

Constitution and By Laws of the Illinois High School Tennis Coaches Association

Article I

Name The name of this organization shall be The Illinois High School Tennis Coaches Association, and will hereby referred to as the Association.

Article II

Mission Statement: The Illinois High School Tennis Coaches Association has been organized to promote the sport of tennis throughout the state of Illinois. The Association hopes to promote tennis in all of the following ways:

- Objectives:
- A. The Association promotes the highest possible standards of sportsmanship and ethical behavior among the coaches and players in the state. The Association encourages sportsmanship with awards for players and coaches and expects our members to promote the ethical behavior that makes tennis a unique high school sport.
 - B. The Association strives to continue the great working relationship with the Illinois High School Association.
 - C. The Association works to continue the relationship with the USTA at the district, sectional and national level to promote the sport of tennis.
 - D. The Association promotes the knowledge of and adherence to the USTA Code of Conduct for players, coaches and spectators. The Association promotes the knowledge of and adherence to the IHSA by-laws governing student athletes. The Association also promotes the knowledge of and the adherence to the rules of tennis as covered by the USTA and IHSA.
 - E. The Association is working to include all tennis coaches from the state of Illinois in our association and encourages our coaches and all other people interested in the sport of tennis to be active members of the association. The Association will then be an effective voice for our coaches and for the sport of tennis.
 - F. The Association works to help with education of the coaches throughout the state by providing workshops, drill packets and newsletters to help its members with updates on rules, new drills and strategies of the sport of tennis.
 - G. The Association supports Illinois High School Tennis with awards for players and coaches. The Association awards players for their achievements during the regular season and at the state tournament. Players will also be awarded for sportsmanship. The Association awards coaches for longevity, for success during the year and for success during their career.

Article III

Membership Membership in the Association shall be open to all persons who are interested in promoting the sport of tennis. There are two classes of members.

A. Regular member:

All active tennis coaches who are presently employed by an accredited high school in the state of Illinois are eligible for regular membership.

1. They will have a voice in all Association matters and may vote for board members and serve on committees.
2. They will pay annual dues of \$15 or 5 years for \$60 (Jan. 1-Dec. 31)
3. Retired Coaches have the option of purchasing a lifetime membership for \$75.
4. They may serve on the board of directors or be elected as officers of the organization.
5. They have access to a membership directory.

B. Association Membership:

All persons who are interested in promoting High School Tennis in Illinois are eligible for association membership. (ex-coaches, sporting goods companies, college coaches, high school coaches from out-of-state and tennis club professionals.)

1. They have a voice in all Association matters and the ability to vote for board members and serve on committees.
2. They will pay annual dues of \$15, 5 years for \$60 (Jan. 1-Dec 31)
3. Retired Coaches have the option of purchasing a lifetime membership for \$75.
4. They cannot serve on the board of directors or be elected to an office.

Article IV

Organization: The Association shall have a Board of Directors consisting of the present officers, and ten to twelve Regular Members. The Board of Directors should be representative of boys and girls tennis as well as the state geographically.

- A. The Association shall have at least three meetings of the Board of Directors.
 - 1. Meetings shall be held in Summer, Fall, and January (workshop and annual business meeting)
 - 2. Additional meetings may be called at the discretion of the President.
 - 3. Board of Director meeting locations will be at the discretion of the President. (The President may have meetings held at a central location for the majority of the Board of Directors or at the President's home school. August meeting is usually at the IHSA's office in Bloomington)
- B. A quorum is needed to pass or approve any agenda items. A Quorum for a Board of Directors meeting will be half of the members of Board of Directors.

Article V

Officers: The Association shall consist of four nominated and elected Officers (by the Board of Directors) consisting of the President, President Elect, Secretary and Treasurer. All officers must be regular members of the Association.

- A. The President shall serve a term of office for two years after having served as President-Elect for two years.
 - 1. The President shall preside at all meetings of the Association.
 - 2. The President is empowered to call any special meetings of the Association membership as deemed necessary by the Board of Directors
 - 3. The president shall organize and distribute a bi-annual newsletter to the membership or appoint a newsletter committee chairman to fulfill this duty.
 - 4. The President will send all communication to the membership regarding Board of Directors meetings and other relevant information.
 - 5. The President shall preside over the Workshop Luncheon and Awards Ceremony.
 - 6. The President shall have the power to invite IHSA Tournament Managers to attend Board of Directors Meetings.
- B. The President Elect, after serving a term of two years, shall succeed to the office of President and assume the duties of the President.
 - 1. The President Elect shall serve in the President's place and perform his duties in the President's absence.
 - 2. The President Elect shall assist the President in the performance of his duties whenever requested and necessary.

- C. The Secretary shall serve a term of two years and their duties are:
 - 1. To keep in their possession all Association records.
 - 2. To record all information conducted at the Association meetings.
 - 3. To report to the membership with minutes of the proceedings of each meeting.
 - 4. To select and work with a membership chairman promoting and recording information of our members.
 - 5. If the Secretary is unable to attend a Board meeting, a temporary Secretary will be assigned.

- D. The Treasurer term is not limited to a two year term. They may serve additional years at the discretion of the Board of Directors. The treasurer should be bonded each year. Their duties are:
 - 1. To conduct all financial transactions of the Association.
 - 2. To make a financial report to the Association upon request.
 - 3. To be in charge of all funds of the Association.
 - 4. To submit a detailed report of all receipts and disbursements to the membership at each of the Association meetings.
 - 5. To collect dues and moneys for the Association and expend the same.
 - 6. To create and submit tax and/or legal documents to the State and Federal government.

Article VI

Board of Directors: The Board of Directors is empowered to act for the membership within the structure of the objectives and policies of the Association and its membership.

- A. Board of Directors shall not have term limits.
 - 1. The election of Regular Members to the Board of Directors for vacated positions shall take place at the annual January/Workshop/Business meeting.
 - 2. Notification of openings on the Board of Directors will be made to the membership via the Presidents' fall newsletter.
 - 3. A slate of candidates will be presented to the membership at the January workshop/Business coaches meeting. This Workshop will provide a process of election from the slate of candidates.
 - 4. Members of the Board are expected to attend meetings and report back to their geographical area coaches.
 - 5. The Board of Directors will elect a representative to the IHSA Tennis Advisory Board. That representative will be elected for a two year term and is expected to represent the ideas of the Board of Directors and of the

Coaches in our Association. The representative will report back to the Board and to the membership at large about the information from the Advisory Board meeting.

B. Board of Director duties:

1. The Board of Directors shall expedite all business of the Association.
2. The Board of Directors shall represent the membership with concerns, input and advisement to the I.H.S.A. and the State Tennis Advisory Committee regarding interscholastic high school tennis in Illinois.
3. The Board of Directors shall survey the membership with questions and concerns regarding various rules and by-laws that effect high school tennis.
4. The Board of Directors shall appoint all committee chairmen and approve all members of each committee.

Article VII

Standing Committees: The membership of standings committees consists of either Regular Members or Associate Members. There are not term limits for committee members or committee chairman. There will be the following standing committees.

- A. All State Boys - Responsible for selection, additional nominations, creation and distribution of certificates as well as letters to principals.
- B. All State Girls - Responsible for selection, additional nominations, creation and distribution of certificates as well as letters to principals.
- C. IHSTCA Sportsmanship Award – Boys Responsible for setting criteria, gather nominations, selection, awards and certificates and letters to nominees.
- D. IHSTCA Sportsmanship Award – Girls Responsible for setting criteria, gather nominations, selection, awards and certificates and letters to nominees.
- E. Coaches Hall of Fame- Responsible for banquet awards booklet for setting criteria, gathering nominations, collecting information, and obtaining awards.
- F. Coach of the Year - Girls (Head and Assistant) Responsible setting criteria, gathering nominations, collecting information, and obtaining awards.
- G. Coach of the Year - Boys (Head and Assistant) Responsible setting criteria, gathering nominations, collecting information, and obtaining awards.
- H. Coaches Special Recognition Award – The Board will serve as a committee of the whole.

- I. Coaching Ethics- Responsible for developing, updating and maintaining and distributing a list and guidelines for ethical coaching behavior.
- J. Membership- Responsible for maintaining coaches information for the Century Club, Longevity Awards and for creating and maintaining a coach's directory.
- K. Summer Workshop- Responsible for planning workshop, identifying and obtaining sites, obtaining presenters, creating and preparing workshop handouts and collecting money and handling publicity.
- L. State Format – Responsible for working with the IHSA to discuss the format of the state tournaments.
- M. Web- Responsible for creating, maintaining up-to-date content and a web presence which includes past and present award winners, board members and officers as well as other association information.
- N. Winter Workshops- Responsible for running a IHSTCA table, planning and preparing drill booklet, planning and coordinating luncheon, suggesting/obtaining conference speakers and other items as they relate to the conference.
- O. Awards and Certificates – Responsible for ordering awards and working with Committee Chairman.

Article VIII

Purpose: The corporation is organized for charitable, educational, religious or scientific purposes within the meaning of section 501 [3] of the Internal Revenue Code

Dissolution Clause: Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501 [c]3 of the Internal Revenue Code of 1986 [or the corresponding provision of any future United States Revenue Law, as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is located. Exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

APPENDIX 1 – ALL-STATE COMMITTEES

Responsibility of Chairman

- A. The Chairman shall facilitate discussion with committee members for disqualification of All-State honors and additional Honorable Mention All-State honors.
- B. The Chairman shall present this list to members of the Board of Directors.
- C. The Chairman shall direct certificates to be printed, sign the certificates, and mail them to the respective schools.

Guidelines for All-State Committee Members (Boys and Girls):

There will be All-State First Team, All-State Second Team, All-State Third Team and All-State Honorable Mention for both the singles draw and the doubles draw from the state tournament. They will be determined as follows:

- A. The top 8 places (finishers 1-8) at the state tournament will be considered for 1st Team All-State.
- B. The second 8 places (finishers 9-16) at the state tournament will be considered for 2nd Team All-State.
- C. The third eight places (finishers 17-24) at the state tournament will be considered for 3rd Team All-State.
- D. The fourth 8 places (finishers 25-32) at the state tournament will be considered All-State Honorable Mention.

In addition, committee members may add additional Honorable Mention All-State Players through consensus of the committee membership.

- A. Any coach may nominate players for consideration to Honorable Mention All-State Team.
- B. Information concerning season record, the level competition, the difficulty of the sectional and sectional finish, the difficulty of their draw at the state tournament and injury can be taken into consideration.
- C. Only committee members may vote for nominations.

Players may be eliminated from receiving an All-State Award for the following reasons:

- A. Defaulting from the sectional tournament for any reason other than injury.
- B. Defaulting from the state tournament for any reason other than injury.
- C. Receiving point penalty that results in the default from the tournament or causes a loss of a team point.
- D. Attending another tournament during the state tournament.

If the state tournament back draw is cancelled and all place finishers cannot be determined - honors will be awarded as follows:

- | | |
|---------------------------------|--|
| A. First Team All-State: | All Quarterfinalists |
| B. Second Team All-State: | The Round of 16 losers |
| C. Honorable Mention All-State: | The Round of 32 losers and others chosen
by the Committee |

APPENDIX 2 – IHSTCA SPORTSMANSHIP AWARD COMMITTEES

Responsibility of Chairman

- A. The Chairman shall make sure that all member coaches have the nomination form during the season.
- B. The Chairman shall make sure that all Sectional managers have the form in order to make it available to the coaches at their sectional.
- C. The Chairman shall collect and organize nominations from coaches and pass along that information to committee members for voting.
- D. The Chairman will work with the President, President-Elect, and Past President if needed with this process.
- E. The Chairman shall make sure to receive input from all committee members in order to choose the recipient (or recipients) of that season's Pitchford Sportsmanship Award.
- F. The Chairman shall contact the coach, the player (and/or parents), and the school for the player chosen for the awards.
- G. The Chairman shall contact those players that were nominated but not chosen to congratulate them on their nomination. The Chairman will also inform them that their school will be receiving a certificate in the mail to recognize that they were finalists for this award.
- H. The Chairman will give the name of the recipient to the company producing the plaque for the ceremony during the state tournament.
- I. The Chairman will make the presentation (or find a Board of Directors member to stand in) for the Sportsmanship Award during the State Tournament Final Day.
- J. The Chairman will coordinate with the State Tournament Manager, the IHSA Administrative Assistant, the award winner, and the coach of the award winner to set the time of the presentation.
- K. The Chairman will give the names of the finalists to the Awards and Certificates committee in order for those certificates to be sent to the schools.
- L. The Chairman will give the names of the award winners to the President for notice in the IHSTCA newsletter, the IHSA State Program, the Workshop Luncheon Booklet, and for the web-site.

Guidelines for IHSTCA Sportsmanship Award Committee Members (Boys and Girls):

- A. Nominations will come from coaches and be sent to the Chairman of the respective committee.
- B. Nominees will be judged on character, academic excellence, tennis sportsmanship, school and community involvement, and leadership.
- C. Committee members will be asked to vote on nominees in a timely manner.
- D. The Committee will strive to choose one award winner but has the option to award up to three winners.
- E. Nomination deadline will be set as the Monday prior to the state tournament.

APPENDIX 3 – IHSTCA HALL OF FAME COMMITTEE

Responsibility of Chairman

- A. The Chairman shall maintain the nominations and files for the Hall of Fame.
- B. The Chairman shall solicit nominations of coaches for the Hall of Fame.
- C. The Chairman shall send forms to nominees and collect specific career information.
- D. The Chairman shall bring to the committee all nominations (including those that have been nominated prior to this year) for discussion.
- E. The Chairman will lead discussion of committee choices during the fall Board of Director meeting.
- F. The Chairman will notify coaches that have been selected to the Hall of Fame.
- G. The Chairman will notify the schools, media, and the Board of Directors the final coaches chosen for induction into the Hall of Fame.
- H. The Chairman is responsible for the program at the IHSTCA Workshop Luncheon. This program will include the following:
 - a. Profiles of the Hall of Fame Inductees.
 - b. Profiles of the Boys and Girls Head and Assistant Coaches of the Year.
 - c. Profiles of Coaches being honored with a Special Recognition Award.
 - d. Lists of Award past award winners for the following:
 - i. Boys Coach of the Year
 - ii. Girls Coach of the Year
 - iii. Boys Assistant Coach of the Year
 - iv. Girls Assistant Coach of the Year
 - v. Hall of Fame Members
 - vi. Boys + Girls Pitchford Sportsmanship Award

Guidelines for Hall of Fame Committee Members:

- A. Committee Members will look over material of nominees and vote for Hall of Fame inductees.
- B. Committee Members will be actively involved in discussion at the fall Board of Directors meeting.
- C. Hall of Fame requirements include the following:
 - a. Must have coached high school tennis in the state of Illinois for 20 years as a head coach and/or as an assistant.
 - b. Must have worked cooperatively with fellow coaches for advancement of the game of tennis and the coaching profession.
 - c. May be eligible for nomination if the number of years coached plus the number of years retired is greater than 20.
- D. Hall of Fame members will be judged on the following criteria:
 - a. IHSA State and Sectional Success
 - b. Individual All-State players
 - c. Conference Championships
 - d. Work with the Coaches Association (IHSTCA)
 - e. Longevity

APPENDIX 4 – IHSTCA COACH OF THE YEAR COMMITTEES

Responsibility of Chairman (Boys and Girls)

- A. The Chairman shall make sure that all member coaches have the nomination form during the season.
- B. The Chairman shall make sure that all Sectional managers have the nomination form in order to make it available to the coaches at their sectional.
- C. The Chairman shall make sure that the nomination form is available at the State tournament.
- D. The Chairman shall collect nominations and e-mail Coach of the Year forms to nominees as well as all IHSA Sectional Champions.
- E. The Chairman will continue to contact coaches to urge the return of Coach of the Year information forms.
- F. The Chairman shall organize the nominee information and have that information available for the committee members.
- G. The Chairman will work with committee members to choose winners for the Head Coach of the Year and the Assistant Coach of the Year.
- H. The Chairman shall contact the coach and the school of the award winner.
- I. The Chairman shall contact those coaches that were finalists (all coaches that were nominees and turned in information forms) that they will be receiving a certificate for their honor.
- J. The Chairman will give the name of the recipient to the chairman of the Awards Committee for the plaque to be awarded at the workshop luncheon.
- K. The Chairman will write the profile of the Head Coach of the Year and the Assistant Coach of the Year for the luncheon booklet, the IHSTCA newsletter, and the IHSTCA web-site.
- L. The Chairman will give the names of the finalists to the Awards and Certificates committee in order for those certificates to be sent to the schools.

Guidelines for Coach of the Year Committee Members (Boys and Girls):

- A. Committee members will look at the information of the finalists and vote for Head Coach of the Year and Assistant Coach of the Year.
- B. Committee members will disqualify themselves if they are a finalist.
- C. Members of the Board of Directors may be asked to serve on the committee to replace disqualified members.
- D. The Coach of the Year will be determined with the following criteria:
 - a. Member of the IHSTCA
 - b. Dual Match records; season, career.
 - c. Conference, IHSA Sectional, IHSA State Results
 - d. Responsibilities to the Success of the Program
 - i. Head Coach of the Year – information from Athletic Director
 - ii. Assistant Coach of the Year – information from Head Coach
 - e. Contributions to tennis outside of the high school season
 - f. Responsibility for player development

APPENDIX 5 – COACHES SPECIAL RECOGNITION AWARD

Responsibility of Chairman

- A. The Chairman shall gather information about candidates for this award and distribute it to the members of the Board of Directors.
- B. The Chairman shall lead discussion/debate and eventually a vote for nominees for this special recognition award.
- C. The Chairman shall order award for winners.
- D. The Chairman shall contact the coach (or family if deceased) about presentation of this award.
- E. The Chairman shall write a biography to send to Hall of Fame Committee Chairman for inclusion in the awards booklet.

Coaches Special Recognition Award Criteria for Committee Members:

This award will be given out to very few coaches. This award is for a lifetime of success and work in high school tennis. The Association Board of Directors will adhere to the following criteria in the nomination and selection of honorees.

- A. A coach must be retired from coaching to be considered for this award.
- B. A coach must already have been included in the Association Hall of Fame to be considered for this award.
- C. The following information will be considered:
 - a. State Championships
 - b. State Trophies (including 2nd and 3rd Place finishes)
 - c. Top Five Finishes in State
 - d. Top Ten Finishes in State
 - e. Individual State Champions
 - f. Individual All-State Players (Singles and Doubles)
 - g. Regional/Sectional Championships
 - h. Conference Championships
 - i. Years of Service Coaching
 - j. Work with the State Coaches Association (IHSTCA)
 - k. Involvement in the United States Tennis Association
 - l. Coach of the Year Recognition – IHSTCA
 - m. Coach of the Year Recognition – Other agencies

Coaches Special Recognition Award:

- A. This award will be given during the Winter Workshop Awards Luncheon.
- B. The award will be determined by the Association Board of Directors.

APPENDIX 6 – ETHICS COMMITTEE

Responsibility of Chairman

- A. The Chairman shall collect information for ethics hand-outs to be passed out to the coaches.
- B. The Chairman shall be available to answer ethical questions from member coaches.
- C. The Chairman shall send examples of ethical questions to the President for inclusion into the IHSTCA newsletters.

Guidelines for Ethics Committee Members:

- A. Committee Members will suggest ideas to be included in ethics hand-outs for the member coaches.
- B. Committee Members will be available to answer ethical questions from member coaches and to pass those questions along to the Chairman.

APPENDIX 7 – MEMBERSHIP COMMITTEE

Responsibility of Chairman

- A. The Chairman of Membership shall maintain the records of membership. Those records will include the following:
 - a. Longevity for Coaches
 - b. The Membership Directory which will be available to the members in each of these formats:
 - i. A hard copy that is available to coaches at the January workshop.
 - ii. An updated directory for the IHSTCA web site.
 - c. Century Club updates
 - d. Updates of contact information for coaches.
- B. The Chairman shall get information from the January workshop forms for maintenance of records.
- C. The Chairman shall get information from the treasurer when coaches sign up for membership.
- D. The Chairman shall work with the Awards and Certificates chairman to arrange certificates and awards for Longevity and Century Club.
- E. The Chairman shall work with the Web Site chairman to keep the online membership directory updated.
- F. The Chairman shall make sure that membership applications are available to coaches in the state.

Guidelines for Membership Committee Members:

- A. Committee Members will help in any way that the Membership Chairman needs.

APPENDIX 8 – SUMMER WORKSHOP COMMITTEE

Responsibility of Chairman

- A. The Chairman shall choose locations for the workshop and provide for instruction at each location.
- B. The Chairman shall work with host schools and coaches to make sure the facility is available.
- C. The Chairman shall work with the host school to make sure that tennis balls and players to demonstrate drills are available.
- D. The Chairman shall publicize the workshops through all of the following:
 - a. The IHSTCA Newsletter to member coaches
 - b. E-mail to Athletic Directors throughout the state
 - c. Local Newspapers
 - d. Advertising at the Winter Workshops
 - e. Information sent to the IHSA Boys Tennis Sectional Managers
- E. The Chairman shall create and copy handouts for coaches that attend the workshop.
- F. The Chairman shall keep a listing of coaches that attend these shops and forward new members from these shops to the Membership Chairman and the Treasurer.

Guidelines for Locations of Summer Workshops

- A. Locations should be chosen in order to geographically represent the whole state.
- B. Locations should include parking for coaches.
- C. Locations should have easy directions for area coaches that want to attend.
- D. Locations need to have bleachers or seats available for coaches that attend.

Guidelines for Handouts and Drills

- A. Handout for coaches should include the information on the following:
 - a. Summer Camp
 - b. Fundraising
 - c. Budget
 - d. Scheduling
 - e. Building a Program
 - f. Setting a Line-up
 - g. Running an Invitational
 - h. Pre-Season and Post-Season Meetings and Awards
 - i. Drills
- B. Drills for coaches should include:
 - a. Doubles drills
 - b. Singles drills
 - c. Competitive drills
 - d. Cooperative drills
 - e. Coach fed drills
 - f. Player fed drills

APPENDIX 9 – STATE FORMAT COMMITTEE

Responsibility of Chairman

- A. The Chairman shall lead discussions with committee members about state format concerns.
- B. The Chairman shall have open discussions with the IHSA about state format concerns.
- C. The Chairman shall have open discussions with the IHSA State Tournament managers about state format concerns.
- D. The Chairman shall report to the Board of Directors about concerns and discussions in regard to State Format.
- E. The Chairman shall write articles for the IHSTCA Newsletter from time to time to share state format concerns and questions with Association members.

Guidelines for State Format Committee Members:

- A. Committee Members will be involved in discussions with the Committee Chairman about state format concerns.
- B. Committee Members will bring questions to the Committee Chairman with concerns over state format.

APPENDIX 10 – WEB SITE COMMITTEE

Responsibility of Chairman

- A. The Chairman shall maintain the IHSTCA web site.
- B. The Chairman shall update that web site over the years to modify the site for advanced usage.
- C. The Chairman shall have open discussions with members of the Association to find out new ideas for the web site.
- D. The Chairman shall receive information from chairman of committees for updates to the web site.
- E. The Chairman shall work with the President of the Association in order to update the web site.
- F. The Chairman shall work with the Membership chairman to keep the online membership directory updated.

Guidelines for Web-Site Committee Members:

- A. Committee Members shall help the Chairman to keep the IHSTCA Web site updated and clear.

APPENDIX 11 – WINTER WORKSHOP COMMITTEE

Responsibility of Chairman

- A. The Chairman shall work with the directors of the Winter Workshop.
- B. The Chairman shall work with the President of the Association along with all members of the Board of Directors in order to help organize the workshop.
- C. The Chairman shall be responsible for the following items:
 - a. Running the table for the IHSTCA at the January workshop.
 - b. Planning and coordinating the luncheon.
 - c. Working with the coordinators on suggesting and obtaining conference speakers and other items as they relate to the conference.
- D. The main emphasis for the Chairman shall be the workshop luncheon.
 - a. The Chairman shall work with the hotel along with the directors of the Workshop to set up the IHSTCA Awards luncheon.
 - b. The Chairman shall work with the directors of the workshop to collect money and reservations for the luncheon.
 - c. The Chairman shall work with the IHSTCA treasurer to work with collection of money and payment for the workshop luncheon.
- E. The Chairman shall work with other workshops that are beneficial for the membership of our Association.

Guidelines for Winter Workshop Committee Members:

- A. Committee Members will work with the Chairman to help with the responsibilities of the committee.
- B. Committee Members will help to prepare the table for all winter workshops.
- C. Committee Members will help the Chairman checking coaches into the IHSTCA awards luncheon.

APPENDIX 12 –AWARDS COMMITTEE

Responsibility of Chairman

- A. The Chairman shall work with chairmen of committees that have awards and will make sure the awards are ordered and presented.
- B. The Chairman shall work with the Treasurer to make sure that payment is made to companies when we order awards.
- C. The Chairman shall make sure awards are present for presentation of awards including:
 - a. Pitchford Sportsmanship Awards at each state tournament.
 - b. Boys Coach of the Year at the January workshop.
 - c. Girls Coach of the Year at the January workshop.
 - d. Hall of Fame at the January workshop.
 - e. Longevity at the January workshop.

Guidelines for Awards Committee Members:

- A. Committee Members will work with the Chairman to help with the responsibilities of the committee.