Two-thirds of intern pay will be generated by the WSDDCA
3. The WSSJA will be responsible for payment of interns

E. Feedback vs. Complaints regarding judges:

1. Feedback is defined as information provided by coaches to judges about specific score sheets or tapes that is intended to help the judge improve her or his skills as a judge. Feedback should be provided to judges through the channels established by WSSJA.
2. A Complaint is when a coach feels that a judge has been unfair or unethical. Coaches who have a complaint regarding a specific official must file a complaint with WOA through the supervising administrator at their school. Coaches who have a general concern

regarding officiating must make their concern known to the WSDDCA President who will make contact with WSSJA and possibly the WOA to address the issue.

XXIII. POSTING OF COMPETITION SCORES

- A. Scores from local and district level competitions will be posted on the WSDDCA website when they are provided by competition directors.
- B. Competition directors are expected to email competition results to the Executive Director to be posted within two weeks of the event.
- C. The results of the State Championships are posted on the WIAA website.

XXIV. PROPOSALS

- A. Any Member in good standing may present a proposal to the Membership.
- B. Proposals will be submitted on the standardized Proposal Form (available on the WSDDCA website) to the Executive Director at least two weeks prior to the Fall/Spring Conference.
 - 1. Proposals for changes to Bound-for-State Regulations must be submitted at the WSDDCA Fall Membership Meeting. This has included items such as: routine length and category descriptions. Any other proposal that requires WIAA/WSSJA input before implementation must also be presented at the Fall Membership Meeting.
 - a. The viability and desirability of a proposal will be discussed at the Fall Membership Meeting. Changes to the proposal may be made at this time. The purpose of the vote is to determine if the WSDDCA should pursue implementing the proposal.
 - b. Following the WSDDCA Fall Membership Meeting, tentatively approved proposals will be sent to the WIAA and the WSSJA Executive Board for their input and tentative approval. If necessary, proposals may be revised to reflect suggestions made by the WIAA/WSSJA Executive Board. Proposals may also be deemed not viable at this time.
 - c. After review by the WIAA/WSSJA, viable proposals will be presented to Members at the Spring Membership Meeting for a vote.

- d. Finalized proposals would be submitted to the WIAA Executive Board for final approval.
- e. Approved changes would be implemented the following season.

2. Proposals that would not be part of the Bound-for-State Regulations and/or do not require WIAA/WSSJA input may be presented and voted on at the Fall or Spring Membership meetings. This has included items such as: Competition Scheduling Procedures, Nomination Process for Coach of the Year, and Clarification of Job Descriptions. These can be voted on an implemented immediately.

C. Proposals that would not be a part of the Bound-for-State Regulations become a part of the WSDDCA Constitution and By-laws.

XXV. HOSTING A COMPETITON

- A. Coaches are required to attend the “Hosting a Competition” breakout session at the Fall Conference OR email/mail a detailed event plan (including an emergency plan) to the WSSJA Assigning Secretary and WSDDCA Exec Director no later than the second Monday following the Fall Conference.
- B. Coaches may send a proxy to this meeting.
- C. District competition hosts are also expected to attend.
- D. If a coach does not attend the meeting or send in an event plan by the deadline, the school will forfeit their competition date.

XXVI. COMPETITION SCHEDULING PROCEDURE

- A. **Teams may register to host a competition by submitting the Hosting a Competition Form to the WSSJA by the deadline established on the form.**

Coaches: If you know of a proposal that has been approved by the Membership and is not included in these by-laws or in the Bound for State Regulations, please inform Lara Lindersmith so she can make necessary corrections.