

NATIONAL HIGH SCHOOL TRACK & FIELD CROSS COUNTRY COACHES' ASSOCIATIONS



HANDBOOK

Revised 11/2024

NHSTFXCCA.ORG

This is a historical foundational HANDBOOK for NEW STATE ASSOCIATIONS TO BE CREATED.

The follow pages shows the formation of the National Senate. Today it has evolved into the National High School Track & Field Cross Country Coaches Association.

Its information can be used as a guide to establish and organize NEW state Track and Field Cross Country Coaches Associations.

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National Senate of State Track Coaches' Associations
Improving Coaching Education and Celebrating Track & Field at the High School Level
HISTORICAL PURPOSE AND MISSION

The founding of the National Senate of State Track Coaches' Associations was initiated by the Wisconsin Track Coaches Association in 1997. Founding member associations were from Iowa, Illinois and Indiana.

There is a belief put forth that there is so much more we can do to organize to improve coaching education and to celebrate the sport of track and field at the high school level. There are literally thousands of high schools who are members of the National Federation of High Schools (NFHS) who sponsor high school track & field. The NFHS primarily serves to make sure all member schools are following the same competitive rules of the many sports sponsored via the NFHS. The NFHS is not charged with the responsibility of improving detailed coaching education within each sport.

The United States Track & Field Federation was formed to develop the elite athletes and coaches of track & field and compete successfully at the international level of competition, both at the senior and junior levels of the sport. Coaching education is being offered by outstanding coaches within the USATF structure but primarily reaches coaches who chose to be members of USATF. These coaches are club coaches and/or high school and middle school coaches.

There are also some states where High School Track & Field Coaches' Associations are functioning at high levels of organization and they reach out to make coaching education a high priority. Each state has their respective structure that serves the needs of the coaches at schools in their state. The consistency of coaching education varies from state to state. It is perceived that there are a minority of states that are considered to be on the cutting edge of coaching education opportunities.

The mission and purpose in the forming of the National Senate is to provide a structure for collaboration through which representatives from state track coaches' associations are welcomed and encouraged to come together to assist each other in the development and improvement of coaching education. If we can help each other improve, then the National Senate will serve to prepare better coaches, who in turn will develop better trained athletes at all levels. We also believe that if we can improve the overall training and performance of all track & field athletes at the high school level, then we will produce better trained athletes for colleges and our elite USA national level teams. We also believe that the National Senate will provide a vehicle, at the grassroots level, to bring our country's elite coaches and athletes to meet and share with our nation's high school coaches at a time and location that best serves the seasonal demands of the average high school coach. Our country is blessed to have so many outstanding college coaches. The National Senate can serve to provide opportunities to get more college coaches working more closely with high school coaches' associations.

The specific details of serving this purpose are well defined in Article II of the Constitution of the National Senate of High School Track Coaches Associations.

We believe the primary vehicle to achieve the goals of 1) improved coaching education and 2) the celebration of track & field at the local level is through the development of state coaches' associations who sponsor annual coaches' clinics. These coaching clinics should serve the specific needs of each state within their respective structure of organization.

The National Senate is structured to help states come together to achieve those two goals in a democratically run organization.

NATIONAL SENATE OF HIGH SCHOOL TRACK COACHES ASSOCIATIONS CONSTITUTION

Article I: Name

The name of the organization shall be the National Senate of High School Track Coaches Associations (NSHSTCA).

Article II: Purpose

1. To promote the development and maintenance of state high school/middle school track coaches associations
2. To create an organization through which we can maintain lines of communication with National, State, and local authority.
3. To have associations share organizational structures.
4. To have state associations share coaches clinic organization.
5. Create direct line of communication with USATF and USTFCCCA to bring Coaches Education and Men's and Women's Development to the state level.
6. Generate lists of potential guest speakers at all levels to enhance state clinics.
7. Generate lists of potential consultants to aid them process of association and clinic development.
8. Create a forum to discuss issues and trends relevant to the sport of track & field and cross country.
 - A. Rules and regulations
 - B. Physical Education initiatives
 - C. Meet information
 - D. Learn-by-doing clinics
 - E. Systems of awards and recognition at the state level
9. Develop a camaraderie that will bring coaches together to actively solve problems and form positive relationships.
10. Develop a vehicle to honor and perpetuate the traditions and heroes of track and field.

Article III: Membership

Membership in the National Senate shall be open to all state high school/middle school track & field and cross country coaches associations. This includes associations whose state association encompasses multiple sports. Annual memberships extend from December to December. Annual membership dues shall be \$100.00. These dues shall be dedicated only to the operating expenses of the National Senate and maintenance of the National Senate website.

Article IV: Officers

Chair State, Chairperson and Executive Secretary: The Chair State (along with appointed Chairperson and Executive Secretary) is an elected position. The Chair State election will be held at the USTFCCCA National Convention. The Chairperson shall be appointed by the elected Chair State and must be a President or duly recognized representative of a state track coach's association. Elected Chair State should reveal their appointed Chairperson at the time of election. The Chair State shall serve a term of two years.

The Chairperson is empowered to:

1. Appoint Executive Secretary
2. Organize and chair national senate meetings
3. Serve as National Senate liaison with USTFCCCA, USATF and NFHS
4. Oversee executive secretary and operational staff
5. Handle all financial matters dealing with National Senate business

The Executive Secretary is empowered to:

1. Work toward completion of national senate action items.
2. Serve as liaison for national website/webmaster.
3. Delegate additional volunteer operational staff as needed to complete action items.
4. Serve as recorder of the minutes at the annual meeting.

Article V: Meetings

The annual business meeting of the National Senate shall be held at the USTFCCCA convention and shall be recognized as the official meeting of the NSHSTCA for voting purposes and is charged with conducting the official business of the National Senate. A meeting of the NSHSTCA will also be held annually at the USATF annual meeting and will be informational and advisory in nature and is designed to raise, discuss and forward issues to the annual business meeting held at the USTFCCCA convention. All member associations and potential new member associations shall send their president or a duly recognized representative to attend the National Senate meeting at the USTFCCCA or USATF conventions if possible. Attending members are expected to obtain an individual membership in USTFCCCA or USATF when attending a National Senate Meeting.

Article VI: Voting

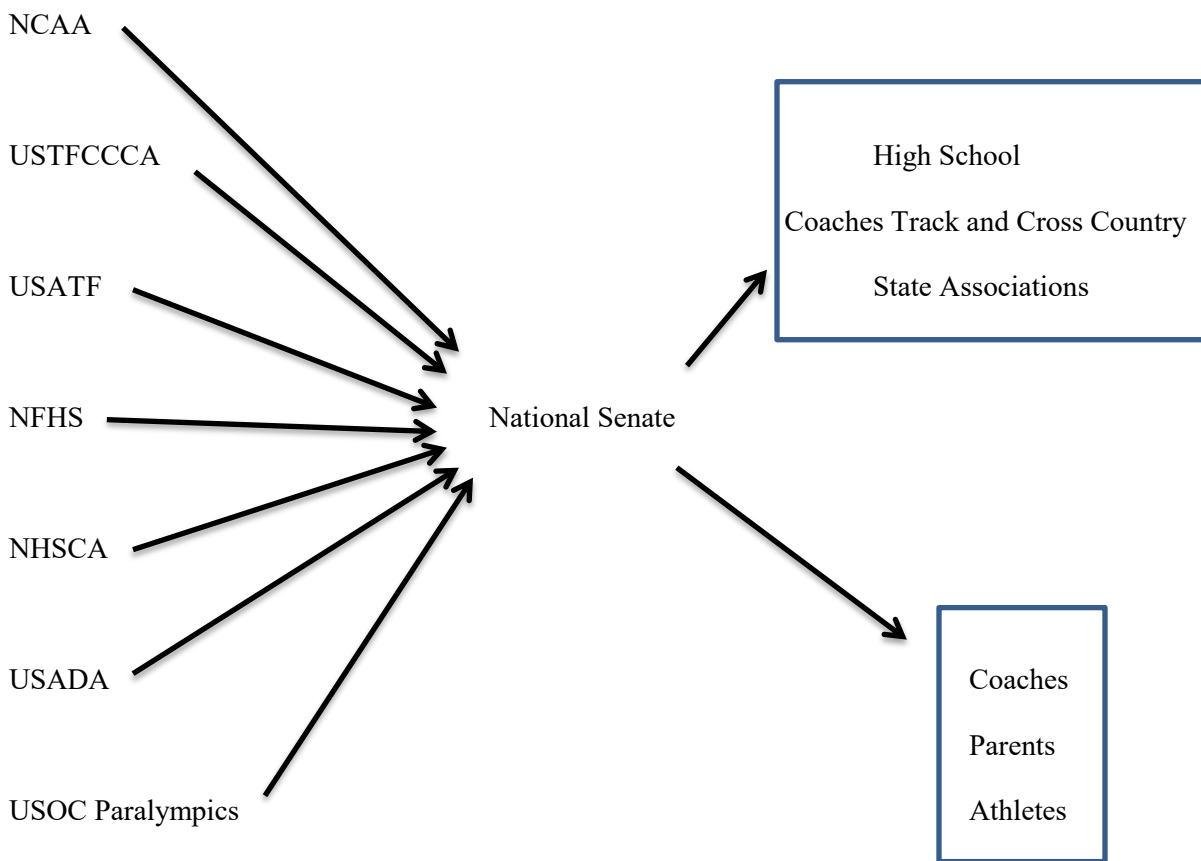
A majority of the National Senate membership shall constitute a quorum. Amendments to or revisions of this constitution may be made by a majority of the members present and voting at the annual business meeting. Each member association shall have one vote (must be in good standing with the National Senate (paid dues)).

Article VII: Use of Funds

The National Senate will maintain minimum funds in the amount of \$1200 as a reserve for future solvency of the organization. 80% of prior years' funds will be allotted for mentoring state associations for the purpose of starting clinics. 20% of prior years' funds will be allotted to cover out-of-pocket expenses of persons chairing the National Senate meetings at USATF and USTFCCCA.

Objectives of the Senate

- Maintain lines of communication between major organizations and high school coaches
- Assist in the development of state high school track and cross country coaches associations
- Assist in the development of state high school track and cross country coaches clinics
- Create a forum to discuss issues and develop relationships between state organizations
- Assist in developing the sport at the grassroots level



National Senate Membership Letter

Dear State Track Coaches Association President,

The NSHSTCA (or the Senate) was founded in 2002 by a dedicated group of volunteer high school track coaches, for the purpose of developing track & field and cross country through the grassroots – through strong coaches associations and cutting edge coaches' education programs.

Since its inception, the Senate has allowed for the growth of a strong partnership between our state associations, USA Track & Field (USTAF), the United States Track and Field and Cross Country Coaches Association (USTFCCCA), and the National Federation of High Schools (NFHS). The ability to tap into these resources has been an invaluable asset for state coaches associations to develop educational opportunities for the high school coaches of their respective states

In order to continue that growth and further the Senate's work, it is imperative that we have complete membership from high school track & field or cross country coaches' associations in the country. **Please forward this to your executive board for approval.**

Annual Membership to NSHSTCA comes in two forms.

State Membership

\$100 from your state high school track coaches association payable each December.

Affiliate Membership

\$10 payable each December. This is primarily for coaches that do not have a viable track or cross country coaches association and would like to be a recognized member of the Senate.

Membership Dues provide the following:

Cover the cost of maintaining the Senate website (www.nationalsenate.org).

Cover the cost of running meetings.

Assist in covering costs associated with mentoring state associations through the initial stages of starting a clinic or coaches association.

Cover expenses of Senate leaders to attend meetings.

You will also become part of an email data base which allows us to quickly disseminate information pertinent to high school coaches and athletes. This has also become venue for sharing information between coaches of different states regarding rules and procedures.

For membership, fill out the registration form and send with payment.

Mark Hoffman

South Milwaukee High School

801 15th Avenue

South Milwaukee, WI 53172

Make checks payable to NSHSTCA.

National Senate Membership form

FILL OUT THE APPROPRIATE FORM BELOW AND SEND TO :

NSHSTCA
c/o Mark Hoffman – Treasurer
South Milwaukee HS
801 15th Avenue
South Milwaukee, WI 53172

State Coaches' Association Membership Form: Fee \$100 TO NSHSTCA

State _____	Association President _____
E-mail _____	Address _____
Phone (Work) _____	_____
Phone (Home) _____	_____
Phone (Cell) _____	Association Web site: _____

OR

Affiliate Membership Form: \$10 FEE TO NSHSTCA

(If your state does NOT have an association that is a member of the senate)

Name _____	State _____
Affiliation _____	E-mail _____
Phone (Work) _____	Address _____
Phone (Home) _____	_____
Phone (Cell) _____	_____

Examples of By-Laws and Mission Statements

Wisconsin Track Coaches Association Constitution

Article I

NAME: The name of the organization shall be the Wisconsin Track Coaches Association (WISTCA).

Article II

PURPOSE: The purpose of this association shall be:

- 1) To promote and foster track and field athletics in Wisconsin high schools.
- 2) To help resolve mutual problems of track coaches and provide opportunities for professional growth and fellowship.
- 3) To always function within the framework of the State High School Coaches Federation.
- 4) To endeavor to achieve and maintain the highest possible standards in track and field coaching and officiating.
- 5) To strive for good public relations and communications so as to promote and publicize the sport.
- 6) To study proposed rule changes and make recommendations to the appropriate state committee.
- 7) To support student-athletes through yearly scholarships, if sufficient funds are available.

Article III

Membership in this organization shall be open to all track and field coaches, heads or assistants of the WIAA affiliated schools. People who do not qualify for regular membership shall be eligible for associate membership. Associate members shall receive all publications but shall not have the privilege of voting. Annual membership extends from clinic to clinic, or February to February. Annual dues for regular or associate membership are \$15.00 and are included in the clinic fee. Coaches not attending the clinic may join the WISTCA at anytime. Inquiries should be made to the association secretary-treasurer. Memberships paid after September 1 are applicable for the following year.

Article IV

OFFICERS:

The officers of this organization shall be the President, President-Elect, Secretary-Treasurer, District and Gender Equity, and Minority Representatives. There will be seven District Reps, one for each of the WIAA districts. They shall serve a term of two years. All elections will be held at the Business Meeting in conjunction with the annual clinic. The President-Elect position, and Districts 1, 3, 5, and 7 will conduct elections in the even numbered years. Districts 2, 4, 6, and the Gender Rep will conduct elections in the odd numbered years. The President shall appoint the Secretary and the Clinic Registrar/Treasurer. Upon the expiration of the President's two-year term in office, or in the event the President is unable to fulfill his term in office, the President-Elect will automatically assume the Presidency.

EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the officers, the immediate Past President and the chairpersons of the standing committees. A majority of the Executive Committee shall constitute a quorum. The Executive Committee, by majority vote, shall have authority to act for the association and shall serve as a nominating committee for elections. Additional nominations may be made from the floor at the Annual Business Meeting.

Article V

The annual meeting of the association shall be held on the Friday evening of the WISTCA clinic. The purpose of this meeting will be to share and gather information. The Executive Committee will meet in the fall of each year: 1) to draw up resolutions regarding track and field that involves matters to be considered by the Track Coaches' Association, and 2) to transact normal business of the association. The Executive Committee has the power to call meetings at any time to discuss business including amendments.

Amendments: Amendments to or revisions of this constitution may be made by a majority of the members present and voting at any meeting duly called by the Executive Committee.

Article VI

WISTCA is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article VII

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Officers Duties

President:

- A) Preside at all WISTCA business and organization meetings. (Clinic, Clinic Evaluation, Summer and Fall).
 - a. Set dates, time and site. Prepare accommodations and make any necessary reservations.
 - b. Develop agenda
- B) Select seven Officers to serve on the WIAA Track and Field Advisory Committee.
 - a. Set date, time and site of WIAA Track and Field Advisory Committee Agenda Construction Meeting (Aug).
 - b. Communicate Agenda to track and field representative at WIAA two weeks in advance of the Advisory Committee Meeting.
 - c. Attend and preside at WIAA Track and Field Advisory Committee Meeting in Stevens Point (Sept).
- C) Assist Secretary in the publication of two newsletters for membership – late spring and late fall.
- D) Monitor operations of WISTCA. Assist other officers, reps, awards chairperson and clinic committee where needed.
- E) Collect input from membership. Pursue goals of membership and act in the best interests of the membership.
- F) Distribute All-State and Conference Team Championship Certificates. Order when certificate supply gets low.
- G) Assist in the operation of the annual clinic.
- H) Solicit door prizes for the annual clinic.
- I) When the association deems necessary, the President will attend the National Convention and the Mid-West Region Meeting.

President-Elect:

- A) Compile yearly All-State Team. Construct decorative poster of All-State Team for view at the clinic.
- B) Run ballot to select male and female Athletes-of-the-Year. Communicate results to Awards Chairperson.
- C) Attend all business and organizational meetings and assist the President with projects, surveys, newsletters and other tasks.
- D) Aide in the coordination of any WISTCA activities.
- E) Assist in the operation of the yearly clinic.
- F) Solicit door prizes for clinic.

Secretary:

- A) Take notes at all meetings, process them, and send them to all officers and executive committee members.
- B) Publish biannual newsletter for all membership – late spring and late fall.
- C) Work closely with the association president and clinic director to coordinate meetings and events.

Clinic Registrar / Treasurer:

- A) Keep an updated and accurate database of all members (their school, school address, district, division, membership status, coaching status, home address, e-mail, etc.)
- B) Pay bills and collect and deposit all monies and keep accurate account of all receipts and other banking transactions.
- C) Print labels and send all bulk mail.
- D) Keep separate databases for all Wisconsin junior high schools, high schools, colleges and junior colleges that offer a track and field program.
- E) Prepare and present an annual treasurer's report.
- F) In charge of clinic registration.

District Reps:

- A) Serve a two-year term with the option for re-election.
- B) Attend all business and organizational meeting to discuss and develop association policy.
- C) Responsible for District Coach-of-the-Year selection. Collect nominees and make selection of coaches. Send choices to Awards Chairperson. Collect biographical information and make presentation at the Hall of Fame Luncheon.
- D) Run district caucus at clinic to share and collect information from district coaches.
- E) Help in the operation of the annual clinic.
- F) Solicit door prizes for the clinic.
- G) Promote the clinic and recruit new members.
- H) Send newsworthy items to the President or Secretary for publication in the biannual newsletters.

Gender Rep:

- A) Attend all business and organizational meetings to discuss and develop association policies.
- B) Collect information and concerns regarding gender equity and bring them to the attention of the association.
- C) Assist in the operations of the annual clinic.
- D) Solicit door prizes for the clinic.
- E) Serve on sub-committees within the association.

Minority Rep:

- A) Attend all business and organizational meetings to discuss and develop association policies.
- B) Collect information and concerns regarding minority issues and bring them to the attention of the association.
- C) Assist in the operations of the annual clinic.
- D) Solicit door prizes for the clinic.
- E) Serve on sub-committees within the association.

If any of the Officers or Executive Committee members are unable to complete their term, the President will appoint someone to complete the remaining time of the term.

LOUISIANA TRACK AND FIELD COACHES ASSOCIATION

The Louisiana Track and Field Coaches Association is an organization made up of professional coaches from the college, high school, junior high school, and club ranks dedicated to the advancement of the sports of track and field and cross country. This organization will also promote the opportunity for participation for all athletes and will nurture the growth of the sports. The membership meets annually to discuss issues affecting the sports and proposes changes regarding rules, events, and participation among other topics. The group also promotes the continuing education as it relates to the above sports by sponsoring a Coaches Clinic at which experts present current information and share ideas aimed at improving the level of coaching in the state. The LTFCA is a nonprofit organization that is financially supported solely through the annual dues paid by its members. The organization maintains collegial relationships with the governing bodies of track and field and cross country in Louisiana and the United States.

The members of the Executive Board are elected by the membership. The member of the Board of Directors are appointed by the Executive Board. The Executive Committee, with a quorum of at least five voting members, shall be empowered to pass all rules and constitutional provisions and make all appointments necessary and proper for conducting official business for the association.

Executive Committee:

Executive Board:

President(elected by membership) – Nick Smith, West Feliciana High School

1st Vice President(elected by membership) – Jason Chauvin, Catholic High School, PC

2nd Vice president(elected by membership) – Kenneth Lockett, Franklin High School

Board of Directors:

Clinic Chair (appointed) – Ryan Gallagher, Brother Martin High School

Secretary / Treasurer (appointed) – Jay Stuckey

Awards Chair (appointed) – Eddie Cole

Media Coordinator(appointed) – Paul Garvey

Site Coordinator(appointed) – John Talley

Member-At-Large(appointed) – Mike Corn

Executive Board: (elected by membership)

President (elected by membership)

1. Maintains calendar for Executive Committee
2. Serve as liaison to all internal(executive committee) and external (LHSAA, LHSCA, USATFCCCA, etc) organizations
- ☐ ☐ Call and organize meetings of executive committee and general membership
4. Serves master of ceremonies for annual clinic
5. Oversee organization of clinic via executive committee
6. Secure refreshments for hospitality room
7. Respond to issues / concerns of membership
8. Voting member
9. Serves two year term

First Vice President (elected by membership)

1. Assume duties of the president in his/her absence, removal, or resignation
2. Voting member
3. Supervise registration table on days of clinic
4. Perform duties assigned by the president
5. Assist in organization of annual clinic
6. Voting member
7. Serves two year term

Second Vice President (elected by membership)

1. Recruit Clinic Vendors / Maintain Contact List
2. Secure vendor agreements(\$250 per vendor)
3. Assume duties of the 1st vice president in his/her absence, removal, or resignation
4. Voting member
5. Assist registration table on days of clinic
6. Perform duties assigned by the president
7. Assist in organization of annual clinic
8. Voting member
9. Serves two year term

Board of Directors: (appointed by unanimous vote of executive board)

Clinic Chair (appointed)

1. Determine topics and invite speakers
2. Determine AV needs for speakers and relay information to the president
3. Determine and provide transportation needs for featured speakers
4. Determine time table for clinic
5. Voting member

Secretary / Treasurer (appointed)

1. Maintain checking account where all organizational funds must be deposited
2. Pay all bills related to the association
3. Record minutes of all official meetings of the association

4. Produce biannual reports for the organization
5. Provide a financial report to the membership at the annual meeting
6. Produce and make available a written financial report to the membership
7. Maintain current roster of members, coordinating list with clinic director and editor of the newsletter
8. Obtain membership cards
9. Aid with registration table on days of clinic
10. Voting member

Awards Chair (appointed)

1. Create a list of State Champions for Cross Country(name, school, classification)
2. Create a list of State Champions for Indoor Track and Field(name, school, classification)
3. Create a list of State Champions for Outdoor Track and Field(name, school, classification)
4. Notify by phone or mail each recipient at least 45 days prior to the clinic
5. Order plaques for State Championship coaches
6. Order plaque for outgoing president
7. Compile All State Cross Country lists(25 girls/25 boys) and disseminate lists to the media coordinator
8. Order and distribute All State Cross Country certificates
9. Order and distribute Academic All State Cross Country certificates
10. Order and distribute Academic All State Track and Field certificates
11. Solicit nominations for Lifetime Achievement Award
12. Order Lifetime Achievement Award plaques
13. Maintain a list of past Lifetime Achievement Award recipients
14. Voting member

Media Coordinator(appointed)

1. Coordinate Cross Country polls
 - a. appoint members—currently Claney Duplechin and Eddie Cole
 - b. coordinate gift/payments for CC poll administrators(\$50/person)
 - c. coordinate release of polls to statewide media
2. Provide webmaster with clinic information suitable for press release
 - a) location and dates of the clinic
 - b) list of speakers with times
 - c) registration information for members
 - d) hotel room information including hotel phone number, cost, cut-off date for LT&FCA room rates
 - e) dues information – \$50 preregistration/\$60 day of clinic registration
3. Create and Maintain Media Contact Email List
4. Voting member

Site Coordinator(appointed)

1. Secure location for annual clinic to meet the following criteria:
 - a) theater style rooms for clinic presentations
 - b) arrange coaches social (food and beverage)
2. Reserve needed rooms for speakers and executive committee
3. Coordinate AV equipment and any other equipment needed for clinic speakers with hotel
4. Oversee distribution and collection of video library
5. Voting member

Member-At-Large(appointed)

1. Aid president with external (LHSAA, LHSCA, USTFCCCA, etc) organizations
2. Aid the 2nd Vice-President with vendors
3. Aid the Clinic Coordinator in transportation for speakers if needed
4. Voting member.

Starting an Association

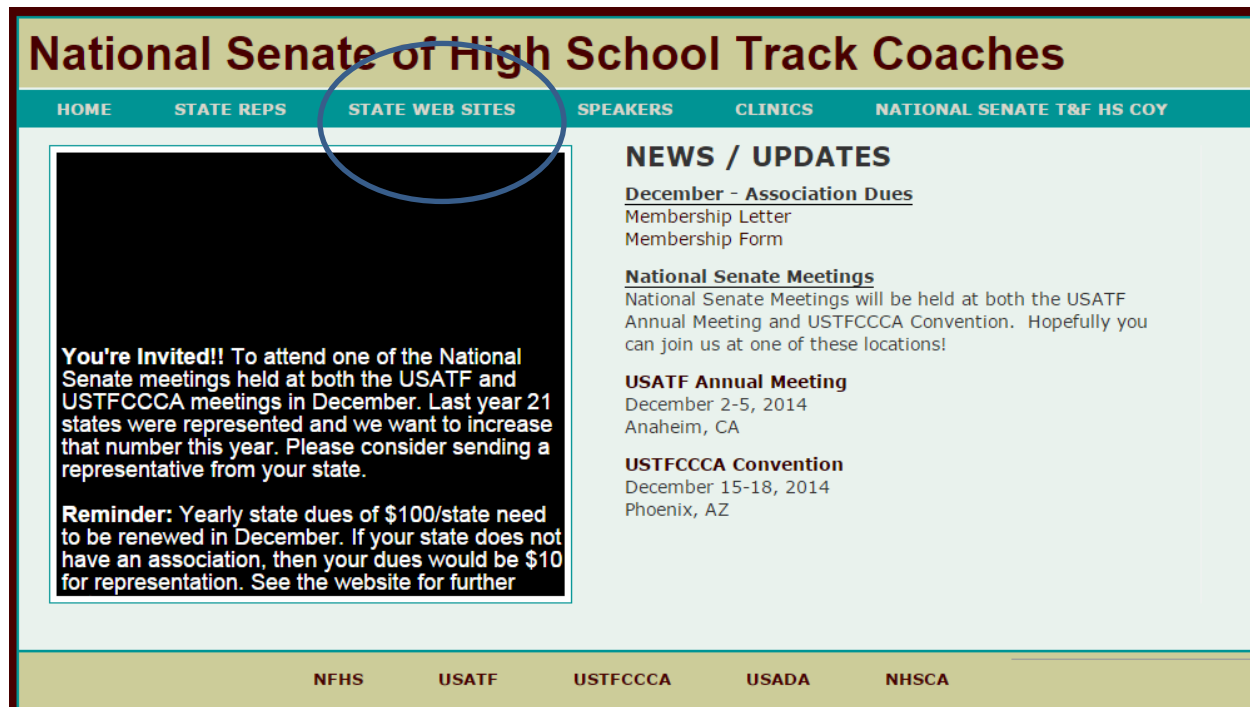
- 1) Get a core group of coaches (start with a minimum of 6) that are committed and willing to spend some time and energy to get the ball rolling. The key people would be
 - President (oversees all the workings of the Association. Attends Advisory meetings with the state governing body)
 - Vice President (assists President where needed, attends meetings that the President cannot)
 - Treasurer (Keeps financial status of Association. In charge of registration of annual clinic)
 - Membership Coordinator (keeps data base and contact info on all members. Works with Treasurer with registration of clinic)
 - Publicity Director (keeps in contact with coaches promoting upcoming events and clinics by using a web site, facebook, twitter, or e-mails). This person needs to continually put items out so that the members feel that the Association is active. This is the face of the Association.
 - Clinic Director (obtains clinic facilities, and speakers. Organizes the flow of the clinic)

You will want to acquire others to help at some of these positions but these are the core areas needed to get going. Other areas will be needed as you grow.

- 2) Develop an annual clinic
 - This is the financial driving force for the Association
 - This builds membership and helps the Association grow
 - Try to get sponsors to help finance the clinic and speakers
- 3) See if you can get a seat on the State Advisory Board
 - This usually is not too difficult because most Boards want to hear from the coaches and your Association can represent them.
 - Make sure that whoever is on the Board (usually President) is able to hear the concerns/voices of the coaches he represents
- 4) Determine if the key positions of the Association will be elected or appointed
 - To start with, it might be easier to just appoint positions (2 years minimum)
 - As your Association grows, you can turn the positions into elected positions if you want (Illinois just appoints positions as people withdraw and others step up)
- 5) Have someone attend the National Senate Meeting at either location so that they can start making contacts with people that can help further the development of your Association

State Association Web Sites

Associations usually have a web site. The National Senate lists these web sites on the National Web site.
www.nationalsenate.org

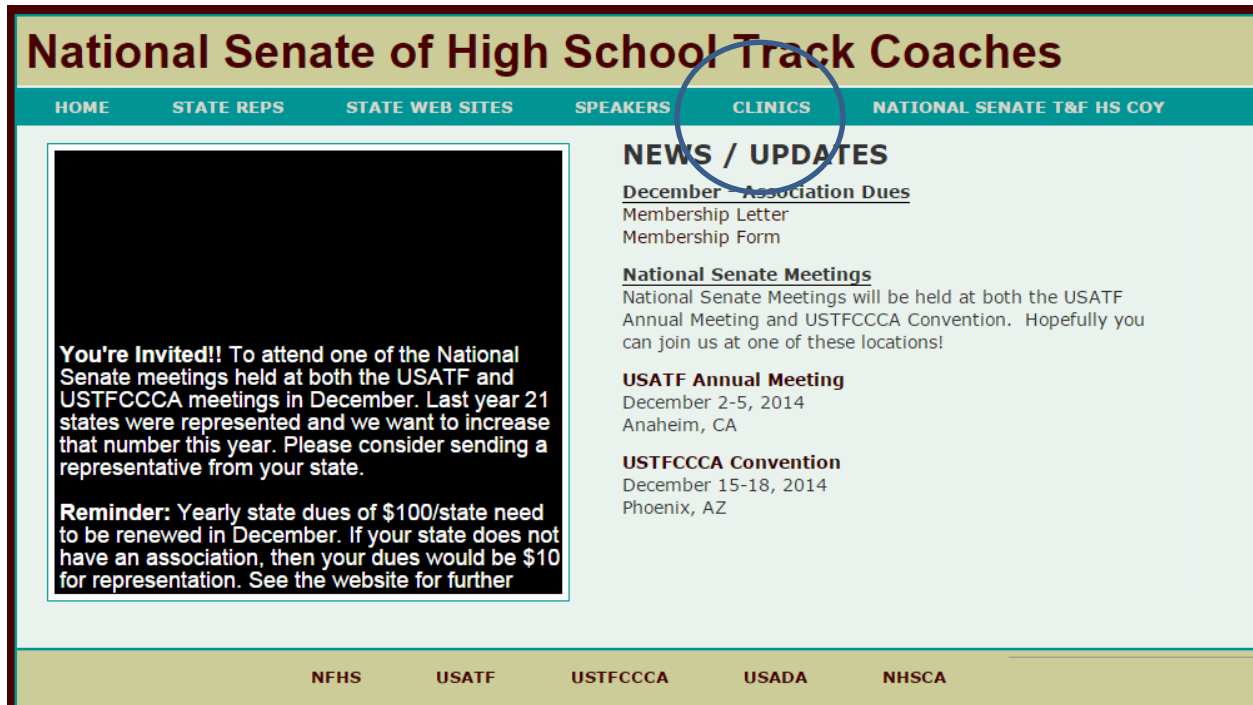


Types of Coaching Clinics

- Lecture Based for Coaches Only
 - Should offer different levels (beginning coaches series, regular level, PhD room)
 - Decide if you will allow time for questions at the end of a session
- Learn-By-Doing
 - Athletes (make sure you do not violate State Association rules of participation)
 - Coaches (remember some may be out of shape)
- Panel (Round Table) Discussions
 - Have Questions already prepared to ask your panel and share them with the panel ahead of time so they can prepare answers so the session flows
 - Allow time for questions at the end from attendees

Schedule of State Association Clinics

Each year the dates change but are usually the same weekends each year. On the National Senate website the dates of the different clinics are posted.



National Senate of High School Track Coaches

HOME STATE REPS STATE WEB SITES SPEAKERS **CLINICS** NATIONAL SENATE T&F HS COY

You're Invited!! To attend one of the National Senate meetings held at both the USATF and USTFCCA meetings in December. Last year 21 states were represented and we want to increase that number this year. Please consider sending a representative from your state.

Reminder: Yearly state dues of \$100/state need to be renewed in December. If your state does not have an association, then your dues would be \$10 for representation. See the website for further

NEWS / UPDATES

December Association Dues
Membership Letter
Membership Form

National Senate Meetings
National Senate Meetings will be held at both the USATF Annual Meeting and USTFCCA Convention. Hopefully you can join us at one of these locations!

USATF Annual Meeting
December 2-5, 2014
Anaheim, CA

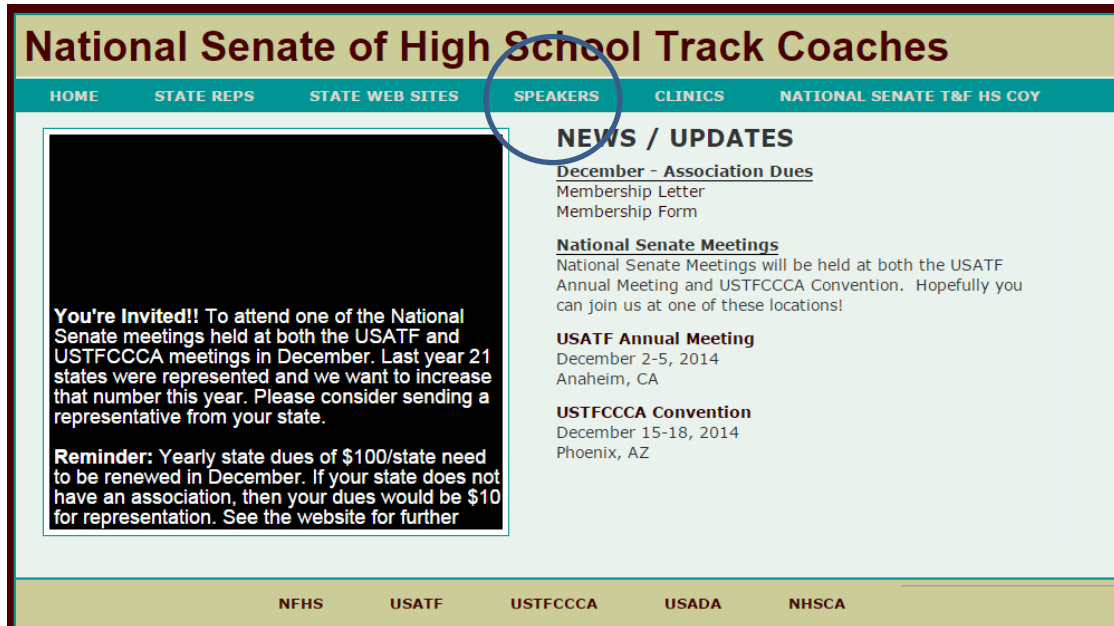
USTFCCA Convention
December 15-18, 2014
Phoenix, AZ

NFHS USATF USTFCCA USADA NHSCA

www.nationalsenate.org

Bank of guest speakers for coaching education

The National Senate promotes speakers that are recommended as 'good speakers' and we post their areas of expertise and contact info on the web site as well.



National Senate of High School Track Coaches

HOME STATE REPS STATE WEB SITES **SPEAKERS** CLINICS NATIONAL SENATE T&F HS COY

NEWS / UPDATES

December - Association Dues
Membership Letter
Membership Form

National Senate Meetings
National Senate Meetings will be held at both the USATF Annual Meeting and USTFCCCA Convention. Hopefully you can join us at one of these locations!

USATF Annual Meeting
December 2-5, 2014
Anaheim, CA

USTFCCCA Convention
December 15-18, 2014
Phoenix, AZ

You're Invited!! To attend one of the National Senate meetings held at both the USATF and USTFCCCA meetings in December. Last year 21 states were represented and we want to increase that number this year. Please consider sending a representative from your state.

Reminder: Yearly state dues of \$100/state need to be renewed in December. If your state does not have an association, then your dues would be \$10 for representation. See the website for further

NFHS USATF USTFCCCA USADA NHSCA

Appendix A

Organization of an Association

MITCA Re-Organization(Michigan)

The following positions are elected as four year terms with ascension to the Presidency. MITCA has four main duties for these positions and they will be assigned accordingly.

The duties are:

Cross Country Coach of the Year – Track Coach of the Year - All State Certificates

President Elected as Secretary to a four year term. Make sure we have workers at all stations during both clinics. Input as to a theme,r speakers and give – a –way for the track clinic	1st Vice – President -Student sessions at Track clinic -Beginner and Middle School Sessions Presenters Input as to a theme, speakers and give- a -way for the cross clinic	2nd Vice -President Elected as Secretary to a four year term. Prediction Run at both clinics Works with Public Relations and will perform a list of duties
Secretary Elected as Secretary to a four year term. ****student talks at CC clinic and help with registration of Mid East meet Works with Treasurer at Cross and Track Clinic	Treasurer	Political Action Attend Rules and Reg and Representative Council Scech / Oversee College Credit Vendor Rep Recruit vendors/ secure
Clinic/Education Coordinator Secure hotel/ air flights/ rooms/ menu's/ speakers / hotel contracts at both the cross country and track clinic.	Public Relations	Communication and Media Specialist Coach of the Year MITCA Meets USATF / Foot Locker etc Survey members

Technology

We need a list

Too much to list here

These positions are appointed by the Executive Board

Do not need to attend every meeting

Academic All State

Div 1-4 Cross – Find Representative

Div 1-4 Track – Find Representative

Mail plaques not picked up

Try to secure a sponsor for the Academic All State Certificates

Print and distribute certificates

Historian

Compile and develop a book on MITCA History including clinics, awards, and speakers.

Bio on great Michigan High School athletes that became Olympians

Secure track and cross history and develop display boards.

Develop tri – fold display boards

MITCA/Mid-East Qualifier Meet Manager

Team State Selection Site

Work with power rankings

MID-EAST

Recommend Coach

Mid-West Coordinator

Secure Head and Event Coaches

Attend Meeting with other states

Uniforms

All State letter information

Sponsorships and Finance

Work with coaches on selection

ITCCCA Officers (Illinois)

President:

1. Responsible for the running and development of ITCCCA
 2. Communicate with all officers on a quarterly basis.
 3. Represent ITCCCA at IHSA Advisory board meetings for track & field and cross-country.
 4. Serve as master of ceremonies at the January clinic.
- *It is a two-year office voted on by the members.

Vice President:

1. Take over the Presidents duties if he/she is unable to perform above stated duties
 - 2 After the two-year term he/she will become the president.
 3. Will oversee the following offices; Senior all-star Meet Directors (Male & Female), The Mid East cross-country Meet Directors (Male & Female), Directors; Hall of Fame Chairman, All state Cross-Country, Coach of the Year Awards, Pasquini Awards, Recognition Awards, Historian, All State Track & Field, Fall Meeting Facilitator and John Davis Scholarship Director Junior High School Representative, Officials Representative, Video Rental Director, ITCCCA Tidbits Editor, City of Chicago Representative, Class A Representative and IHSA Representative.
- *It is a two-year office voted on by the members

Finance Director:

1. Responsible for all financial matters of ITCCCA.
 2. Keep track of the financial books.
 3. Collect ITCCCA membership dues.
 4. Dispense funds to members with receipts for ITCCCA matters.
 5. All reports and records should be kept on a PC format.
 6. Run registration for the January clinic.
- *Appointed By the President

All State Track and Field Director:

1. Record the All State selections on a PC format.
2. Obtain and record the top three performances at the boys and girls state track meet. From these performances pick the top three, regardless of A or AA classifications. These athletes will be designated as the All State Athletes in their events.
3. Obtain certificates for each of the All-State award winners.
4. Dispense the certificates at the early fall and late fall meetings
5. Pass out the list of All-State athletes at the early fall meeting and January clinic.
6. Forward a copy of the All-State athlete list, including the athlete's hometown and school, to the Publicity Director, Historian, Web Page Director and ITCCCA Editor as soon as possible after the state meets series. Please include the athletes hometown, and school.
7. The president appoints this position; there is no time limit on serving.

ITCCCA Tidbits Editor:

1. Send out various e-mail issues of the ITCCCA Tidbits Newsletter.
2. Send out at least one mailing a year to all schools. This should be in November or December to help publicize the clinic.
3. All officers should e-mail pertinent information to the Editor to be dispersed to the membership.
3. The president appoints this position; there is no time limit on serving.

Mid East cross-country Meet Director:

1. This position requires two coaches, one for the guys' team and one for the girls' team. They are responsible for making all arrangements for the Mid East cross-country Meet.
2. This includes obtaining the runners, recruiting extra coaches, transportation, housing, entry information and any other jobs associated with ITCCCA participation in the meet.
3. Compile the final results and send them to the Vice President, Publicity Director, Historian, ITCCCA Tidbits Editor and the Web Page Director as soon as possible. Please include the athlete's name, hometown, school and telephone number.
4. If possible please keep all records in a PC format.
5. The president appoints this position; there is no time limit on serving.

Senior All Star Meet Directors:

1. This position requires two coaches, one for the guy's team and one for the girl's team. They are responsible for making all arrangements for the Senior All Stars Meet.
This includes obtaining the athletes, recruiting extra coaches, transportation, housing, entry information and any other jobs associated with ITCCCA participation in the meet.
Compile the final results and send them to the Vice President, Publicity Director, Historian, ITCCCA Tidbits Editor and the Web Page Director as soon as possible. Please include the athlete's name, hometown, school and telephone number.
2. If possible please keep all records on a PC format.
3. The president appoints this position; there is no time limit on serving.

Officials Representative:

1. Develop and maintain a committee responsible for choosing the official's award every year.
2. Maintain a current directory of all registered officials and pass this out at the January clinic.
3. Develop and promote ways for officials to become more involved in ITCCCA.
4. Organize and run the Officials clinic in conjunction with the January ITCCCA clinic. Responsible for creating, distributing, collecting and determining the winner of the Officials Award.
5. Compile the names of the award winners and send them to the Vice President, Publicity Director, Historian, ITCCCA Tidbits Editor and the Web Page Director as soon as possible
6. The president appoints this position; there is no time limit on serving.

Hall of Fame Chairperson:

1. Responsible for organizing the Hall of Fame committee meeting that picks the individuals for induction into the Hall of Fame.
2. Responsible for organizing the Hall of Fame committee meeting that picks the individuals for nomination. This includes preparing all papers necessary to help the committee chose new inductees at a committee held on the Sunday before Columbus day.
3. Run the portion of the meeting to vote on the Hall of Fame inductees.
4. Contact all members that are elected to the Hall of Fame for that year. Also, contact the individuals who will be introducing them.
5. Run the Hall of Fame portion of the clinic.
6. Contact current members to inform them of the Hall of fame luncheon.
7. Compile the names, including hometown, school and telephone number, and send them to the Vice President, Publicity Director, Historian, ITCCCA Tidbits Editor and the Web Page Director as soon as possible.
8. If possible please keep all records on a PC format.
9. This position is a permanent position. The president will appoint a new chairman with the current committee's recommendation if the current chairman resigns from the position.

All-State Cross-Country Selection Director:

1. Select the top 25 boy and girl finishers at the state meet regardless of class affiliation.
2. Obtain plaques for each of these individuals. These plaques should be passed out at the late fall ITCCCA meeting.
3. Compile the All-State team names and send them to the Vice President, Publicity Director, Historian, ITCCCA Tidbits Editor and the Web Page Director as soon as possible. Please include the athlete's hometown and school.
4. If possible please keep all records in a PC format.
5. The president appoints this position; there is no time limit on serving.

ITCCCA Athlete-of-the-Year Award

Illinois Track and Cross Country Coaches Association awards Athlete-of-the-Year honors to Illinois Track &Field/Cross Country athletes who have demonstrated remarkable achievements. At least, one male and one female will receive this award annually. This award was started in 2010. The recipients are selected by a committee of coaches and media who are member of the track & field /cross country community throughout the State of Illinois. The award, presented at the January Clinic, is open to all track & field/cross country athletes in Illinois.

Coach of the Year Award Director:

1. Responsible for creating, distributing, collecting and determining the winner of Coach of the Year Ballots. Responsible for obtaining the coach of the year plaques.
2. Responsible for awarding these plaques at the annual ITCCCA luncheon.
3. Send letters notification to the award winners. This award is decided for 1A, 2A and 3A boy's cross-country, girl's cross-country, boy's track and girl's track.
4. Compile the names and send them to the Vice President, Publicity Director, Historian, ITCCCA-N Tidbits Editor and the Web Page Director as soon as possible. Please include their hometown, school and telephone number.

5. If possible please keep all records in a PC format.
6. The president appoints this position; there is no time limit on serving.

Dave Pasquini Award Director:

1. Collect all recommendations for the Dave Pasquini Award.
2. Go through the recommendations and bring the top ten choices along with summaries to the officers meeting in November.
3. Run the voting for the award winners at the November meeting.
4. Contact all the award recipients and invite them to the luncheon in January.
5. Run the Pasquini Award portion of the January luncheon.
6. Compile the names and send them to the Vice President, Publicity Director, Historian, ITCCCA-N Tidbits Editor and the Web Page Director as soon as possible. Please include their hometown, school and telephone number.
7. If possible please keep all records in a PC format.
8. The president appoints this position; there is no time limit on serving.

Distinguished Service Award Director:

Web Director / Publicity:

1. Responsible for the current maintenance of the ITCCCA web page.
2. Responsible for continually developing ways to improve the Web Page.
3. This position is becoming increasingly important. The Web page is the communication line of our organization. We cannot afford for it to become outdated or inoperable. Because of this fact there will be an assistant Web Page Director who will assist the Director in his/her duties.
4. Different officers are responsible for providing information, and the director is responsible for getting it on the web page as soon as possible.
5. The president appoints this position; there is no time limit on serving.

George Dekan Scholarship Director:

1. Develop, disperse and collect all the applications for the scholarship.
2. Create a committee to go through the applications and decide on the recipients. The number of scholarships will be awarded based on the amount of available funds for that year.
3. Compile the names of the scholarship winners including hometown, school and telephone number, and send them to the Vice President, Publicity Director, Historian, ITCCCA-N Tidbits Editor and the Web Page Director as soon as possible.
4. Notify the recipients of their award.
5. Notify the principals of the respective schools.
6. If possible please keep all records on a PC format.
7. The president appoints this position; there is no time limit on serving.

Clinic Director:

1. Oversees all aspects that relate to the ITCCCA January clinic.
2. Obtains speakers for the clinic.
3. Determines time schedule and room assignments of all clinicians.
4. Coordinates the jobs of the Clinic Facilities Director, Vendors Director, Reception Director, Clinic Gifts Director and

Hall of Fame Receiver.

5. The president appoints this position; there is no time limit on serving.

Clinic Facilities Directors:

1. Obtains permission to use OPRFHS.
2. Works with Clinic Director in room arrangements.
3. Arranges the food and set up for the luncheon.
4. Arranges all necessary audio & video equipment needed by the clinicians.
5. Arrange all necessary tables for the vendors.
6. The president appoints this position; there is no time limit on serving.

Vendors Director:

1. Responsible for obtaining vendors for the January clinic.
2. Responsible for arranging with the Web Page director to put the vendors link on our page.
3. Responsible for collecting monies from the vendors and giving that money to the Financial Director.
4. Responsible making sure vendors have assigned areas at the clinic.
5. The president appoints this position; there is no time limit on serving.

Reception Director:

1. Responsible for finding a local establishment for the HOF's and Officers to go to after the clinic.
2. Working with the Clinic Director make all necessary arrangements for the reception.
3. The president appoints this position; there is no time limit on serving.

Clinic Gifts Director:

1. Responsible for arranging the thank you gifts for each clinician.
2. Responsible for arranging for the item that will be given to each attendee.
3. Assist the Vendor Director with collection of the door prizes.
4. The president appoints this position; there is no time limit on serving.

Hall of Fame Receptionist:

1. Work with the hall of fame committee in determining who will be in attendance.
2. Greet the Hall of Fame members and give them their special nametag and other material.
3. Be sure the Hall of Fame members and their families find their seats.
4. Work with the Historian to get a picture of the inducted HOF class and of all the HOF's in attendance.
5. The president appoints this position; there is no time limit on serving.

USATF Representative:

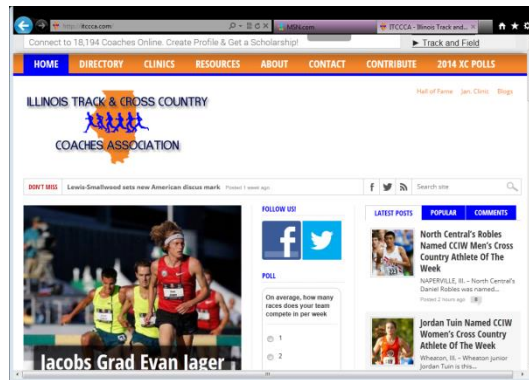
1. Keep ITCCCA informed about what is going on with USATF both nationally and locally.
2. Keep ITCCCA aware of changes that may be advantageous to ITCCCA and its coaches.
3. Keep USATF informed about what ITCCCA doing and how it may help USATF.
4. Work with the presidents of USATF Illinois and ITCCCA to bring about even better cooperation between the groups.

Appendix B

Methods of Communication

Illinois

- **Web Site** Featuring: News, Dyestat, Tweets, Blogs, Surveys, Clinic Information, Directory, Clinic Registrations, Meets/Coaches Needed, Awards, Polls, and Association Structure/Info



- **E-mail** We keep a data bank of e-mails that we use to send out reminders of meetings and clinic registration.
- **Newsletters** We have a person who writes a ‘tidbits’ newsletter and sends them out periodically (usually quarterly) via e-mail.
- **Tweeting/Blogging** We welcome the sharing of information/opinions but we monitor it through our web site
- **Facebook** We have a Facebook page which mirrors the highlights of the website.
- **Fax** We send an e-fax to every High School Athletic Director with the flyer about our clinic and ask that they distribute it to the boys and girls head coaches.

Appendix C

Registration for Clinics

- Many Associations use on-line registration and payment through their web sites. There are many different programs that are used. One issue when using payment on-line is the fee associated with the operating system (ex. Pay-pal). One remedy is to increase the cost of attending the clinic to absorb the cost.
- Some associations still use the paper and check send in method. The problem with this method is time for the mail to arrive and deposit the checks.

Appendix D

Contracts with Host Sites

SALES & CATERING MEETING & ROOM CONTRACT

Date: November 20th, 2012
RAMADA PLAZA MILWAUKEE AIRPORT
6331 South 13th Street • Milwaukee, WI 53221

CindyLou Grube: (414) 570-6626 - FAX (414) 764-6531

GROUP: Wisconsin Track Coaches Association

PHONE: Fax:

POST AS: Wisconsin Track Coaches Association

EMAIL:

ADDRESS:

CONTACT:

CITY, STATE, ZIP:

ON-SITE CONTACT:

Minimum guaranteed attendance must be received 10-Business days prior to the scheduled event. If attendance falls below the guaranteed number, the client will be charged for the guaranteed number.

The meeting space is considered as tentative until the signed contract and catering terms and conditions have been received, and an approved method of payment or an advance deposit for guarantee has been established to the satisfaction of the hotel.

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>FUNCTION</u>	<u>ROOM</u>
				Arbor Room
Friday	Feb. 8 th , 2013	9:00AM-6:00PM	Meeting	Garden Room
Saturday	Feb. 9, 2013	9:00AM-1:00PM	Meeting	Park Atrium
				Terrace Hall
				(Both Days)
<u>SET-UP</u>	<u>SET-UP FEE</u>	<u># SET FOR</u>	<u># GTD</u>	<u>SET ROOM BY</u>
Theater		Max		Room ready Thursday on Feb. 7 th , 2013

GROUP ROOM BLOCK

<u>Day</u>	<u>Date</u>	<u>Guest Rooms</u>
Friday	February 8 th , 2013	100

GROUP RATES		
Standard Guest Room	\$	(Single/Double) Plus Tax
King Guest Room	\$	(Single/Double) Plus Tax

Room rate to include the Free Breakfast for #2 people

Rates are per night and do not include applicable taxes. Rates are based on the needs and size of the Group, as well as food/beverage functions and meeting space requirements. Group rates will be honored three days prior to and three days after the room block dates reflected in this agreement, based on availability at the time requested.

CUT OFF DATE

All guest rooms within the block will be held on a definite basis upon receiving this signed Letter of Agreement. It is required that all reservations, including rooming lists, *be received no later than January 22th, 2013.* After this date, all unreserved rooms within the block will be released. Reservation requests received after the cut off date will be accepted on a space available basis at the prevailing rate.

CANCELLATION POLICY

Individual room reservations must be cancelled *by 4pm on Day of arrival.* Reservations cancelled after 4pm on February 8th, 2013, will be assessed a (1) nights room charge to the credit card provided for guarantee as liquidated damages, and not as a penalty of anticipated lost revenue.

GUEST ROOM RESERVATION PROCEDURE

Individuals calling in to make their own reservations need to identify themselves by the **WL Track Coaches** as indicated in this Letter of Agreement to receive the Group rates. Reservations may be made by calling the hotel direct at 414-764-1500 or our National 800 number of 800-303-8002. Please pay special attention to the cut-off procedures to avoid any misunderstanding between your attendees and the Ramada Plaza Milwaukee Airport. ***All individual reservations must be guaranteed with a credit card.*** Our reservations department will acknowledge each request, such as adjoining rooms, room types or room locations on an individual basis and accommodate those requests based on availability.

BILLING AND CREDIT PROCEDURES

Individuals are responsible for their own guest room, tax and incidental charges. All reservations must be guaranteed with a credit card and credit must be established upon arrival.

TAX EXEMPT STATUS

All Master Account charges for the Group are tax exempt – a copy of the Groups tax exempt certificate must be returned with this signed Letter of Agreement. Tax will be charged to master accounts without valid documentation on file prior to the event.

CHECK-IN / CHECK-OUT

Check-in time at the Ramada Plaza Milwaukee Airport is 3:00PM. The Ramada Plaza Milwaukee Airport will make reasonable efforts to accommodate early arrivals. Check-out time is 11:00AM. Group members staying in their rooms beyond the check-out time without Ramada Hotel Milwaukee Airport authorization will be charged for an additional room night.

WALK POLICY

The Ramada Plaza Milwaukee Airport agrees that in the unlikely event a room is not available for a guest holding a guaranteed reservation, the hotel will pay for the following:

- One night's room and tax at a comparable hotel
- Transportation to the comparable hotel and for return to the Ramada Plaza Milwaukee Airport for subsequent nights
- One 5 minute long distance phone call
- Guest name on hotel telephone list for referral

ACTS OF GOD

Neither party shall be responsible for any failure of performance due to Acts of God, labor disputes, shortage of commodities or supplies to be furnished by the hotel, governmental authority, or accidents.

INDEMNIFICATION

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the hotel. Ramada Plaza Milwaukee Airport and their respective officers, directors, employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs, (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

ARBITRATION

The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by arbitration to be conducted in Milwaukee County, Wisconsin. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the Federal Rules of Civil Procedure, that Wisconsin law will be the governing law, and any arbitration award will be enforceable in state or federal court.

ATTORNEY'S FEES

The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs.

The signed contract, catering terms and conditions and approved method of payment must be returned to the hotel within (10) days of the booking, (Unless stated otherwise on the contract) or the hotel will reserve the right to re-sell the requested space at its discretion.

This agreement, with the catering terms and conditions documents attached hereto, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties hereto.

The persons signing this contract on behalf of Ramada Plaza Milwaukee Airport and WI. Track Coaches, respectively, each warrant that they are authorized to make the agreement set out on behalf of the Hotel and the Group, respectively, and have the authority to bind the Hotel and the Group to this contract. Should any revisions be made on the returned contract, if accepted by the Ramada Plaza Milwaukee Airport, it will be countersigned and returned to you.

Signatures received via fax or by email by the Ramada Plaza Milwaukee Airport, WI. Track Coaches, is considered legal and binding.

By the Group's

By the Hotel's

Authorized Representative

Authorized Representative

Signature: _____

Signature:

Name:

Name:

CindyLou Grube

Date: _____

Date:

November 20th, 2013

Appendix E

Organization of a Clinic

Michigan

The hardest part of a clinic is to assign people to different positions with knowing that everyone has to work together. Communication is the key between all parties working on the clinic. Here is how Michigan divides up the duties.

Clinic Chairperson – this is a position on our Board

Duties: speakers, speaker contracts, air flights, meals at clinic, set up of each speaker room, transfers to hotel/airport, hotel selection and contracts, clinic schedule

Registration – Treasurer is in charge – Treasurer is a board position

Duties: badges, all pre and post registration, set up of registration, profit/loss balance sheet

All checks to speakers

Banquets – Public Relations is in charge – PR is a board position

Script luncheon and banquet outline, order all coach of the year, Hall of Fame and other plaques as needed. Prints flyer for coach of the year banquet. contact all people to be inducted including Mr and Ms Track and Field and Cross Country. Set up seating for head table and reserved tables. Secures food and beverage for hospitality when necessary

Business Meeting – Political Liaison – this is also a board position

Scripts the business meeting, contacts MHSAA headquarters and invites the person assigned to our sport to the business meeting. Announces all results of business votes at the banquet.

Vendors – Political Liaison

Send out contracts, assign tables, collect prize from each vendor, attend to vendor needs.

College Credit and CEU's – Political Liaison works with an individual and ensures all forms are available at both clinics.

Prediction Run – Public Relations

Measure and map out course, order and distribute plaques, post results

Audio Visual – Technology Chair – this is a board position

Sets up all av for each speaker – given information a week before the clinic

Registration Desk/Other – all board members work pre or post registration desks. They also collect tickets for lunch and dinner, make copies, and are ready to attend to anything else that comes up during the conference.

Illinois 1 Day Clinic at a Large High School Checklist

People are assigned these different tasks

- Set Up (Facilities)
 - Extra Tables, Chairs
 - Registration
 - Clinic Packets
 - Clinic Gift
 - Flowers
 - Photographer
- Signs
 - All Rooms where speakers are
 - Podiums and Banners
 - Meets needed and wanted Sheets
 - Coaches needed and wanted Sheets
- Audio Visual
 - Projectors for each room
 - Microphones for selected rooms
 - Screens
 - Trouble-shooting assistance
- Food
 - Continental Breakfast Set up/teardown
 - Luncheon Set up/teardown
 - Evaluations as meal tickets
- Vendors
 - Check in/Set up
 - Tables needed
 - Raffle items
- Awards
 - Plaques
 - Coach of the Year
 - Distinguished Service
 - Asst. Coach Award
 - Hall of Fame
 - Check in table and gift
- Speakers
 - Check in table
 - Introducers and announcements
 - Checks for speakers
 - Travel arrangements and lodging
- Socials
 - Friday night at hotel
 - Saturday afternoon at Bar

Appendix F

Protocol for communicating with, and contracting guest speakers

January, 2015

To: **Name**

Regarding: **Appearance Agreement (Contract)**

26th Annual Wisconsin Track Coaches Association Clinic

February 6th & 7th, 2015

It is a great pleasure and honor to welcome you to Wisconsin for the 26th Annual WISTCA Coaches Clinic. Please note the information listed below. If you have any questions regarding any of the information or any other aspect of the 26th Annual Clinic please don't hesitate to contact me at any of the numbers listed.

1. **Site:** **Marriott Madison West**

1313 John Q. Hammonds Drive

Middleton, WI 53562

(608) 831-2000

Hotel Contact is Keola Shamooka

2. **Transportation:** If flying, your flight ticket has been e-mailed to you. Your ticket is a non-

refundable ticket. Please call me if you have any questions. If you are driving, WISTCA will reimburse you for your mileage.

3. **Surface Transportation**

A complimentary airport shuttle is available to and from Dane County Regional Airport to all hotel guests. Please use the courtesy phone to call in the baggage claim area to let the hotel know that you have your luggage and are ready to be picked up. The number is 608-831-2000. You may have to wait as the shuttle runs on a schedule. If the wait is excessive, call Mark Hoffman (414) 588-3497. The shuttle pick-up area is located outside baggage claim, Door 5.

Please make a reservation at the Front Desk for your return trip to the airport. The airport is 14.3 miles from the hotel. Rental cars are not needed unless you have other business or personal plans.

4. **Hotel Check In:** Your room reservations have been made in advance. Please check in at the main desk. Your name is registered under the WISTCA Clinic block of rooms. Please mention that you are a presenter at this year's clinic. Once you are settled, please call or text Mark Hoffman on his cell phone at (414) 588-3497 (beginning at 3:00 PM on Thursday) or just come on down and join us. We will be setting up for the clinic throughout the evening.

5. **Time Schedule for Thursday, February 5th**

3:00 – 4:00pm Clinic Staff Arrival at Hotel

4:00 – 4:30pm Pre-Conference Meeting with Hotel Staff (Milwaukee Room)

6:30 – 7:00pm Pizza Social (Milwaukee Room)

7:00 – 8:00pm WISTCA Executive Board Meeting (Milwaukee Room)

8:00 – 9:00pm Final Clinic Setup (Wisconsin/Superior Rooms)

9:00 – 10:30pm Informal Social (Wisconsin/Superior Rooms)

Please feel free to come on down at any time and join us at any time to meet the clinic staff or just

relax and enjoy yourself at the socials.

6. **Clinic Time Schedule for Friday & Saturday:** Please note the attached clinic agenda. Note the

day, time and location of your sessions. If you notice an error regarding your topic headings or anything else, please contact Mark Hoffman immediately at (414) 588-3497. All clinic info can be found on-line at www.wistca.org as well.

7. **Honorarium:** Mark Hoffman will have your honorarium for you upon your arrival to your first scheduled presentation. The honorarium will be paid to you in the form of a check.

8. **WISTCA Dinner & Social:** On Friday February 6th, the WISTCA will be sponsoring a 6:45 PM

Anniversary Dinner (David Epstein will be the Keynote Speaker at 7:45 PM) and a 8:45 PM to 11:00 PM Social. You are invited to be our guest at these functions. *We plan to seat you at the head table for the Anniversary Dinner. Please arrive in the [Superior Ballroom](#) by 6:30 pm. Business casual attire is the norm (this includes coaching shirts that you may have worn for your presentation).*

9. **WISTCA Hall of Fame Luncheon:** On Saturday February 7th the WISTCA will host its annual

Hall of Fame banquet from 3:30 pm to 6:00 pm. You are invited to join us for this meal, but we certainly understand if you would like to unwind after your clinic sessions. If you would like to come for the meal only and then retire to your room until the 6:30 Saturday Social, that is fine.

10. **Meals:** The WISTCA is not responsible for meal expenses other than the events all clinicians

have been invited to attend as our guests (Lunch on Friday, Anniversary Dinner Friday, HOF Luncheon Saturday, Saturday Night Out for dinner in Middleton).

11. **Saturday Night Out:** At approximately 6:30 PM on Saturday we invite guest speakers who are

staying over Saturday Night (and spouses if available) and any of our officers and guests from other states to join us for a social in our hospitality suite (exact room number will be known when you arrive). We will depart at 7:15 pm for a 7:30 dinner at a local establishment (dinner is compliments of the WISTCA). This is a great opportunity to relax, get to know each other and share insights. This is very informal. We should be back to the hotel by 9:30 pm.

12. **Getting to Airport for Outbound Flights:** You can arrange to have the Marriott Hotel's

Airport shuttle take you to the airport (see instructions above). Please arrange for the shuttle the night before if you have an early flight.

13. **Weather Disclaimer:** The WISTCA is a non-profit organization. The funds we receive for

registration go entirely to the function of administering the clinic. No officers receive any payment for services to plan or administer the clinic. All officers pay the clinic fee to attend. As weather in Wisconsin is very unpredictable in February, it could have a major negative impact on the attendance of our membership. If weather causes the WISTCA to cancel the clinic, the WISTCA will not be held responsible to pay your speaking honorarium.

We look forward to having you as our featured guest speaker. I can be reached at any of the numbers listed.

Please Read, Sign and FAX the following contract ASAP.
Thanks!

TERMS OF YOUR APPEARANCE AT THE
WISCONSIN TRACK COACHES ASSOCIATION (WISTCA)
26th ANNIVERSARY CLINIC
FEBRUARY 6th and 7th, 2015

NAME: [Name](#)

Please note that in the case that you are unable to attend the 26th Annual WISTCA Clinic due to poor weather or any other condition out of the control of the WISTCA the financial terms of this contract are null and void. Likewise, if the clinic must be cancelled by the WISTCA for weather reasons, the WISTCA is not responsible for paying the honorarium.

1. TRANSPORTATION [Air Transportation \(e-ticket has been e-mailed\)](#)
2. HONORARIUM [\\$0000 for X one-hour clinic sessions](#)
3. LODGING [Hotel Accommodations for](#)
4. OTHER [Friday Anniversary Dinner, Friday Lunch, Saturday
HOF Luncheon and Saturday Dinner provided](#)

5. Please indicate what A/V needs you have for your presentation:

6. If you will be using LCD, can you bring your laptop? YES NO