

# **Washington State Cheerleading Coaches Association**

## **POLICIES & PROCEDURES**

**(updated 9/2017)**

### **Article I      Membership Entitlements**

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

- A. Welcome letter;
- B. WSCCA web site address;
- C. General email and announcements;
- D. Voting privilege at conference;
- E. A website will be used in place of a newsletter. All updates and information will be posted to our website, by the Technology and Marketing Director;
- F. As a member you will be eligible for award recognition;
- G. As a member your cheerleaders would be eligible for All State and Scholarships;

### **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 Notebooks**

- A. Established notebooks containing current WSCCA materials shall be maintained by Officers and Committee Chairs.
- B. Notebooks shall be turned over to the incoming appropriate Board member after conference. To insure 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.