

Goals & Objectives

The DDCA supports and endorses the following dance team coaching Goals and Objectives.

Provide a wholesome environment and medium for students in high school to entertain audiences through team dance/drill performances.

To participate in school functions and contribute to the spirit and pride of the high school settings.

To stress the importance of competition as a means of motivation to excellence and not as an end in itself.

To teach physical fitness through activity. The specific skills associated with this activity include but are not limited to: endurance, flexibility, rhythm, coordination and nutrition.

To teach emotional fitness through teamwork. The specific skills associated with the activity include but are not limited to: dependability, responsibility, commitment, sportsmanship, discipline, and awareness of the capabilities of others.

To instill an appreciation of dance as an art form and encourage students to recognize and appreciate the originality, creativity, and variety of movement associated with dance.

To teach cooperation, to practice appropriate sportsmanship, accept and give constructive criticism, and encourage support of team members and other teams.

To teach the value of working together toward common goals through team activities. Some activities might include fundraising, practicing, team building activities, teaching, etc.

To take pride in ones appearance and cleanliness.

To serve member coaches by supporting and providing a building block for them.

To encourage positive parental involvement.

Opening

This handbook is intended to promote and preserve the sound traditions of Oregon high school dance teams. Every individual referencing this handbook is responsible for prudent judgment with respect for each competition, dancer and facility, and each dancer is responsible for exercising caution and good sportsmanship.

Dance teams are an integral part of secondary learning within a high school environment. As such, they should strive to promote good sportsmanship, and serve as a support group for programs within their high school.

While performances at competitions may be a focus, working in partnership with other school organizations/athletics is essential.

Competition should be placed in perspective with the total educational program, and should not interfere with the primary responsibility of dance teams, which is to support the interscholastic athletic program. Dance team competitions should serve to develop leadership, confidence and skill.

This handbook can be found in electronic format at www.ddca.org.

Oregon School Activities Association (OSAA) Rules are provided in this handbook to assist DDCA members. Complete OSAA rules can be found in electronic format at www.osaa.org. Dance coaches are encouraged to refer questions or concerns relating to OSAA Rules to their Athletic Director.

Clarification on dance team rules, regulations, guidelines and penalties may be directed to a DDCA Board representative, or OSAA's Assistant Executive Director responsible for Dance & Drill.

Articles of Association

We, the members of the *Dance and Drill Coaches' Association* (DDCA), do hereby adopt the following Constitution and By-laws.

Article I – Name

The name of this organization shall be the Dance and Drill Coaches' Association of Oregon. (DDCA).

Article II – Purpose

This organization is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

“Notwithstanding any another provision of these articles, the organization shall not carry 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

Article II – Purpose

Code or 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law).”

The organization shall provide:

1. Opportunities to meet educational objectives.
2. A handbook of rules and regulations for local and state competitions.
3. A handbook for judges for local and state competitions.
4. Assist OSAA in organizing the All-State competition, State competition, training of judges and developing teams.
5. Scholarships for outstanding individuals.
6. Special recognition to individuals.

Article III -Membership:

- 3.0 Membership in DDCA consists of all dance team coaches, advisors, and/or consultants of a particular school. Membership may also include dance team vendors and associates.
- 3.1 Dues: Yearly membership runs from the Fall Membership meeting to the following Fall Membership meeting.
 - a. Dues may be collected year-round.
 - b. Dues for members shall be established each year by the Board.

- 3.2 Benefits: Full membership benefits are given to those registering prior to the Fall Membership deadline. These include:
 - a. New DDCA Handbook for first year members
 - b. DDCA Membership card
 - c. DDCA Board minutes and notifications
 - d. DDCA Membership Directory
 - e. DDCA Handbook Updates
 - f. Team member Scholarship eligibility
- 3.3 Membership in DDCA is required of all Coaches, Advisors and dance team consultants from the representing school in order for team members to be eligible for DDCA Scholarships.
- 3.4 Members registering late will be added to the mailing list and receive future mailings.
- 3.5 Complimentary memberships are offered to the Board of Directors and Ex Officio members of the board. (See Article IV- Government, #4.4)
- 3.6 Each year the DDCA Handbook will be updated with the following pages as needed or can be found on the www.DDCA.org website:
 - a. DDCA Membership Registration form
 - b. Coaches Education Conference form
 - c. DDCA Board Member Contact List
 - d. OSAA Rules & Regulations
 - e. Competition Application form
 - f. Judges Affiliation Leadership Contact List
 - g. Judges Affiliation Judges Workshop form
 - h. Judges Affiliation Evaluation Show form
 - i. Drill Down Certified Callers
 - j. DDCA Board Stipends
 - k. Judges Affiliation Event Personnel Salaries
- 3.6.1 The updated pages will be distributed to the membership electronically and each member is responsible to update their handbook with the pages. Updated pages may also be found on the DDCA website, www.ddca.org.
- 3.7 Standards for Coaching/ School District/ OSAA: Membership in DDCA is not contingent upon completion of the required ASEP (American Sport Education Program) training and Coaching test. (See OSAA Rules, 1-2.)

Article IV- Government

- 4.0 Government of the Association shall be vested in a Board of Directors.

- 4.1 The Board of Directors will be comprised of 14 persons elected by the membership at the annual Fall Membership meeting.(10/09/05)
- a. More than half of the current elected Board of Directors must be a recognized dance team coach or advisor.
 - b. The members will serve a two year term; seven Board Members will be elected each year.
 - c. One member will be appointed by the Board of Directors.(10/09/05)
 - d. If at any time the Board consists of fewer than 14 members, the Board may appoint a person to fill the vacant position.
- 4.2 Elections will be held at the Fall Membership Meeting.
- a. A written ballot will be provided at the meeting.
 - b. Candidates should provide a dance team resume' to the Board Secretary for distribution at the meeting.
 - c. The members will vote for seven people to serve. Those receiving the highest number of votes will be elected to the Board of Directors.
 - d. Two members of the Board will tabulate the votes and announce the winners by the end of the Fall Membership meeting.
 - e. Newly elected Board members will assume office at the first Board meeting following elections.
- 4.3 Rights and Responsibilities of the Board of Directors:
- a. The overriding objective of every member of the DDCA Board is to insure that the goals and objectives of the association are the driving force. The DDCA Board must work as a team and are dependent on each other for mutual success. Teamwork and open communication are essential for organizational success.
 - b. Attend board meetings monthly.
 - c. Be knowledgeable of DDCA policies, procedures and guidelines.
 - d. Function as general administrators for the affairs of the association. It will be the responsibility of the Board of Directors to implement, interpret and update the current rules of DDCA and OSAA.
 - e. Make decisions and to change rules (in compliance with OSAA guidelines and procedures) when at least eight members are present and at least eight votes are in favor of the motions. The Chairperson will refrain from voting unless there is a tie or to complete a quorum (eight members in attendance).
 - f. Take any issues to a vote of the general membership. The Board also has the right to determine voting privileges of the membership (e.g., all DDCA members; only one member from a participating school on a given issue).
- 4.4 Board Member Roles: Positions may be organized according to the needs, abilities and interests of the current Board of Directors. (For Job Descriptions, see Section III, DDCA Board)
- a. Chairperson
 - h. Conference Coordinator

- b. Chairperson-Elect
- c. Membership Coordinator
- d. Treasurer
- e. Secretary
- f. Scholarship Coordinator
- g. Event/Social Planner
- i. Drill Down Coordinator
- j. Service Award Coordinator
- k. Website Coordinator
- l. OSAA Representative
- m. Facilitators of OSAA Programs -
All-State Coordinator,
State Judges Director,
State Competition Director

4.5 The following positions shall be Ex officio members of the Board:

- a. OSAA State Judges Director
- b. OSAA State Competition Director
- c. OSAA Assistant Executive Director-Dance & Drill
- d. Judges Affiliation Leadership Team (see Appendix B)

4.6 Board Stipends/ Salary: The members of the Board of Directors are volunteers. To compensate for their time and mileage, each Board member receives a yearly stipend paid in April as approved by the membership.

- a. Board Officers receiving an additional stipend are the Chairperson, the Treasurer, the Membership Coordinator, the Scholarship Coordinator and the Coaches Education Conference Coordinator.
 - 1. Board of Directors: \$60
 - 2. Chairperson: \$300
 - 3. Membership Coordinator: \$300
 - 4. Treasurer: \$300
 - 5. Education Conference Coordinator: \$100
 - 6. Scholarship Coordinator: \$100
- b. The stipend amount(s) may be amended according to Article VII of the association.
- c. The 14 members of the Board of Directors will not be charged for their attendance at the Fall Coaches Conference.

4.7 Removal from Office: Any member of the Board of Directors may be removed from office.

- a. Grounds for removal may include:
 - 1. Failure to fulfill the duties of said office.
 - 2. Conduct detrimental to the best interests of the organization.
 - 3. Failure to attend Board meetings.
 - 4. Lack of active participation in Board programs, events.
- b. Eight members of the Board must be in favor of a member's removal.
- c. The Board may appoint a person to fill the vacant position if deemed necessary.

Article V- Authority to Bind

- 5.0 Any outstanding debts after the spring meeting shall be equally shared by the membership teams.

Article VI – Dissolution

- 6.0 Upon total dissolution of this organization, whether voluntary or involuntary, any assets remaining after the satisfaction of all liabilities will be distributed by the Board of Directors.
- 6.1 Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, education, religious, and/ or scientific purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.

Article VII – Amendments

- 7.0 The Articles of Association may be amended by a two-thirds vote of the members present at any regular or special meeting provided an effort has been made to inform the membership of the meeting place.