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WISCONSIN VALLEY ATHLETIC CONFERENCE

CONSTITUTION- ORGANIZATION and STRUCTURE

ARTICLE I

Section I This organization shall be known as the Wisconsin Valley Athletic Conference (WVC).

ARTICLE II

Objectives

Section I The objectives of this organization shall be:

1. To promote the best interest of all high school athletics in their various phases as in integral part in the educational curriculum.
2. To stimulate friendly relations between the member schools and the people in their communities.
3. To act as a unit for the betterment of athletic conditions in this district as well as the entire state.
4. To promote and provide programs that will foster positive, sportsmanlike behavior at all competitions, and enhance the educational value at all Wisconsin Valley Conference Schools.

ARTICLE III

Membership and Classification

Section I Full member schools are defined as those who pay full dues. These full members may opt to participate in any sport or event sponsored by the WVC. Note- this item is pending the WIAA conference realignment committee action.

Section II. All full WVC members have the right to vote on membership of WVC sponsored sports.

Section III. Any school in good standing in the W.I.A.A. is eligible for full membership in this association upon at least of 5 of 7 full member school approval, in like manner a school may be dropped from conference membership by at least a 5 member schools approval; such action to be effective one year after presentation. Note- this item is pending the WIAA conference realignment committee action.

Section IV All Wisconsin Valley Conference schedules approved by the principals must be followed.

Section V. The WVC will consider allowing a full member school to depart the conference in a specific sport by at least 5 votes of all full member schools.

Section VI Coop Teams

- A. Coop Team Approval- The WIAA Coop application (frequency per WIAA regulations) requires approval from the conference where the coop team will complete. Before requesting approval from the WVC, the following should be addressed: Program sustainability without a coop, safety of athletes (some sports), participation numbers, team levels, displacement of enrolled students and the financial commitment of participating schools. A majority vote of WVC member schools will be required.
- B. Timelines for meeting discussion are: Fall sports- December meeting; Winter sports- special meeting; Spring sports- May meeting.
- C. Decisions that impact conference membership for each sport will be voted on by all conference member schools. Coop teams get one vote for all rules/regulations for that specific sport.

Section VII The WVC will consider allowing non-WVC schools sport specific conference affiliation by a two-thirds vote of the regular WVC membership. Only sports where declining school participation threatens the minimum number of necessary schools and thus jeopardizes conference sponsorship of the activity will be considered. A prorated fee, determined by the WVC treasurer, will be assessed each school. The affiliation will be reviewed every two years. Non-WVC schools involved in single sport affiliations with the conference may only vote on bylaw recommendations for that sport from coaches and ADs; not other WVC constitutional items.

ARTICLE IV- OFFICERS

Section I Appointed officers of this association shall be president, vice-president and secretary/treasurer. The following rotation will be used:

2021-22	D.C. Everest, Pres., Marshfield, V.P.
2022-23	Marshfield, Pres., Merrill, V.P.
2023-24	Merrill, Pres.; Stevens Point, V.P.
2018-19	Stevens Point, Pres.; Wausau West, V.P.
2019-20	Wausau West, Pres., Wisconsin Rapids, V.P.
2020-21	Wisconsin Rapids, Pres.; D.C. Everest, V.P.

The appointed officer, shall be the Principal of a member school in good standing. They shall enter their office at the end of the annual meeting (May) and shall hold it for one year.

The appointed officers of this association shall be a league commissioner, hired by the conference on a yearly basis, and a conference secretary-treasurer.

ARTICLE V

Section I Amendments may be made to this constitution by approval of at least 5 full member schools at the December or May meeting.

Section II By Laws may be adopted by a majority vote of the member schools at any regular meeting.

Section III Any member Principal has the authority to request a special vote. The President shall conduct this special vote request. All member schools shall be contacted and the vote shall be taken in writing

ARTICLE VI- MEETINGS

Section I **Principal Meetings**

- A. Regular yearly meetings
 1. Fall (October)- Coordinated with ADs who may forward Spring coach's recommendations.
 2. December- Meet with ADs and Commissioner- review recommendations from Fall
 3. Winter (January)- Principals only
 4. May- Meet with ADs- review Winter recommendations plus commissioner & statistician evals.
- B. Special Meetings
 1. After polling the member schools and receiving an affirmative reply from the majority, the president shall have the authority to call a special meeting.
 2. If a principal's attendance is not possible and an alternate delegate cannot be secured, the president may authorize an electronic vote as needed.

Section II **Athletic Director Meetings**

- A. Regular monthly meetings
 1. Organizational (July)
 2. School year startup (August)
 3. Spring Sports recommendations (September)

3. Fall Sports (October)
4. Valley Football Assn (November) Athletic Directors
5. Joint meeting with Principals (December)
5. Regular (January)
6. Regular (February)
7. Winter Sports recommendations (March)
8. Admin. Professionals and Lifetime Pass dinners (April)
9. Joint meeting with Principals (May)

B. Special Meetings

1. After polling the member schools and receiving an affirmative reply from the majority, the athletic directors shall have the authority to call a special meeting.

Section III **Coaches Meetings**

- A. Meetings: Held on an appropriate Monday/Wednesday at D.C. Everest IMC Library, 6:30 pm; (exceptions Softball-7:00pm and VFA football league meetings)
 1. Select Spring coaches- Boys Golf and B/G Track- 2nd Wednesday in September
 2. Fall (**October- WIAA week #17**)- Athletic Directors, Fall Sport Coaches (B.Soc, VB, G.Swm, XC, G.Ten, G. Golf)
 3. Winter (**March- WIAA Week #35**) Athletic Directors, Winter Sport Coaches; B/G Basketball, Wrestling, B. Swim, and B. Ice Hockey
 4. Spring Meeting (**May- WIAA Week #48**) Baseball, Softball (WIAA Week #47), Girls Soccer and Boys Tennis
- B. The meeting must be attended by the appropriate season/sport head coach from each Wisconsin Valley Conference School or designee. Assistant coaches are encouraged to attend these meetings.
- C. The commissioner shall designate an AD to chair each sport meeting and take minutes of the meeting. (12/11) The Commissioner shall incorporate these minutes into the next A.D. meeting agenda.

ARTICLE VII- OFFICIALS FEES and PAYMENT

- Section I Annually at the December meeting, upon recommendation of the conference commissioner and WVC athletic directors, the principals will set the game/meet fees to be paid to referees/event judges.
- Section II Current rates per official as hired by the commissioner are \$90 for regular varsity events in soccer (3), basketball (3), wrestling (1), hockey (3), baseball (2); softball (\$80 for 2) (5/15). Football officials (thru VFA) see Section IV below.
- Section III Payment is prepared by the host school and officials are to be paid or asked to sign a voucher prior to the event. (editorial change 5/17)
- Section IV Note: The Valley Football Association (VFA) will pay \$80/ official.

WVC Multi -school/dual rates (+ mileage) are:

	WVC Official's Fees- set 12/17		
Sports	2017-18	2018-19	2019-20
B/G Soccer	\$70*	\$80+	\$90

Volleyball dual	\$100*	\$125+	\$135
Volleyball multis	\$170	\$195+	\$205
B/G Basketball	\$70(*2-man,+3-man)	\$80+	\$90
Wrestling	\$70*	\$80+	\$90
Wrestling WVC meet	WIAA REG*+\$15(\$200)	\$210+	\$220
Hockey	\$70*	\$80+	\$90
Baseball	\$70*	\$80+	\$90
Softball	\$70*	\$70+	\$80
Swimming	School option	School option	School option
Swim WVC Meet	WIAA Sec* +\$10	WIAA Sec+ +\$20	WIAA Sec+\$30
Track	School option	School option	School option
Track WVC Meet	WIAA REG*+\$15	WIAA REG++\$25	WIAA REG+\$35
X Country	School option	School option	School option
X Country WVC Meet	WIAA REG*+\$15	WIAA REG++\$25	WIAA REG+\$35
+ = mileage flat \$30 (50+ mi oneone-way)			
* = mileage @.30/mi			

OPERATION OF WVC

1. Full member schools shall be D.C. Everest, Marshfield, Merrill, Stevens Point, Wisconsin Rapids Lincoln, Wausau East and Wausau West.
2. The annual dues, for the following school year, shall be set at the May meeting for all member schools. The dues may be suspended or increased by a majority vote of the member schools at any regular meeting. Dues for 2018-19 are \$3600 (5/18); single sport (if they exist) i.e. Boys swim \$350 (5/17). Dues include timing devices and event software fees for the conference tournament host school in Cross Country, Swimming, Wrestling and Track, if needed. (5/18)
3. Secretary/Treasurer should invoice each school on conference dues for the August/September meeting.
4. In conjunction with W.I.A.A. Article VII, Section 3, regarding flagrant or unsportsmanlike conduct for student athletes, the WVC approved the following By Law to include coaches: "A STUDENT ATHLETE, or COACH, disqualified from a contest for flagrant or unsportsmanlike conduct, is suspended from interscholastic competition for no less than the next competitive event (but not less than one complete game or meet). This includes all events/contests at all levels.
5. Each school to be eligible for championship consideration must play the schedule as adopted. Conference Champion shall be determined by each individual sports criteria.
6. To recognize a sport on a conference basis and award a trophy, at least **four** of the schools must participate at the varsity level. Only WVC schools are allowed to compete in sponsored sports that have at least 1 more than $\frac{1}{2}$ the member schools participating.
7. All schools must be members of the W.I.A.A. and will follow all W.I.A.A. regulations.
8. Each school is entitled to as many representatives at any meeting as they desire to send, but each school is entitled to only one vote. Member schools are to designate the representative who shall do the voting.
9. The necessary operational expenses of the officers, maybe submitted for payment from the conference funds.
10. The salary of the League Commissioner shall be determined annually, per contract. The position and salary will be reviewed and determined at the May meeting.
11. The Wisconsin Valley Conference will hire a statistician for Boys/Girls Cross Country, Football, Boys/Girls Swimming, Boys /Girls Tennis, Volleyball, Boys/Girls Basketball, Hockey, Wrestling, Softball, Baseball, Boys/Girls Golf, and Boys/Girls Soccer. Password protected stats are to be accessible on a WVC web page (12/15). Payments will issued to the statistician at each WVC end of season coaches meeting and payment is will be reviewed each year. (8/03)
12. Varsity coaches at member schools may select a "Player of the Year" in their respective sports at their end of the season meeting. Each school is authorized one vote only. (5/13/99) Coaches cannot vote for their own player. Nominees for this award must also be a current 1st Team All-Conference selection (5/07).

GENERAL ATHLETIC PROCEDURES

Communication between schools concerning cancellation, postponement, change of time or site, should be either with Principals and/or Athletic Directors of schools involved - NOT INDIVIDUAL COACHES. The Athletic Director will notify the Conference Commissioner.

Conference schedules shall include the following sports.

BOYS - Football (VFA), basketball, wrestling, baseball, tennis, golf, track, cross country, soccer, hockey, swimming

GIRLS - Tennis, volleyball, cross country, swimming, basketball, golf, track, softball, soccer

All championship awards will be provided by the Conference for Varsity Sports only.

- a. Wisconsin Valley Conference trophy to team champion(s).
- b. Medals and certificates will be awarded to each sport as follows:
(amended 5/13/99; golf 12/16)

	<u>MEDALS</u>	<u>CERTIFICATES</u>	
SPORT	GOLD	SILVER	BRONZE # of Certificates
Cross Country- Boys	1	1	8 15
Cross Country- Girls	1	1	8 15
Volleyball	7	7	0 14+ Honor. Men
Soccer- Boys	11	11	0 22+ Honor. Men
Soccer- Girls	11	11	0 22+ Honor. Men
Swimming- Boys	21	21	0 60
Swimming- Girls	21	21	0 60
Tennis- Girls	10	10	0 20 + Honor. Men
Tennis- Boys	10	10	0 20 + Honor. Men
Basketball- Boys	5	5	0 10+ 5 Honor. Men
Basketball- Girls	5	5	0 10+ 5 Honor. Men
Hockey	6	6	0 12+ Honor. Men
Wrestling	14	14	0 42
Track- Boys	30	30	0 90
Track- Girls	30	30	0 90
Golf- Boys/Girls	5	5	0 15
Baseball	11	11	0 22+ Honor. Men
Softball	11	11	0 22+ Honor. Men

1. **All-conference selections** beginning with the Winter season- 2013:
 - a. Nominations for ALL (except VFA football) sports are due one week prior to the respective coaches meeting. The commissioner will then send out a composite ballot containing all nominees.
 - b. At the meeting each coach will discuss their own nominees; may delete but not add players.
 - c. Coaches will fill out a ballot after all discussions are complete
 - d. The AD or group facilitator will read aloud each school's 1st and 2nd team selections openly.
 - e. Ties, if they exist, for the 1st and 2nd team broken by the greater number of 1st Place votes received or the highest individual ranking. If a tie still remains, additional medals will be awarded. Unbroken ties for 1st team will appropriately reduce the number of 2nd Team selections.
 - f. Any nominee receiving more than one vote but not enough points for 1st or 2nd Team, shall be awarded Honorable Mention. After the voting results are tabulated, each coach may add one Honorable Mention player provided that nominee has received less than two votes. (12/13). If the coach has no nominees left on the ballot, that coach may add one player to the HM list. (12/15)

4. Wisconsin Valley Conference **SCHOLAR ATHLETE AWARD** (8/92). The conference has many Outstanding student athletes who have shown commitment and dedication to academics and athletics. Only a select few are recognized by the W.I.A.A. Therefore, the conference wants to recognize these individuals.
 - a. The conference commissioner will provide the certificates, at the May meeting, to member schools upon receiving their list of qualified candidates.
 - b. Each member school will be responsible for the distribution of the award certificates, (the first awards given were Spring '93)
 - c. Qualifying Criteria for WVC SCHOLAR ATHLETE AWARD:
 - Seniors earning a 3.6 cumulative GPA by the end of the 1st semester-senior year
 - Seniors earning at least 3 varsity athletic letters, one of which must be earned during their senior year.Note: any individual conference award is subject to the school's discretion.
 - No code violations are allowed during senior year. (11/07)

3. All conference schedules shall be submitted to the entire conference for adoption. Pairings for all sport schedules will be redrawn every 4 years beginning in 2008-09. All actions and discussion relative to schedule changes must be made a matter of conference record. In a case of bad weather the postponing of games is left up to the administrators of the schools involved. The schools are responsible to make up postponed games.

4. All schools involved, W.V.C. commissioner, and local media must be contacted if a game time or date has been changed or cancelled.

5. In all sports when games need to be re-scheduled because of weather related issues, schools should: (12/08)
 - a. Flip-flop Home & Away sites if weather and/or the playing field is acceptable at the Away location.
 - b. Contests should be made up on the next available date. Note- 'next available date' means the first date when no conflicting school events i.e. concerts, awards program, other WVC games in that sport... are scheduled.

6. At the varsity level no varsity coach may officiate, a Wisconsin Valley Conference contest, for any member school, in a sport that they coach, unless deemed necessary by the conference commissioner. This implies it would be permissible to officiate non-conference varsity contests for member schools.

7. Admission prices should be uniform for conference athletic contests. Ceiling prices are: \$4.00 for adults, \$3.00 for students (5/03). The admission price at all multi-school WVC conference tournaments shall be \$5.00/ person (students and adults). (11/06). If an outside organization (i.e. UWSP) owns the facility, admissions may be adjusted. Fifty (50) conference passes admitting two (2) persons each shall be given each member school to be used at the school's discretion. Cheerleaders in

uniform will be admitted free to all conference events. The WVC passes shall be produced and distributed by the incoming W.V.C. President. ROAD passes (100/school) may be sold for \$40ea.; good for the visiting team fans at all WVC/VFA events when facilities are controlled by the host school (i.e. not hockey). (12/19) All passes must be distributed PRIOR to the beginning of the upcoming fall season.

8. The host school must send the individual game statistics to the conference statistician by 3:00pm the day after each varsity contest. (5/08)
9. All varsity level sport results should be immediately reported by the HOME TEAM to their local media so that maximum state coverage is obtained, (see individual sport criteria)
10. Visiting coaches are required to provide locker room supervision for their team before and after the event.
11. Conference Meet costs- the host school for each multi-school WVC conference meet may calculate the event revenue and expenses, then bill the participating schools for a prorated share. (12/09)

WVC Host Schools

This chart indicates the host school for the final event in each sport:

Updated by M. Lacke 9/13/18

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
B/G							
XC	Ev	Me	WW	WE	Ma	SP	Ev
VB	Me/SP	WE/Ma	Ev/WR	WW/Me	SP/WE	Ma/Ev	WR/WW
GSwm	WR	WR	WR	WR	WR	WR	WR
Gten	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE
Ggolf	Ma	SP	WR	Ev	Ma	SP	WR
Wr	WW	WR	Ev	Ma	Me	SP	WE
BSwm	WR	WR	WR	WR	WR	WR	WR
Bten	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE	WW/WE
Bgolf	Ma	SP	WW	Ev	Me	WR	WE
B/G Tr	Ev	Ma	Me	WR	WW	SP	WE

12. This chart indicates the **AD in charge** of each sport:

SPORT		ASSISTED BY
	<u>SPORT FACILITATOR- AD</u>	
BASEBALL	ST. POINT	
B/G BASKETBALL	MARSHFIELD	ST. POINT
CROSS COUNTRY	EVEREST	
B/G GOLF	MARSHFIELD	
HOCKEY	WISCONSIN RAPIDS	
B/G SOCCER	WAUSAU WEST	
SOFTBALL	WISCONSIN RAPIDS	
B/G SWIMMING	EVEREST	WISCONSIN RAPIDS
B/G TENNIS	WAUSAU EAST	
B/G TRACK	EVEREST	

VOLLEYBALL	MERRILL	
WRESTLING	WAUSAU EAST	WAUSAU WEST

LIFETIME/GOLD PASS

Criteria

1. The Lifetime/Gold Pass will be applicable to WVC member High Schools and Middle School/Junior High School members.
2. Passes will be awarded at the WVC Lifetime/Gold Pass dinner held in early April each year.
3. Nominations will be provided by WVC member high school's Principal or Athletic Director to the WVC Commissioner by April 1st of that school year and reported to all principals and ADs. (12/16)
4. The local school may pay the meal cost for AD/Principals but the WVC pays for honorees and their guests.(12/09)

Educational Criteria:

1. Nominees for the Lifetime/Gold Pass will become eligible once they completely retire from teaching and coaching.
2. Varsity Head Coaches must have a minimum of 10 years head coaching experience in the WVC.
3. Administrators, Commissioners, and Athletic Directors must have a minimum of 10 years experience in the WVC.
4. Assistant Coaches (including all Jr. High/Middle School Coaches) must have a minimum of 15 years coaching experience in the WVC.
5. With any combination of those positions listed above (Varsity Head Coach, Administrator, Commissioner, Athletic Director, and Assistant Coach) a nominee can become eligible for the Lifetime/Gold Pass with a total of 15 years (not seasons) minimum experience in the WVC.

Community Service:

1. Non-teacher coaches will become eligible once they become fifty-five years old and retired from coaching.
2. Varsity Head Coaches must have a minimum of 10 years head coaching experience in the WVC.
3. Assistant Coaches (including all Jr. High/Middle School Coaches) must have a minimum of 15 years coaching experience in the WVC.
4. Any other nominations for community service must have had a direct benefit to the entire WVC for a minimum of 15 years.

(Bearer and Guest and/or Admit Two ~ added to the Gold Pass)

COMMISSIONER JOB DESCRIPTION

POSITION TITLE: Conference Commissioner

JOB OBJECTIVE: Coordination of Wisconsin Valley Approved Sports

Professional and positive representative of our Wisconsin Valley Conference

REQUIRED QUALIFICATIONS: Background in athletics and or coaching
Computer literacy and technological skills Willingness to keep abreast of technological developments Strong inter-personal communication skills
Familiar with hiring and assigning officials

DESIRED QUALIFICATIONS: Background in Education or Athletic Administration
Officiating experience Athletic event management Strong organizational skills

ESSENTIAL JOB FUNCTIONS

A. Schedule conference athletic competitions in the following seasonal sports:

Fall; Boys and Girls Cross Country, Football, Boys Soccer, Girls Swimming, Girls Tennis, Girls Volleyball, Girls Golf

Winter: Boys Basketball, Girls Basketball, Boys Ice Hockey, Boys Swimming, Wrestling

Spring: Baseball, Boys Golf, Girls Soccer, Girls Softball, Boys Tennis, Boys and Girls Track

B. Post separate schedules for each sport to Athletic Directors at least 18 months in advance.

C. Provide official assignments to Athletic Directors 12 months prior to the start of that sport season when possible.

Fall: Football, Boys Soccer, Volleyball

Winter: Boys Basketball, Girls Basketball, Boys Ice Hockey, Wrestling

Spring: Baseball, Girls Soccer, Softball (5/15)

D. Provide officials assignments to the Athletic Directors. April 15 each year is the annual deadline for any schedule additions/changes that requires conference commissioner to hire officials; June 1 for Spring sports.

E. Notify officials of cancellations or any rescheduling and confirm with involved schools in a timely fashion.

F. Supervise the compilation and distribution of statistics in all WVC sponsored sports

- G. Solicit nominations for individual all conference awards, tabulate results, and send out press releases to conference sports media per WVC by-laws.
- II. Order WVC individual and team awards per WVC by-laws
- I. Coordinate delivery of awards to the host site for championship events.
- J. Must attend and direct end of season sports coaches meetings.
- K. Supply coaches with schedule for the following year at the end of season coaches meeting.
- L.. Take recommendations on WVC constitution/by-law changes from coaches to Athletic Directors and Principal meetings.
- M. Operate budget within limitations set by W.V.C. Principals.
- N. Submit bills to the WVC Treasurer upon receipt of billing,
- O. Schedule and conduct all WVC Athletic meetings as per WVC by-laws. Attend WVC Workshops. Take minutes and distribute them to WVC Athletic Directors and Principals within two weeks.
- P. Attend annual WCCA. Conference Commissioners Meeting and other meetings or activities as directed by the conference.
- Q. Attend a conference event (especially multi-school contests) at as many of the conference schools during the year as is reasonable.
- R. Fulfill other duties as assigned by the WVC President.
- S. Upon request investigate disputes among member schools and alleged violations of the WVC Constitution and by-laws. The commissioner will act as a neutral fact finder and make recommendations for appropriate penalties to the Principals group.

WORKING CONDITIONS:

- A. Accessibility during the sports season to coaches, officials, AD's and Principals to deal with unforeseen changes.
- B. Accessibility to a computer, and copy machine.
- C. In order to facilitate a more active role as Commissioner of the WVC, it is recommended that the Commissioner reside within the physical region known as the Wisconsin Valley Conference for the purpose of evaluating officials, facilities, game management and sportsmanship.

PERFORMANCE REQUIREMENTS (knowledge, skills, and abilities)

- A. Understand the organization of sport specific competitions.
- B. Ability to communicate with a wide variety of people including Athletic Directors, Principals, athletic coaches, officials, student athletes, parents, news media, etc.
- C. Ability to maintain accurate records of contracted officials and competition schedules.

RECOMMENDED SALARY AND EXPENSES AS APPROVED:

- A. Payment time-lines to be agreed upon,
- B. Additional expenses to be paid include mileage (at the current IRS rate) (5/05), phone, meals, postage, and pre-approved lodging.
- C. Salary to be reviewed annually and established at the December Principals meeting.

COMMISSIONER'S CONTRACT:

It is hereby agreed, between the Wisconsin Valley Conference and _____, Commissioner, that the Commissioner shall perform the following specified duties during the ____ school year, commencing on July 1, __ __ and ending on June 30, ____, for the total salary of \$ _____ and approved expenses, **Duties** of the Commissioner:

A. Schedule conference athletic competitions in the following seasonal sports:

Fall: Boys and Girls Cross Country, Football, Boys Soccer, Girls Swimming, Girls Tennis, Girls Volleyball, Girls Golf.
Winter: Boys Basketball, Girls Basketball, Girls Gymnastics, Boys Ice Hockey, Boys Swimming, Wrestling.
Spring: Baseball, Boys Golf, Girls Soccer, Girls Softball, Boys Tennis, Boys and Girls Track

B. Distribute separate schedules for each sport to Athletic Directors at least 18 months in advance of the respective season start,

C. Provide officials' assignments to Athletic Directors 12 months prior to the start of that sport season. April 15 each year is the annual deadline for any schedule additions/changes that requires conference commissioner to hire officials.

Fall: Football, Boys Soccer, Volleyball
Winter: Boys Basketball, Girls Basketball, Hockey, Wrestling
Spring: Girls Soccer, Softball, Baseball

D. Provide officials assignments to the Athletic Directors at the Spring Principals' meeting.

E. Notify officials of cancellations or any rescheduling and confirm with involved schools in a timely fashion

F. Accessibility during the sports season to coaches, officials, AD's and principals to deal with unforeseen changes,

G. Supervise the compilation and distribution of statistics in the following sports: Football, Hockey, Boys Basketball, Girls Basketball, Softball, Baseball, Boys Soccer, Girls Soccer.

H. Solicit nominations for individual all conference awards, tabulate results, and send out press releases to conference sports media per WVC by-laws,

I. Order WVC individual and team awards per WVC by-laws.

J. Coordinate delivery of awards to the host site for championship events.

K. Attend and direct end of season sports coaches meetings.

L. Supply coaches at the end of season coaches meeting with schedule for the following year.

M. Take recommendations on WVC constitutional/by-law changes from coaches to Athletic Directors and Principal meetings.

N. Operate budget within limitations set by WVC Principals.

O. Submit bills to the WVC Treasurer upon receipt of billing.

P. Schedule and conduct all WVC Athletic meetings as per WVC by-laws. Attend WVC Workshops. Take minutes and distribute them to WVC Athletic Directors and Principals within two weeks,

Q. Attend annual WCCA Conference Commissioners Meeting and other meetings or activities as directed by the conference,

R. Attend a conference event at as many of the conference schools during the year as is reasonable.

S. Fulfill other duties as assigned by the WVC President.

T. Upon request, investigate disputes among member schools and alleged violations of the WVC Constitution and By-Laws. The commissioner will act as a neutral fact finder and make recommendations for appropriate penalties to the Principals group.

This Contract is not valid unless returned on or before

Dated this ^_ _____ day of _____, 20__

Date of Signature

Commissioner

Date of Signature

President, WVC Principals

NOTE: In order to facilitate a more active role as commissioner of the WVC, it is recommended that the commissioner reside within the physical region known as the Wisconsin Valley Conference. The WVC Commissioner's salary is to be paid on November 1, March 1, and June 1, with one-third of the salary to be paid on each of these dates.

STATISTICIAN JOB DESCRIPTION

The Wisconsin Valley Conference Statistician shall compile the following information in these sports and post on the conference statistics website:

Fall Season:

- > Cross Country (Boys & Girls) Time schedule and results from Conference Meet (submitted by host school A.D./Coach), to include: team scores, top 10 overall individual finishers and top 7 runners from each school.
- > Football Team schedules, rosters, game results, standings, statistics (updated weekly). Game reports to be submitted by each team. Conference statistician will distribute existing report form to coaches prior to the season.
- > Boys Soccer Conference schedule, rosters, game results, standings, statistics (updated after each WVC game). Game reports to be submitted by home team.
- > Girls Swimming Conference schedule, rosters, dual meet scores, standings
Conference statistician will distribute Results from Conference Meet to include team scores and place winners from each relay and individual event. Host school for each meet submits backup file in Hy-Tek format.
- > Girls Tennis Conference schedule, dual meet scores, standings, dual meet flight records, results from conference meet (submitted by host school AD./Coach), to include top 4 finishers at each singles and doubles position and team scores.
- > Volleyball Conference schedule, rosters, dual meet scores, standings, statistics (update after each WVC match). Match reports to be submitted by each team. Conference statistician will distribute existing report form for dual and WVC meets and distribute to coaches prior to the season.

Winter Season:

- > Boys & Girls Basketball Team schedules, rosters, game results, standings, statistics (updated after each WVC game). Game reports to be submitted by each team. Conference Statistician will distribute existing report form to coaches prior to the season.
- * Boys Ice Hockey Team schedules, rosters, game results, standings, statistics (updated after each WVC game). Game reports to be submitted by home team, using WIAA report form.
- > Boys Swimming Results from Conference Meet to include team scores and place winners from each relay and individual event. Host school for each meet submits backup file in Hy-Tek format.
- ~r- Wrestling Conference schedule, dual meet scores, standings, dual meet summaries, individual weight class records, results from Conference Meet via Track Wrestling to include team scores and top 4 finishers in each weight class. Dual meet reports to be submitted by home team. Conference statistician will generate report form and distribute to coaches prior to the season.

Spring Season:

- > Baseball
Conference schedule, game results, standings, rosters, statistics (updated after each WVC game). Game reports to be submitted by home team. Conference statistician will distribute report form to coaches prior to the season.
- > Boys/Girls Golf
Results from Conference Meet legs (submitted by host school A.D./Coach), to include team scores after each leg and top 10 individuals following final leg of meet.
- > Girls Soccer
Conference schedule, game results, standings, rosters, statistics (updated after each WVC game). Game reports to be submitted by home team. Conference statistician will distribute existing report form to coaches prior to the season.
- Softball
Conference schedule, game results, standings, rosters, statistics (updated after each WVC game). Game reports to be submitted by home team. Conference statistician will distribute existing report form to coaches prior to the season.
- > Boys Tennis
Conference schedule, dual meet scores, standings, dual meet flight results from Conference Meet (submitted by host school AD./Coach), to include top 4 finishers at each singles and doubles position.
- > Track (Boys & Girls)
Time schedule of Conference Meet, Results from Conference Outdoor Meet (submitted by host school A.D./Coach), to include team scores and place winners from each relay and individual event.

The Wisconsin Valley Conference Statistician shall secure and pay for Web space and post the above information on the Internet. Athletic Directors will provide the Conference Statistician with schedules and rosters as requested.

The Wisconsin Valley Conference Statistician will be paid seasonally for his/her services, as indicated below

- > At or before the Fall Sports All-Conference Meeting October
- > At or before the Winter Sports All-Conference Meeting in March
- > At or before the Baseball, Softball & Girls Soccer Coaches in Meeting in May.

Mileage at the IRS rate will be paid for all events where his/her attendance is requested by the conference. i.e. Hi-Tek workshops. (5/06)

The WVC statistician position will be reviewed each year in December; salary is subject to review annually at the May meeting of conference Athletic Directors and Principals. (3/03)

STATISTICIAN'S CONTRACT

It is hereby agreed, between the Wisconsin Valley Conference and Statistician, that said Statistician shall perform the before listed duties during the _____ school year, commencing on July 1, ____., and ending on June 30, ____., for a total salary of \$ _____.

Payments will be made following each sport season in three (3) equal payments of \$ _____ each, total

This contract is not valid unless returned on or before

Dated this . _____ day of _____, 20__

Date signed

Statistician

Date signed

President, WVC Principals