

## **Texas Track & Field Coaches Association**

### **TTFCA By-Laws**

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#### Article I: Name

The name of this organization shall be the Texas Track & Field Coach Association, abbreviated TTFCA.

#### Article II: Purpose

The TTFCA will foster the union of ideas between the three prominent secondary school organizations – SPC, TAPPS and UIL – in addition to elementary, middle, collegiate (NCAA and NAIA), club, and professional coaches, officials, and athletes. Thus, the purposes of this association are:

1. To study and initiate proposed rules changes and make recommendations to the appropriate organizations;
2. To provide educational avenues for coaches, officials and athletes via published materials and an annual clinic;
3. To recognize student-athletes and coaches through an awards and scholarship program;
4. To recognize prominent contributors to the growth of track & field in the state of Texas through induction into the Texas Track & Field Coaches Association Hall of Fame;
5. To develop camaraderie among coaches, officials and athletes in an atmosphere conducive to sportsmanship;

6. To promote track & field through media channels and facilitate media awareness of area meets, competitions and achievements by Texas teams and individuals.

### Article III: Membership

TTFCA membership fee shall be established by the Directors and Officers to meet association expenses. The membership fee will be published on the TTFCA website along with new member materials. Membership costs shall be maintained at a minimal amount to continue to provide services expected by its members. Benefits will be outlined on the TTFCA Membership page.

### Article IV: Texas Track & Field Coaches Association [TTFCA] Directors and Officers

Directors and Officers shall consist of the following positions;

Board of Directors – minimum of 8 to maximum of 12 members serving three year terms.

Executive Director(s) – by appointment of the board of directors

President – by election of a majority of the board of directors serving term of one year

Vice-President – by election of a majority of the board of directors serving term of one year

Secretary – by election of a majority of the board of directors serving term of one year

Regional Directors – by appointment by executive director(s)

District Captains – by appointment by executive director(s)

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#### Duties of the TTFCA Officers

[The duties below are an overview of each board member's general responsibilities.]

#### Director(s)

- A. Set dates, time and site of all TTFCA business and organization meetings. Prepare accommodations and make necessary reservations;
- B. Assist President in developing agenda;
- C. Communicate agenda to track and field district representatives at a minimum two weeks advance of any business and / or organization meetings;
- D. Publish the TTFCA quarterly newsletter;
- E. Monitor TTFCA operations and assist officers, reps and various committees where needed;
- F. Collect and disseminate input from membership. Pursue goals of membership with various state boards and agencies, always in the best interest of membership;
- G. Collect nominations and facilitate vote by board members to determine annual Coach of the Year, Athlete of the Year and Hall of Fame awardees;
- H. Distribute awards and Hall of Fame recognition at annual clinic;
- I. Assist in the operation of the annual clinic;
- J. When deemed necessary, attend other state and / or national conventions / clinics to distribute ideas to membership to help further promote Track & Field in the state of Texas;
- K. Maintain and update an accurate membership database;

- L. Pay bills and collect / deposit all monies and keep accurate account of all receipts and other banking transactions;
- M. Serve as Post Office liaison;
- N. Prepare and present an annual treasurer's report;
- O. Gather and disseminate information to membership in an effort to promote Track & Field in the state of Texas;
- P. Maintain an accurate membership database;
- Q. Maintain records of all completed TTFFCA-sponsored events, be they clinics, track meets, award recognition luncheons / dinners, etc;
- R. Maintain a photo library of all completed TTFFCA-sponsored events, be they clinics, track meets, award recognition luncheons / dinners, etc.

#### President

- A. Preside at all TTFFCA business and organization meetings;
- B. Develop agenda in cooperation with Director(s);
- C. Contribute content to the TTFFCA quarterly newsletter;
- D. When deemed necessary, attend other state and / or national conventions / clinics to distribute ideas to membership to help further promote Track & Field in the state of Texas.

#### Vice-President

- A. Assist the President in the promotion of Track & Field throughout the state;
- B. Attend all business and organizational meetings, assisting with surveys, newsletters and other tasks;
- C. Aide in the coordination of all TTFFCA activities;
- D. Assume duties of the President if / when the President is unable.

#### Secretary

- A. Take and distribute notes at all meetings to officers, regional representatives and TTFFCA consultants before submitting them for website posting;
- B. Assist in the publishing of the TTFFCA quarterly newsletter;
- C. Work closely with all officers, regional representative and TTFFCA consultants in an effort to distribute accurate and unbiased information to membership.

#### Regional Directors [long-range plan]

[Regional Directors are selected from the state's 4 geographic regions; thus: 1) via UIL classification, combine Class A and AA, and then AAA, AAAA and AAAAA stand alone. The four classifications x four geographic regions = 16 Regional Directors. This can be further broken down to 8 District Captains, or 2) Combine A and AA, AAA and AAAA and let AAAAA stand alone; then select 3 Regional Directors for a total of 12 and break down further into District Captains.]

- A. Attend all business and organizational meetings to discuss and develop TTFFCA policy;
- B. Responsible for Coach of the Year nominations from region. This includes the collection of biographical and achievement information. From these coaches, an overall Coach of the Year for the state of Texas will be awarded;

- C. Run regional meetings to open dialogue on concerns to specific regions in the state of Texas. These concerns will be voiced to the TTFCa board to solve all relevant issues;
- D. Assist – if needed – at the annual Clinic;
- E. Promote the TTFCa and recruit new members;
- F. Send newsworthy items of coaches, athletes, officials, fans to the TTFCa board for state recognition.

#### District Captains [long-range plan]

- A. Maintain current district-wide database that includes head and assistant coaches names, school, email & mobile phone numbers. Send complete district list to TTFCa director by October 1<sup>st</sup> each year and provide updates as they occur.
- B. Promote the TTFCa and recruit new members.
- C. Send newsworthy items of coaches, athletes, officials, fans to the TTFCa board for state recognition.
- D. Inform TTFCa regional director of any pertinent information or concerns voiced by district members.

#### Article V: Awards

The eight awards below are distinct and separate from the Hall of Fame award/s and recognition (Article XII). Within three years, the TTFCa plans to recognize deserving student-athletes with financial scholarships to help defray college expenses – award names and dollar amounts to be decided upon. The TTFCa reserves the right to sponsor an award due to extraordinary circumstances, such as outstanding contribution or significant achievement, such as Olympic success.

- A. Coach of the Year, Male & Female – high school
- B. Female Athlete of the Year – high school
- C. Male Athlete of the Year – high school

[adding collegiate Coaches and Athletes of the Year are future plans]

#### Article VI: Clinics

The TTFCa endorses the Track & Field Coaches Clinic of Texas to run its annual January clinic, including the annual Hall of Fame induction ceremony. Future clinic sites and dates are open for discussion and will be presented to the board before information is distributed to membership.

#### Article VII: Minutes

Minutes are secured by the TTFCA Secretary before distribution to membership. Minutes will also be archived on the TTFCA website.

#### Article VIII: Hall of Fame

The TTFCA has established a state of Texas Track & Field Hall of Fame. Until the point where a free-standing building is established, the TTFCA website will recognize Hall of Fame membership. Criteria include but are not limited to: a) Coaches, both head and assistant, must have at least 10 years experience in the state of Texas. They may be active, retired or deceased; b) Officials must have at least 10 years' experience in the state of Texas. They may be active, retired or deceased; c) Athletes must have been enrolled at a state of Texas high school or college, and d) Contributors. Contributors must have left a positive and lasting impact on the sport of either Track & Field in the state of Texas. Contributors include but are not limited to: media, announcers, organizers, etc.

All newly elected Hall of Fame members will be inducted into the Hall of Fame at a TTFCA Hall of Fame banquet. Hall of Fame members will receive a Hall of Fame award from the TTFCA and will have their names added to a perpetual plaque maintained and housed by the TTFCA.

#### Article IX: Amendments

Amendments to the bylaws must be presented in writing to the board. Amendments must be passed with a 75% vote of all board members.

#### Article X: TTFCA Meet of Champions

Wording to come.