

Washington State Cheerleading Coaches Association

POLICIES & PROCEDURES

(updated 2024)

Article I Membership Entitlements

Upon payment of the association dues, members are to receive:

Membership Includes :

- WSCCA email updates from your High School or Recreational Director.
- A line of communication and a forum for the exchange of ideas and information.
- Access to Facebook group page: "Coach's Corner"
- Updates from the state governing association (WIAA)
- Eligibility for a senior cheerleader to receive scholarships.
- Eligibility for "WSCCA Coach of the Year" or "WSCCA Member of Year" honors
- Voting rights at annual PNW Cheer Coaches Conference in Spring
- Enhanced professional growth and opportunity to contribute to your profession.
- Safety updates
- Support systems
- Visit WSCCA.org for more details

Article II Appointed Positions & Committees

All appointed positions and committees are done so by the President and approved by the Officers.

Article III Meeting Procedures

Meeting agendas shall be posted either via email or on the WSCCA website to appropriate members at least one week prior to all meetings. Minutes from the meeting shall be submitted within ten days to all members.

Article IV Board Runbooks

A. Established runbooks containing current WSCCA materials shall be maintained by Officers and Committee Chairs.

B. **Runbooks** shall be turned over to the incoming appropriate board member after the conference. To ensure a smooth transition, it is the duty of the officers to meet in a timely way so that all records, and questions can be addressed at a minimum of 3 weeks prior to retreat.

Article V Files & Records

A. All association materials shall be maintained on paper, in files and/or in digital form, on remote servers or on physical computer disks.

1. The Secretary/Treasurer shall retain the master copies of Files and Records.

2. The President shall retain copies of Files and Records.

b. Copies of all WSCCA correspondence, both incoming and outgoing, shall be filed with the Secretary/Treasurer.

Article VI Personal Expense Reimbursements

General Members and Board Members **shall** submit itemized official store receipts and the WSCCA reimbursement form for any approved postage, copying and other expenditures in order to receive reimbursement from the Treasurer.

Article VII *Coach's Training*

- A. The WSCCA shall offer a minimum of one (1) coach-training clinic per year.
- B. Continuing education clock hours shall be submitted and accepted 30 days prior to an event via the WIAA website.
- C. Topics to be covered shall be selected from the WIAA list of essential areas of study for maintaining Coaching standards.