

DDCA Board

Code of Ethics and Standards of Personal Conduct Policy

The overriding objective of every team 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 ensuring that their decisions and actions are in the best interest of the DDCA membership.

Each DDCA board member is expected to conduct him or herself in such a way as to meet this responsibility. Each board member is expected to be committed to the highest standards of conduct and adhere to the following principles:

1. To strictly uphold the laws, rules, regulations, bylaws and policies relating to the operation of the DDCA.
2. To observe the highest standards of personal conduct relating to the business of the DDCA at all times.
3. To talk and act in a manner which does not offend board members, DDCA membership, OSAA officials, business associates or the Dance and Drill Community. This particularly includes talk or actions that could be construed as harassment based on a person's race or color, age, gender, sex, sexual orientation, religion or creed, ethnic heritage, marital status, veteran's status or physical or mental disability.
4. To guard against the use of the DDCA position for personal or financial advantage or special privilege, and to avoid conflicts of interest with its policies and operations. This includes the avoidance of accepting gifts or entertainment that exceeds nominal value from DDCA or OSAA members or business partners. (Nominal value is defined as a value that would be within the ability of the person to reciprocate on a personal basis or for which a legitimate claim for reimbursement could be made to the board under similar circumstances.)
5. To immediately disclose to the DDCA Board Chair, or OSAA any actual or potential conflict of interest as the situation arises. If a conflict of interest is determined to exist, it is expected that the official shall abstain from making recommendations or voting on any issues related to the conflict.
6. To carry out the duties and responsibilities of the DDCA position to the best of one's abilities and to seek out and participate in opportunities to increase the knowledge and skill necessary to do so.

7. To adhere to open, democratic procedures in the election of officials and in the formulation of DDCA policy and practices. As part of this standard, board members are expected to actively participate in the consideration of policy and other matters that come before them.
8. To encourage thrift and savings and to protect the assets placed in the DDCA's care and custody.
9. To preserve and protect the privacy and confidentiality of all member records, transactions and matters. Disclosure of member information shall be made only with the written approval of the member or in accordance with applicable law and due legal process.
10. To preserve and protect the privacy and confidentiality of all discussions and decisions of the DDCA board that are not subject to public access. No board member shall report such information outside the DDCA. Exceptions to this standard shall be made only upon prior approval of the DDCA board,.

Policy Administration

All potential members of the DDCA board shall review and sign this policy and disclosure before they will be considered for office.

OSAA has the responsibility for monitoring compliance with this policy. However, the primary accountability and responsibility for adhering to the Code of Ethics and Standards of Personal Conduct rests with each individual member of the DDCA board and each individual DDCA member.

Acknowledgment

I fully understand and do hereby agree that if I am elected or appointed to the DDCA Board, I will be expected to conform to and abide by the foregoing standards. I understand and agree that material or frequent and ongoing violations of this policy may result in disciplinary action, up to and including termination from official capacity or membership with the DDCA organization.

Signature: _____

Date: _____

1. BOARD RESPONSIBILITIES

1.1 Volunteer Philosophy: The overriding objective of every team 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.

1.2 Position Summary: Responsible for adhering to and upholding the DDCA Goals and Objectives.

1.3 Essential Job Functions:

- 1.3.1 Consistent attendance at DDCA meetings and related functions. The board reserves the right to review absences in excess of three in a calendar year.
- 1.3.2 Ensure communication to DDCA members is achieved through strong written and oral communication. This includes phone tree responsibilities, general announcements, distribution of minutes and all other events and documents that require dissemination.
- 1.3.3 Ability to foster a positive business relationship and represent DDCA in a professional manner, in all interactions with membership, and partnering businesses and organizations.
- 1.3.4 Serve on sub-committees of the DDCA board, as needed.
- 1.3.5 Maintain accurate documents, with-back up files, pertaining to specific jobs.

1.4 Knowledge/Skills:

- 1.4.1 Understanding and knowledge of the DDCA Manual and related administrative and educational materials.
- 1.4.2 Ability to write and interpret DDCA Manual policy and procedures, as needed.
- 1.4.3 Excellent interpersonal and leadership skills with the ability to communicate both verbally and in writing.
- 1.4.4 Excellent organization, planning and prioritization skills.
- 1.4.5 Frequent use of initiative, judgment, reasoning, patience and negotiation in problem-solving.
- 1.4.6 Proficient in Microsoft Word, Excel and Email.
- 1.4.7 Ability to use office equipment including, but not limited to: PC, copy machine, FAX, telephone, calculator, general office equipment.
- 1.4.8 Ability to drive a personal motor vehicle for DDCA and OSAA meetings and events. Must have valid driver's license and maintain vehicle insurance coverage required by Oregon state law; or have an organized and standard means of public transportation.

1.5 Education Required: High school diploma or equivalent. Additional

education or work equivalent may be required for specific positions, as noted in individual “Core Responsibility” sections.

1.6 Years of Experience: Three years of high school dance team coaching experience is preferred. Additional experience or education may be required for specific positions, as noted in individual “Core Responsibility” sections.

2. CHAIRPERSON CORE RESPONSIBILITIES

2.1 Position Summary: Responsible for managing the overall operations of the non-profit organization, which includes: providing an appropriate environment for both member schools and Board members; establishing and maintaining a working relationship with partner association OSAA; seeking to obtain fund-raising and program financial expectations; adhering and upholding the DDCA Goals and Objectives.

2.2 Essential Job Functions:

- 2.2.1 Able to coordinate, establish, and facilitate agenda items for monthly DDCA board meetings, and Fall, Winter and Spring membership meetings.
- 2.2.2 Be the deciding vote, in the event of a board tie.
- 2.2.3 Represent and uphold membership aims, while incorporating board vision and OSAA directives.
- 2.2.4 Follow up on membership, partner association, and or partner business concerns and issues generated during membership meetings and Board meetings.
- 2.2.5 Represent the DDCA at OSAA meetings, programs and events.
- 2.2.6 Partner with the Judges Affiliation regarding event organization and training, where DDCA and the JA will be involved.
- 2.2.7 Partner with the Judges Affiliation Commissioner regarding competition scheduling details.
- 2.2.8 Serve on and/or lead sub-committees or projects of the DDCA board, such as the Fall Conference Planning Committee.
- 2.2.9 Oversee construction and maintenance of the DDCA website.
- 2.2.10 Oversee coordination of the DDCA Fall Conference.
- 2.2.11 Provide guidance and oversight to the Treasurer.

2.3 Knowledge/Skills:

- 2.3.1 Ability to lead, and demonstrate the character of productive, positive and ethical leadership.
- 2.3.2 Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

2.4 Education Required: Associates degree from accredited college or equivalent work experience.

2.5 Years of Experience: Two years of DDCA Board experience is preferred.

3. CHAIR-ELECT CORE RESPONSIBILITIES

3.1 Position Summary: To ensure that the duties of the current chairperson are learned and documented for the transition from chair – elect, by job-shadowing during Chairperson’s last year of service; complete duties assigned by the chairperson.

3.2 Essential Job Functions:

- 3.2.1 Able to coordinate, establish, and facilitate agenda items for monthly DDCA board meetings, and Fall, Winter and Spring membership meetings with, or in absence of, the Chairperson.
- 3.2.2 Be the deciding vote, in the event of a board tie, and the absence of the Chairperson.
- 3.2.3 Document uncompleted agenda items in current Chairperson’s term, to carry forward into the next term.
- 3.2.4 Able to coordinate, establish, and facilitate agenda items for the Fall, Winter and Spring membership meetings.
- 3.2.5 Follow up on membership, partner association, and or partner business concerns and issues generated during membership meetings and Board meetings.
- 3.2.6 Attend and participate in OSAA meetings related to Dance Drill.
- 3.2.7 Serve on and/or lead sub-committees or projects of the DDCA board, as needed.
- 3.2.8 Ensure cross training of board members
- 3.2.9 Oversee coordination of State competition elements including, but not limited to, Scholarships, Coach of the Year and Service Awards.
- 3.2.10 Provide guidance and oversight to the Secretary.
- 3.2.11 Oversee coordination of local competition elements including, but not limited to, Drill Down.

3.3 Additional Knowledge/Skills:

- 3.3.1 Ability to lead, and demonstrate the character of productive, positive and ethical leadership.
- 3.3.2 Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

3.4 Education Required: Associates degree from accredited college or equivalent work experience.

3.5 Years of Experience: Two years of DDCA Board experience is preferred.

4. MEMBERSHIP COORDINATOR CORE RESPONSIBILITIES

4.1 Position Summary: Responsible for mailing and distribution of all DDCA materials; collection and tracking of dues and membership status.

4.2 Core Responsibilities:

- 4.2.1 Ability to process DDCA mailings in a timely manner for the membership, via electronic or hard-copy processes.
- 4.2.2 Responsible for collecting membership forms and maintaining accurate membership records.
- 4.2.3 Responsible for collecting and depositing membership dues and supplying the treasurer with an accurate balance.
- 4.2.4 Verify that all records are current at the end of each calendar year and at the end of the dance team season.

4.3 Additional Knowledge/Skills: Basic accounting ability for maintaining dues.

5. TREASURER CORE RESPONSIBILITIES

5.1 Position Summary: Responsible for monitoring and tracking all DDCA financial matters; works closely with the Judges Affiliation Commissioner; prepares monthly financial reports; prepares year-end reports in preparation for tax returns.

5.2 Core Responsibilities:

- 5.2.1 Prepare and present Treasurer's Report at each board meeting and membership meeting.
- 5.2.2 Able to coordinate, establish and facilitate agenda items for monthly DDCA Board meetings, with, or in absence of, the Chairperson and Chair Elect.
- 5.2.3 Be the deciding vote, in the event of a board tie and the absence of the Chairperson and Chair Elect.
- 5.2.4 Pay all association bills in a timely manner.
- 5.2.5 Maintain an accurate record of expenses.
- 5.2.6 Receive funds for the association. Deposit and accurately manage cash flow.
- 5.2.7 Prepare accurate year-end financial reports by September 1st for association accountant, to be used in annual tax return preparation.
- 5.2.8 Prepare and mail 1099 tax forms by January 20th of each year.
- 5.2.9 Send scholarship funds to college specified by individual scholarship winners.
- 5.2.10 Ensure local competition judges are accurately paid within 14 days of completion of a competition event. Coordinate details with the Judges Affiliation Commissioner.

5.2.11 Prepare invoices for local competitions and track payment of those invoices.

5.2.12 Coordinate and confirm details with the Judges Affiliation Commissioner.

5.3 Additional Knowledge/Skills: Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

5.4 Additional Education Required:

5.4.1 Associates degree from accredited college, with coursework in accounting, or work equivalent.

5.4.2 Proven skills with accounts payable, accounts receivable, checkbook ledger and basic bookkeeping.

5.5 Additional Years of Experience: Two years of DDCA Board experience is preferred.

6. SECRETARY CORE RESPONSIBILITIES

6.1 Position Summary: Responsible for the accurate accountability of all DDCA decisions throughout the organization to include note taking at every membership and board meeting, and preparation of meeting minutes to be distributed to the DDCA membership in a timely manner.

6.2 Essential Job Functions:

6.2.1 Document each meeting in Microsoft Word format.

6.2.2 Able to coordinate, establish and facilitate agenda items for monthly DDCA Board meetings, with, or in absence of, the Chairperson, Chair Elect and Treasurer.

6.2.3 Be the deciding vote, in the event of a board tie, and the absence of the Chairperson, Chair Elect and Treasurer.

6.2.4 Distribute minutes to Chairperson and Membership Coordinator for proof reading, editing and distribution to membership.

6.2.5 Coordinate meeting set-up with Chairperson.

6.3 Additional Education Required: Associates degree from accredited college or work equivalent.

7. SCHOLARSHIP COORDINATOR CORE RESPONSIBILITIES

7.1 Position Summary: Responsible for coordination of the DDCA scholarship program in selection of qualified Oregon high school dance team members, to receive scholarships to apply towards continued scholastic or dance education.

7.2 Essential Job Functions:

- 7.2.1 Create dance and academic scholarship applications. Update as needed.
- 7.2.2 Outline and enforce application requirements for all available scholarships.
- 7.2.3 Disseminate application and requirements to Oregon dance team members by fall conference for dance scholarships and winter meeting for academic scholarships.
- 7.2.4 Select qualified judging panel for dance scholarship audition.
- 7.2.5 Select review panel for evaluation of academic scholarship packet submissions.
- 7.2.6 Coordinate with All-State Director to organize auditions for dance scholarships.
- 7.2.7 Encourage and outline accuracy, diplomacy and confidentiality guidelines with judging and review panels.
- 7.2.8 Communicate scholarship recipients to state event directors in a timely and accurate manner.
- 7.2.9 Coordinate with the appropriate officials that awards remain confidential until award announcements commence.
- 7.2.10 Obtain awards and prepare correspondence to each scholarship applicant for distribution at the state event.
- 7.2.11 Understanding of current scholarship disbursement procedures, as affected by state and federal laws, and the scholarship winner's receiving school.
- 7.2.12 Coordinate disbursement of scholarship winner funds in a timely manner, with the DDCA treasurer and award winners.

8. CONFERENCE COORDINATOR CORE RESPONSIBILITIES

8.1 Position Summary: Coordinate and facilitate all details for the annual DDCA Fall Conference. Communicate accurately and in a timely manner, all conference information to the DDCA Board and membership

8.2 Core Responsibilities:

- 8.2.1 Determine site and venue for conference; negotiate contract with venue regarding lodging, event set-up, food and beverage, and business center needs.
- 8.2.2 Develop budget for conference.
- 8.2.3 Block rooms for delegates.
- 8.2.4 Develop and disseminate conference schedule, registration packet, confirmation materials and fee receipts for membership and vendors. Vendors will additionally receive booth and vendor shipping instructions.
- 8.2.5 Track registered applicants and vendors
- 8.2.6 Develop, obtain and coordinate conference curriculum and instructors.

- 8.2.7 Determine social activities; assign entertainment leads
- 8.2.8 Acquire and coordinate with booth vendor for set up and take down.
- 8.2.9 Act as liaison for board, members, vendors and hotel staff.
- 8.2.10 Compile conference evaluations from delegates and vendors. Review evaluations for coordination and content improvements.

8.3 Additional Knowledge/Skills: Event planning experience.

8.4 Additional Years of Experience: Recommended – one year internship.

9. DRILL DOWN COORDINATOR CORE RESPONSIBILITIES

9.1 Position Summary: Recruit, train, certify, schedule and continue education for Drill Down callers and participants.

9.2 Core Responsibilities:

- 9.2.1 Establish and maintain lines of communication with current and potential Drill Down Callers.
- 9.2.2 Collaborate with Judges Affiliation Commissioner to appropriately schedule/inform Callers and the Back-up Team for all DDCA sanctioned competitions.
- 9.2.3 Train and certify new callers at DDCA training events.
- 9.2.4 Follow and enforce certification guidelines set forth by the DDCA.
- 9.2.5 Review and propose guideline adjustments, as needed.

9.3 Knowledge/Skills: Understanding and knowledge of the Drill Down section of the DDCA and OSAA manuals.

9.4 Education Required: Comprehensive knowledge of DDCA Drill Down rules and regulations.

9.5 Years of Experience: Three years experience as a certified drill down caller.

10. SPECIAL RECOGNITION COORDINATOR CORE RESPONSIBILITIES

10.1 Position Summary: Coordinate and facilitate the nomination, selection and presentation of special recognition such as: Coach of the Year, Service Award and Lifetime Achievement. Send Notes/ Thank You Cards/ Congratulations, etc. to businesses or individuals involved with DDCA.

10.2 Core Responsibilities:

- 10.2.1 Ability to process correspondence in a timely manner to the membership and business partners, via electronic or hard-copy processes.

- 10.2.2 Ensure Coach of the Year, Service Award and Lifetime Achievement selection guidelines are maintained and that guidelines are equitable to the entire membership.
- 10.2.3 Review soundness and applicability of Coach of the Year, Service Award and Lifetime Achievement guidelines as needed, to ensure the on-going quality of the honor bestowed.
- 10.2.4 Purchase and present award(s).
- 10.2.5 Support the DDCA phone tree in a timely and accurate manner. Maintain current contact information with Membership Coordinator.
- 10.2.6 Assist Conference Director Coordinator as needed for DDCA conference events.

11. WEBSITE COORDINATOR CORE RESPONSIBILITIES

11.1 Position Summary: Oversee the creation, review, update, maintenance of the DDCA website.

11.2 Core Responsibilities:

- 11.2.1 Act as the liaison between the DDCA Board and Membership to the Web Master to provide updates, enhancements, etc.
- 11.2.2 Hire and manage the Web Master, if not a DDCA Board Member
- 11.2.3 Develop and provide requirements for the Web Master as received by the DDCA Board.
- 11.2.4 Ability to understand basic Web Design and Languages in order to provide requirements and to communicate needs.
- 11.2.5 Monthly review of the Web Site (forms, manual, vendors, etc.) – provide feedback to Board at Monthly Meeting and take information from Monthly Meeting and provide to Web Master
- 11.2.6 Work with Vendors to be able to provide a link and advertising space at appropriate rates.

11.3 Knowledge/Skills: Understanding and knowledge of Basic Web Design, Languages, and Current Web Trends.

12. OSAA REPRESENTATIVE CORE RESPONSIBILITIES

12.1 Position Summary: Represent DDCA in matters concerning OSAA. Maintain sanctioning records to be presented to OSAA.

12.2 Core Responsibilities:

- 12.2.1 Attend OSAA meetings representing the DDCA.
- 12.2.2 Present new information to OSAA with regard to changes/updates within the DDCA.
- 12.2.3 Act as the DDCA spokesperson / lobbyist to get OSAA approval for

- changes/updates.
- 12.2.4 Report to the DDCA board and membership relevant information from the OSAA meetings.
 - 12.2.5 Act as the liaison between the DDCA and OSAA, ensuring open communications
 - 12.2.6 Act as an additional resource for State Organizational issues when deemed necessary by OSAA Activities Representative.
 - 12.2.7 Educate membership on the rules for sanctioning competitions - ensuring all competition directors are aware of the rules and the associated penalty.
 - 12.2.8 Maintain and update the documentation for sanctioning.
 - 12.2.9 Act as the focal point for sanctioning information to be directed. This includes: Questions regarding the process; statistician and record keeper for sanctioning and for those who have completed pre-qualification for state; tracking and follow up of appeals
 - 12.2.10 Uphold and enforce the rules set down for sanctioning.

13. ALL-STATE COORDINATOR CORE RESPONSIBILITIES

13.1 Position Summary: Organize and facilitate with OSAA All-State tryouts for current senior dancers.

14. HALL OF FAME COORDINATOR CORE RESPONSIBILITIES

14.1 Position Summary: Create and maintain a photo history of the organization's State Award recipients, including Scholarships, Coach of the Year, Service Awards, OSAA All State Team, Drill Down winners and the top five teams placing in each of the divisions at the State Championship Competition.

14.2 Essential Job Functions: Coordinate with Northwest Sports Photography to receive photos of award winners to use to create a display to put up at Fall Conference and at State. Use the same photos to maintain photo albums.

15. AWARDS CEREMONY COORDINATOR CORE RESPONSIBILITIES

15.1 Position Summary: To coordinate, facilitate and oversee the statewide awards ceremony (when held) recognizing our Scholarship, Coach of the Year and Service Award recipients and OSAA's All State Team and Drill Down winners.

15.2 Core Responsibilities:

- 15.2.1 Secure facility.

- 15.2.2 Order invitations.
- 15.2.3 Coordinate with Scholarship Coordinator and All State Coordinator to have invitations ready to present at State.
- 15.2.4 Design event schedule and set-up. Arrange for speakers, special presentations, decorations, desert, and staff (including hostesses, sound tech, and desert servers).
- 15.2.5 Seek out commercial funding to support our scholarship fund, by providing an event/venue to present scholarships in a public forum.

15.3 Additional Knowledge/Skills: Event planning experience.

16. JUDGES AFFILIATION COMMISSIONER CORE RESPONSIBILITIES

16.1 Position Summary: Be conduit of information between DDCA Board and Judges Affiliation Leadership Team. It is a Board appointed position filled by the Judges Affiliation Commissioner upon confirmation of that position.

16.2 Core Responsibilities:

- 16.2.1 Consistent attendance at DDCA meetings, JA Leadership Team meetings, and related functions.
- 16.2.2 Be informed about the process, functioning, and structure of the judging system to provide clarification and direction to the DDCA.
- 16.2.3 Be informed about the membership, needs, and function of the coaches association to provide clarification and direction to the JA.
- 16.2.4 Ability to represent the Judges Affiliation and the DDCA to introduce proposals or lead discussions on topics of mutual concern.

17. STATE FUND RAISING COORDINATOR CORE RESPONSIBILITIES

17.1 Position Summary: To coordinate, facilitate and oversee the statewide fund raising projects connected with the State Championships for scholarship monies.

17.2 Core Responsibilities:

- 17.2.1 Negotiate with OSAA selected vendors for scholarship donations.
- 17.2.2 Work with T-shirt vendor to select a DDCA State sweatshirt, logo and presale order form and promote T-shirt sales to teams.
- 17.2.3 Work with OSAA on pre-sale ads for State program.
- 17.2.4 Negotiate with photographer for scholarship donation requirements.
- 17.2.5 Negotiate with videographer for scholarship donation requirements.

18. TECHNICAL COMMISSIONER CORE RESPONSIBILITIES

18.1 Position Summary: Be conduit of information between DDCA Board and the Technical Judge Team. Oversee functioning, process and structure of the Technical Judge Team.

18.2 Core Responsibilities:

- 18.2.1 Current member of DDCA Board
- 18.2.2 Selected by DDCA Board for a two year term, volunteer position
- 18.2.3 Complete updated Technical Training
- 18.2.4 Served and judged as a qualified Technical judge
- 18.2.5 Collect Technical reports with violations listed from Technical Judges
- 18.2.6 Track and keep record of all teams in violation of Choreography, Costuming, Music, Stunt/Safety and Timing Rules and Regulations
- 18.2.7 Email updated violation and pre-approval list to Technical Scheduler prior to competition
- 18.2.8 Works with DDCA Sanctioning person to contact the coach in violation and penalty and discuss a solution.
- 18.2.9 Conduct all committee meetings.
- 18.2.10 Report to DDCA Board at monthly meetings
- 18.2.11 Heads the training and continued education for the Tech Trainers.
- 18.2.12 Reviews/acts along with Tech Trainers on all Tech Judge Evaluations
- 18.2.13 Collects all DDCA Team submissions for Tech Committee Approval

19. SANCTIONING COORDINATOR CORE RESPONSIBILITIES
--

19.1 Position Summary: To coordinate and facilitate all issues that relate to Competition Sanctioning.

19.2 Core Responsibilities:

- 19.2.1 Maintain the Sanctioning Checklist and provide all updates to Website Coordinator.
- 19.2.2 Maintain the information related to Sanctioning within the DDCA Manual and provide updates to the Membership Coordinator and Website Coordinator.
- 19.2.3 Maintain listing of all events that do or do not provide Sanctioning Checklists.
- 19.2.4 Ensure with treasurer that all monies for Scholarships have been received and any discrepancies have been researched and solved.
- 19.2.5 Ensure that the names of any Non – Sanctioned events are provided to the Competition Calendar Coordinator.
- 19.2.6 Communicate to the Pre Qualifying Coordinator any non-sanctioned events
- 19.2.7 Complete annual review of the process

19.3 Knowledge/Skills: Understanding and knowledge of the Sanctioning section of the DDCA manual.

20. JUNIOR HIGH TEAM LAISION CORE RESPONSIBILITIES

20.1 Position Summary: To provide guidance and assistance to Jr. High coaches in regard to DDCA activities, rules and policies, as well as provide information about educational opportunities for the coaches (such as camps and conference).

20.2 Core Responsibilities:

- 20.2.1 Provide information that pertains to Jr. High teams.
- 20.2.2 Help adopt a standard Jr. High score sheet for competition.
- 20.2.3 Be the DDCA Board link to the Jr. Championship Coordinator.
- 20.2.4 Provide access to Jr. High competition score sheets.

21. PRE QUALIFYING COORDINATOR CORE RESPONSIBILITIES

21.1 Position Summary: To coordinate and facilitate all issues that relate to Pre Qualifying of teams for second round of State.

21.2 Core Responsibilities:

- 21.2.1 Maintain the information related to Pre Qualifying within the DDCA Manual and provide updates to the Membership Coordinator and Website Coordinator.
- 21.2.2 Maintain listing of all teams that have provided Pre Qualification forms from Sanctioned events
- 21.2.3 Communicate with the Sanctioning Coordinator to identify non-sanctioned events
- 21.2.4 Provide listing of all teams that have Pre Qualified to the OSAA State Judges Coordinator and State Director
- 21.2.5 Complete annual review of the process

19.3 Knowledge/Skills: Understanding and knowledge of the Pre Qualifying section of the DDCA manual.