“Virginia Independent Schools Athletic Association”

Executive Committee

Standard Operating Procedures Manual

Short Title: VISAA SOP

VISAA
P.O. Box 324
Midlothian, VA. 23114
804-347-3238

Http://www.visaa.org
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Section 1: Purpose

The purpose of the VISAA Continuity of Operations Plan (COOP) is to ensure the smooth operation of VISAA activities in the event of a loss in key leadership due to sudden illness, incapacitation or death and/or in the event of a catastrophic event: natural or manmade.

Section 2: General Information

Visaa Vision Statement

Develop a nationally recognized community of student-athletes with unparalleled competitive opportunities for participation and strength of character

VISAA Mission Statement

Provide accredited member schools the resources and competitive environment in education based programs that establish a foundation for excellence based in integrity, sportsmanship and leadership

VISAA Organization Structure

The VISAA is comprised of participating independent schools located within the Commonwealth of Virginia who are accredited by an approved accrediting agency recognized by the Virginia Council for Private Education (VCPE) and who have met all other membership criteria listed in the Article II of the official Rules and Guidelines of the VISAA.

The VISAA organization structure is outlined in the BY Laws (See Appendix A for details). The Executive Committee is comprised of an elected Board of Directors and regional representatives.

The Board of Directors consists of several officers, both elected and appointed. Current offices of the Board of Directors include those of the Chairman, Executive Director, Assistant Executive Director, Treasurer, Secretary, and Director of Sports Committees. The Director of
Sports Committees position was created in the summer of 2011 to assist all state sports committees in streamlining committee and tournament policies and procedures.

The Executive Committee also includes representatives from the four regions – Northern, Central, Eastern and Western. Each region has three representatives comprising, when feasible. One male athletic director, one female athletic director. And a head of school (or other senior school administrator). The job descriptions and duties of the Executive Committee members are contained in Appendix B.

Other committees are formed from time to time to assist in the administrative functioning of the Executive Committee. The Eligibility Committee reviews all request for eligibility waivers submitted to the VISAA. Several Sports Committees have been established to determine policies and procedures for conducting state championship in various sports. Sports committees are made up of representatives of the four regions of the state and should included at least one Athletic Director and be chaired by a full time employee of a VISAA member school. Members of the Executive Committee serve as liaisons between the sports Committees and Executive Committee.

See Figure 1 for a depiction of the VISAA Organization Structure.
Section 3: Functional Analysis

Focus Areas

The functional analysis is designed to identify key leadership positions and their roles in the organization; to clearly describe how the organization functions. Both internally and externally; to identify relationships with external organizations, ands how to review procedures and policies necessary to keep the business operating

Key Leadership

The key members of the organization, as it relates to managing state activities, are the elected members of the Board of Directors, commonly referred to as the Officers of the Executive Committee. The members, on order of priority are:

- Executive Committee Chair
- Executive Director (non-voting member, serves at the pleasure of the Executive Committee)
- Assistant Executive Director
- Treasurer
- Secretary
- Ex Officio members (non-voting)
  - Legal Advisor
  - Financial Advisor (Accountant)
  - VCPE representative
  - Director of Sports Committees

A full description of the duties and responsibilities of the Officers of the Executive Committee are contained in Appendix B. The relationship between Officers and the other members of the Executive Committee is depicted in Figure 1 as previously discussed

Meetings and Communications

The Executive Committee meets three times per year to address issues concerning advocating for, supporting and managing interscholastic sports activities of Independent Schools in the Commonwealth of Virginia. Meetings are generally held in September, January or February and May but may meet at other times as required. The Executive Director schedules the meeting dates, locations, times and sets the agenda with the help of the Secretary for these meetings.

Each region holds a fall and spring meeting to address both regional and state wide issues. An annual requires state membership meeting is convened in November of each year to provide an
opportunity for all member schools to meet in one session to address state wide issues. The Executive director or designee attends all regional meetings.

The Director of Sports Committees holds as many meeting as necessary to ensure that fair and equitable state championships are planned and executed throughout the fall, winter and spring sports seasons. Executive Committee members assigned as sports committee liaisons have the responsibility to attend these meetings and share information up and down the chain of command.

**Organizational Functions**

Proper management of the following functional areas is critical to the effective operation of the VISAA:

- Strategic planning (3 year plan)
- Annual Official Rules and Guideline review
- Legal review
- Financial Review
- Budgeting
- Banking and accounting
- Scheduling
- Business operations (mailing address, office space, phone/fax)
- Managing relationships with external organizations/individuals
- Payroll

**Managing Relationships**

It is important to maintain a close working relationship between the VISAA, educational and sports associations both within the Commonwealth of Virginia and across the nation. The success of the VISASA and its member schools can be greatly aided by the sharing of ideas and best practices with others who have a common goal of providing quality interscholastic athletic programs to student athletes. A few of the organizations that VISAA maintains a relationship with include, but are not limited to the following:

- Virginia Council of Private Education (VCPE)
- Virginia High School League (VHSL)
- Virginia Interscholastic Athletic Administrators Association (VIAAA)
- National Federation of State High Schools Association (NFHS)
- National Interscholastic Athletic Administrators Association (NIAAA)
- National Executive Directors Council (NEDC)
- Sponsors (Home Team Marketing)
Contact information for the various organizations and individuals’ associations with the functional areas that have been listed may be found in Appendix C

**Section 4: Succession of Management**

**General**

Leadership is essential to the effective management of any organization; therefore, procedures must be in place prior to an event that results in the loss of someone in a key leadership position due to sudden illness, incapacitation or death and/or in the event of a catastrophic event; natural or manmade

**Order of Succession**

If the Executive Director becomes significantly incapacitated (incapable of performing the duties for a period greater than 90 consecutive days) or dies during his/her term of office, the Assistant Executive Director will assume the title of Acting Executive Director; The Acting Executive Director will carry out the duties of the office until such time as the Executive Director is capable of resuming his/her duties or the Acting Executive Director will complete the current term of office if the Executive Director is unable to resume duties after 90 days or has died.

An Acting Director will be sought first from past Executive Directors and if none are available, then nominees to fill the Acting Executive Director position will be solicited from current member schools and, after review, appointed by the Executive Committee. The Acting Executive Director will carry out the duties of the office until his/her services are no longer needed or he/she will complete the current term of office for the Executive Director as appropriate.

If another officer of the Executive Committee becomes significantly incapacitated (incapable of performing their duties for a period greater than 90 consecutive days) or dies during his/her term of office, a candidate to fill his/her vacant position will be solicited from past officer holders in good standing and/or current member schools and, after review, appointed until such time as his/her services are no longer needed or he/she will complete the current term of office as appropriate.
If a Regional Representative (male athletic director, female athletic administrator or administrator) member of the Executive Committee becomes significantly incapacitated (incapable of performing their duties for a period greater than 90 consecutive days) or dies during his/her term of office, the Executive Director will ask the remaining regional representatives of that region to nominate candidates to fill the vacant positions. Nominees will be reviewed by the Executive Director and other members of the Board of Directors. The position will be offered to the nominee, and if accepted, the new member will carry out the duties of the office to which appointed until his/her services are no longer needed or he/she will complete the current term of office as appropriate.

**Office Holder Information**

A listing of office holders will be published each year by no later than the September meeting of the Officers of the Executive Committee. This list will also include the name and conduct information of the most recent office holder to ensure a ready pool of individuals experienced in carrying out particular functions within the VISAA leadership structure. The current listing of officers can be viewed in Appendix D.
APPENDIX A: BYLAWS OF THE VIRGINIA INDEPENDENT SCHOOLS ATHLETIC ASSOCIATION

SECTION 1 - OFFICES
The principal office of the Corporation shall be in the city of Richmond, in the Commonwealth of Virginia. The Corporation may have offices and the Executive Committee shall determine places of business at such other places within and without the Commonwealth of Virginia as.

SECTION 2 - REGULAR MEETING
The regular meetings of the Executive Committee of the corporation shall be held quarterly on the second Wednesday of July or August, November, March and June at times and places designated by proper notice to the members of the Committee. Meetings of the Regional Councils should be held either before or after the meetings of the Executive Committee.

SECTION 3 - SPECIAL MEETINGS
The Executive Committee including one annual meeting of the membership may call special meetings of the members for any purpose or purposes.

SECTION 4 - NOTICE OF ANNUAL OR SPECIAL MEETING
Notice of the annual meeting or of a special meeting, stating the time, place and purpose or purposes thereof shall be given to each member not less than ten nor more than forty days prior to the meeting, but such notice may be waived in writing at any time.

SECTION 5 - QUORUM
At any meeting of the Executive Committee at least fifty percent (50%) of the members entitled to vote shall constitute a quorum, except as otherwise provided by law.

SECTION 6 - VOTING
At each meeting of the Executive Committee every member then entitled to vote may vote in person or by proxy.

SECTION 7 - NUMBER OF DIRECTORS, TENURE, VACANCIES
The business and affairs of the corporation shall be managed and controlled by the Executive Committee consisting of three classes of four directors, who shall be elected to staggered three-year terms as follows:

a. For purposes of staggering the terms of office of the Executive Committee, the Committee shall be organized into Class A, Class B and Class C.

b. The initial term of office of Class A Committee members shall commence on September 2002, and
c. The initial term of office of Class B Committee members shall commence on the same effective date and shall continue for two years.

d. The initial term of office of Class C Committee members shall commence on the same effective date and shall continue for three years.

e. After the initial terms of office, the term of office for all Classes shall be three (3) years, effective on the respective anniversary dates.

f. Each of the three classes of directors shall include at least one representative from the northern, central, eastern and western regions.

g. Each director shall hold office until the election of his or her successor.

h. Each class of the Executive Committee shall include at least one head of a school, male athletic director and female athletic director among its members.

i. The Executive Committee shall appoint a Chairman from among the head of schools to serve with the Executive Committee and Board of Directors.

j. Any Executive Committee member may resign at any time. Vacancies occurring on the Executive Committee shall be filled pursuant to the nomination of the nominating committee and election by the full board. nk. There are no term limits for Executive Committee members.

SECTION 8 - COMMITTEES
The Executive Committee shall appoint committees necessary to conduct the business of the corporation. In addition, there shall be a Nominating Committee appointed by the Executive Committee. The Executive Committee as the first order of business of the corporation shall appoint the members of the Nominating Committee. The nominating committee shall, within thirty (30) days of their election, submit nominations for the Executive Director, Assistant Executive Director, Treasurer and Secretary of the corporation to the full Executive Committee for its vote in a special election. These officers, known as the Board of Directors, shall serve at the pleasure of the Executive Committee.

SECTION 9 - BOARD OF DIRECTORS
There shall be a Board of Directors, which shall consist of the Executive Director, Assistant Executive Director, a Secretary and a Treasurer, appointed by the Executive Committee, and any other officers, or assistants the Executive Committee may determine to elect at any time. The mission of the Board of Directors shall be to organize the work of the Board and prepare the agenda for the meetings of The Executive
Committee and any other special meetings. The Board of Directors shall meet as often as required in order to
organize and execute the work of the corporation. The Executive Committee shall fill all vacancies occurring
among any of the above officers. Any officer may be removed at any time by the affirmative vote of a majority
of the membership at a special meeting of the membership called for the purpose. The mission of the Board of
Directors shall be to organize the work of the Board and prepare the agenda for the quarterly meetings and other
special meetings of the Executive Committee. The Board of Directors shall meet as often as required in order
to organize and execute the work of the corporation.

SECTION 10 - SUBORDINATE OFFICERS
The Executive Committee may appoint such other officers and agents with such powers and duties, as it shall
deem necessary.

SECTION 11 - THE EXECUTIVE DIRECTOR
The Executive Director shall preside at all meetings of the Board of Directors. The Executive Director shall
have general management and control of the business and affairs of the corporation. He shall report to the
Chairman of the Executive Committee.

SECTION 12 - THE ASSISTANT EXECUTIVE DIRECTOR
The Assistant Executive Director shall assist the Executive Director in directing the business affairs of the
corporation. He will also coordinate any changes to the Bylaws of the corporation. He further will coordinate
the regional councils. He will assume the duties of the Executive Director if he cannot fulfill those duties
and continue to serve until another Executive Director is appointed.

SECTION 13 - THE TREASURER
The Treasurer shall have the custody of all funds, securities, evidences of indebtedness and other personal
property of the corporation and shall deposit the same in such bank or the Executive Committee or the
Executive Director shall designate trust company as. The Treasurer shall receive and give receipts and
acquaintances for monies paid in on account of the corporation and shall see that the accounting firm
(Commonwealth Accounting) hired by the association pays out of the funds on hand all bills, payrolls and other
just debts of the corporation of whatever nature upon maturity of the same. He or she shall see that the
Accounting firm enters regularly in books of the corporation to be kept by them for that purpose full and
accurate accounts of all monies received and paid out by him or her on account of the corporation, and he or she
shall perform all other duties incident to the office of Treasurer. He or she shall oversee the audit of the
corporation books by an outside CPA firm at the end of the Corporation fiscal year (July to June).

SECTION 14 - THE SECRETARY
The Secretary shall keep the minutes of all proceedings of the Executive Committee and Board of Directors; he
or she shall attend to the giving and serving of all notices to the members and directors, or other notices
required by law or these Bylaws; he or she shall affix the seal of the corporation to deeds, contracts, and other
instruments in writing requiring a seal, when duly signed; he or she shall have charge of the minute-books and
such other books and papers as the Executive Committee or Board of Directors may direct, and he or she shall
perform all other duties incident to the office of Secretary. In addition, there shall be an Executive Committee of the Board, which shall consist of the Executive Director, Treasurer and Secretary.

SECTION 15 - SPECIAL MEETINGS
Special meetings may be called by the Executive Committee or at the request of the Board of Directors be at the request of four members of the Board of Directors.

SECTION 16 - NOTICE OF SPECIAL MEETINGS
Notice of a special meeting, called by the Executive Committee, shall be given at least five days prior to meeting, but such notice may be waived in writing at any time.

SECTION 17 - QUORUM
A majority of the Executive Committee shall constitute a quorum at all meetings

Section 18 - SEAL
The Board of Directors shall provide a suitable corporate seal, which shall be in charge of the Secretary and shall be used as authorized by the Executive Committee.

SECTION 18 - DEPOSITORIES
The funds of the corporation shall be deposited in such bank or trust company, and checks drawn against such funds shall be signed in such manner, as may be determined from time to time by the directors.

SECTION 19 - NOTICE AND WAIVER OF NOTICE
Any notice required to be given by these Bylaws may be given by mailing, e-mailing or "faxing" the same to the person entitled thereto at his or her address or telecopy number as shown on the corporation's books and such notice shall be deemed to have been given at the time of such mailing or "faxing". The person entitled to such notice may waive any notice required by these Bylaws to be given.

SECTION 20 - POWER OF DIRECTORS TO AMEND, ETC.
The Executive Committee shall have power to make, amend and repeal the Bylaws of the corporation by a vote of a majority of all the directors.

Adopted at the organizational meeting of the Board of Directors of ____________________________ held on ____________ _____, 2002.

____________________________________
Secretary

____________________________________
Date of organizational meeting

Verify if By-Laws on Website is most current/accurate version
APPENDIX B: JOB DESCRIPTIONS, DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE VIRGINIA INDEPENDENT SCHOOLS ATHLETIC ASSOCIATION

Executive Committee Chairman

1. Term of Office/Duties: The Executive Committee Chairman shall be appointed by members of the Executive Committee and serve a four-year term or concurrent with their existing term if a current member of the Executive Committee. The Chairman shall carry out the following duties:
   a. He/she shall serve as a voting member of the VISAA Executive Committee.
   b. Preside over all regularly scheduled Executive meetings.
   c. Call and convene the Executive Committee when four or more members of the Executive Committee request a special meeting.
   d. Oversee annual performance review of the Executive Director and either nominate the current office holder for an additional two-year term, or call for nominations to fill the term of office.
   e. Oversee annual performance review of the Administrative Coordinator in conjunction with the Executive Director.

2. Prerequisites
   a. The Executive Committee Chairman must be serving on the staff of a member school in the capacity of a school administrator.
   b. He/she should have served a minimum of one four-year term as a member of the Executive Committee prior to holding office as the Executive Committee Chair.

3. Attendance expectations
   a. The Executive Committee Chair will attend all regularly scheduled and specially convened VISAA Executive Committee meetings.
   b. He/she will attend VISAA general membership meetings.
   c. He/she will attend the annual Officers Retreat in June.
   d. He/she will attend other meetings, conferences and events hosted by state or national interscholastic athletic associations when feasible.

4. The Executive Committee Chairman is compensated for mileage driven in the execution of his/her duties and any conference or events sanctioned by the Executive Committee.


Executive Director

1. Term of Office/Duties: The Executive Director shall be appointed for a yearly term by the Executive Committee to supervise the work and activities of all Officers and Committees of the VISAA. The Executive Director shall carry out the following duties:
   a. He/she shall serve as a non-voting member of the VISAA Executive Committee.
   b. He/she shall coordinate with the Executive Committee Chairman, Assistant Executive Director and legal consultant any changes to the Rules and Guideline manual of the association.
   c. He/she shall conduct the daily business of the association from his/her home office.
   d. He/she shall coordinate with the Assistant Executive Director the work of all Executive Committee subcommittees.
   e. He/she shall ensure that the Treasurer or Assistant Treasurer issues a monthly report to the Association Accounting Firm of all bank deposits and transactions.
   f. He/she, along with the Director of Sports Committees, shall see that the Association web site is updated regularly.
   g. He/she shall undergo an annual review of the responsibilities and compensations of this position, conducted by the Executive Chair. Recommendations from this review will be presented to the Executive Committee at its May meeting.
   h. He/she, in conjunction with the Assistant Executive Director, will coordinate all regional association meetings. Regional association meetings shall be scheduled by the Executive Director, in conjunction with the regional representatives, and communicated in advance to all members of the region.
   i. Additional duties as assigned by the Executive Chair.

2. Prerequisites
   a. The Executive Director must be a member of the VIAAA and the NIAAA.
   b. He/she must have been a certified athletic administrator.
   c. He/she will work closely with the VHSL on matters that pertain to coordination between the two groups.
   d. The Executive Director should have served as an athletic administrator or have experience as an executive director of a like-minded association.

3. Attendance expectations
   a. The Executive Director shall attend all VIAAA Board Meetings and their annual spring conference.
   b. He/she shall attend the NIAAA/NFHS national Conference.
c. Her/she shall be a member of and attend the National Executive Directors summer meeting.
d. He/she shall attend the NEDC meeting at the NIAAA/NFHS national Conference in December.
e. He/she along with the Assistant Executive Director shall attend all regional association meetings.
f. He/she should attend the NFHS annual meetings.
g. He/she shall work closely with and attend the Virginia Council for Private Education (VCPE) Board meetings.
h. He/she shall attend the annual VISAA general membership meeting in the fall.
i. He/she shall attend the annual Officers retreat in June.

4. The Executive Director is a paid position. The following compensation benefits apply:
   a. The Executive director shall receive $1,400 a month from the VISAA.
   b. He/she shall receive room, travel and registration for: VIAAA state Conference, NIAAA Conference, the NEDC Summer meeting, and the NFHS meetings.
   c. He/she shall receive travel reimbursement for all related Association meetings.
   d. He/she shall receive reimbursements for offices supplies/expenses (per Board approval).
   e. He/she shall receive a cell phone for company business.

Assistant Executive Director

1. Term of Office/Duties: The Assistant Executive Director shall be appointed for a yearly term by the Executive Committee. The Assistant Executive Director shall carry out the following duties:
   a. Assist the Executive Director in executing the duties of the VISAA.
   b. He/she shall assume the duties of the Executive Director if he/she shall not be able to fulfill the duties of his/her office and continue to serve until another Executive Director is appointed.
   c. He/she shall coordinate any changes to the Bylaws and Rules and Guideline Manual of the corporation with VISAA legal counsel.
   d. He/she shall perform any other duties assigned by the Executive Committee.

2. Prerequisites:
a. The Assistant Executive Director must be a member of the VIAAAA and the NIAAA.
b. He/she must be a certified athletic administrator.

3. Attendance expectations:
   a. The Assistant Executive Director shall regularly attend VIAAA Board Meetings and their annual spring conference.
   b. The Assistant Executive Director shall attend the annual VISAA general membership meeting in the fall.
   c. He/she shall attend the annual officers Retreat in June.

4. The Assistant Executive Director shall receive $700.00 monthly and will be compensated for mileage driven in the execution of his/her assigned duties.

Secretary

1. Term of Office/Duties: The Secretary shall be elected by the members of the Executive Committee and serve a four-year term or concurrent with their existing term if a current member of the Executive Committee. The Secretary shall carry out the following duties:
   a. Under the supervision of the Executive Director and the Executive Committee Chair, the Secretary shall keep an accurate record of all official meetings.
   b. He/she shall conduct all committee correspondence that may be assigned by the Executive Committee Chair, Executive Director, or Director of Sports Committees.
   c. He/she is required to obtain a copy of all regional association meeting minutes, along with Executive Committee meeting minutes, and communicating them to member schools via regional representatives.

2. Prerequisites:
   a. The Secretary must be a member of the VIAAAA and the NIAAAA.
   b. He/she must be a certified athletic administrator.

3. Attendance expectations:
   a. The Secretary shall attend all VISAA Board Meetings and the annual fall membership meeting.
   b. He/she shall attend the annual officers retreat in June

4. The Secretary is compensated for mileage driven in the execution of his/her assigned duties.
Treasurer

1. Term of Office/Duties: The Treasurer shall be elected by the members of the Executive Committee and serve a four-year term or concurrent with their existing term if a current member of the Executive Committee. The Treasurer shall carry out the following duties:
   a. Receive all monies paid to the VISAA and deposit those monies in the Association bank, Gateway Bank.
   b. Forward all deposit slips to the Association accounting firm, Commonwealth Accounting.
   c. Prepare and send a monthly deposit report to Commonwealth Accounting.
   d. Present a financial report from Commonwealth Accounting of Budget vs Actual at all meetings of the Executive Committee.
   e. Draft and submit a budget to the Executive Committee for its review at the January/February meeting for approval at the May Executive Committee meeting.
   f. Ensure Commonwealth Accounting signs all notices and documents issued to the VISAA, keeps accurate accounts, and pays all invoices approved by the Executive Director or Executive Committee Chair.
   g. Ensure that the Association’s accounts, books and records shall be available, always, and open to inspection by the Executive Director and Executive Chair.
   h. Coordinate with Commonwealth Accounting for the publishing of the annual report after the close of the fiscal year ending on June 30th (VISAA financial year shall be from July 1 to June 30th).
   i. Conduct an independent internal review of the financial records of the Association and Commonwealth Accounting and publish a report of the review findings.

2. Prerequisites:
   a. The Treasurer must be a member of the VIAAA and the NIAAA.
   b. He/she must have been a certified athletic administrator.
   c. He/she must have gone through a criminal background check if not an employee of a member school of the Association.

3. Attendance expectations:
   a. The Treasurer shall attend all VISAA Board Meetings and the annual fall membership meeting.
   b. He/she shall attend the annual two day officers retreat in June.

4. The Treasurer is compensated for mileage driven in the execution of his/her assigned duties.
Administrative Coordinator

1. Terms of Office/Duties: The Administrative Coordinator shall be appointed by the Executive Committee for a two year term that is renewable after job review at the May Executive Committee meeting. The Administrative Coordinator shall carry out the following duties:
   a. Assist the Executive Director in all correspondences of the Association.
   b. Assist the Executive Director in the administration of the affairs of the Association.
   c. He/she will be responsible for the coordination of the VISAA Executive Committee sub-committees on Professional Development, Marketing/Website /Branding, Finance/Fundraising, Sports Medicine, and Policies and Procedures.
   d. He/she shall chair the Ad Hock Heads of Schools committee to discuss issues as needed by the association.
   e. He/she shall help coordinate the Annual membership meeting in November.
   f. He/she shall serve on the Financial/fundraising sub-committee of the Executive Committee and support other EC sub-committee initiatives.
   g. He/she shall assist the Executive Director and Sports Committee Chair to ensure that the Executive Committee information on the VISAA website is current.
   h. Coordinate with the Executive Chair the distribution of the annual Executive Director Evaluation forms after the forms have been approved at the January/February Board meeting and tabulate the results to be presented at the May Executive Committee meeting.
   i. He/she shall attend the annual two day Officers retreat in June.
   j. He/she shall meet weekly with the Executive Director, if necessary, to go over Association business and develop a “game plan” for the week.
   k. He/she will assist the Executive Director in coordinating all regional association meetings.
   l. He/she shall undergo an annual review of the responsibilities and compensations of this position, conducted by the Executive Director in conjunction with the Executive Chair. Recommendations from this review will be presented to the Executive Committee at its May meeting.

2. Prerequisites:
   a. He/she must have gone through a criminal background check if not an employee of a member school of the Association.

3. Attendance expectations:
a. The Administrative Coordinator shall attend all VISAA Board Meetings and the annual fall membership meeting.
b. He/she shall attend the annual two day officers retreat in June.
c. He/she will meet with the Executive Director as required.
d. He/she shall attend Regional Meetings assigned by the Executive Director.

4. The Administrative Coordinator is a paid position. The following compensation benefits apply:
   a. The Administrative Coordinator shall receive $650.00 monthly.
   b. He/she shall be compensated for mileage driven in the execution of his/her assigned duties.
   c. He/she will be reimbursed for all business related office expenses approved by the Executive Director and Executive Chair.

**Director of Sports Committees**

1. Terms of Office/Duties: The Director of Sports Committees will be appointed for a two-year term by the Executive Committee. The Director of Sports Committees shall carry out the following duties:
   a. Coordinate with the Executive Committee members their responsibilities for serving as sports committee liaisons.
   b. He/she shall develop specific checklist for committee chairs on tournament responsibilities.
   c. He/she shall coordinate with Home Team marketing all VISAA responsibilities for tournament sponsorships (banners, program ads and game announcements).
   d. He/she shall establish at least two meetings a year with chairs of sports committees (December and April).
   e. He/she shall give a report at each Executive Committee meeting on activities and possible proposals of the different committees.
   f. He/she shall coordinate the sending of financial tournament reporting forms to schools hosting state tournament quarterfinal events and sports chairs for Final Four events and seeing they are returned to the VISAA within 7 days of the tournament event.
   g. He/she shall coordinate weekly polls and criteria for those polls.
h. He/she shall coordinate with committee sports chairs any requests for changes in tournament format or divisional alignment.

i. He/she shall work with the Executive Director to determine dates and sites of championship events at least a year in advance of tournaments so that documents can be publicized and sent to membership and posted on Association website.

j. He/she shall meet with the Officers at their annual Officer’s Retreat in June to formalize plan and direction for upcoming school year.

2. Prerequisites: The officer holder may be a current or past member of the Executive Committee or be appointed from the VISAA general membership. The office holder must have served a minimum of one complete term on a VISAA Sports Committee or as a Sports Committee Chair or liaison.

3. Attendance expectations:
   a. Director of Sports Committees shall conduct two yearly VISAA Sports Committee Chair meetings.
   b. He/she shall attend all VISAA Board Meetings and annual fall membership meeting.
   c. He/she shall attend the annual officers retreat in June.

4. The Director of Sports Committees is a paid position. The following compensation benefits apply:
   a. The Director of Sports Committees shall receive $850.00 a month from the VISAA for the 12-month position.
   b. He/she shall be compensated for mileage driven in the execution of his/her assigned duties.
   c. He/she will be reimbursed for pre-approved travel expenses (hotel and meal expenses).
   d. He/she shall be reimbursed for expenses to attend the annual VIAAA State Conference.
   e. He/she will be reimbursed for all business-related office expenses approved by the Executive Director and Executive Chairman.
General Responsibilities of the Executive Committee:

1. Serve the appropriate term of office (four years) by position and attend the three VISAA Executive Committee Meetings each year scheduled in September, January/February and May, as well as the annual membership meeting in November.
2. Assist Executive Director in establishing sites and dates for the regional association meetings.
3. Ensure the distribution of Executive Committee meeting agendas and minutes to the members of the association.
4. Evaluate the Executive Director each year at the May Executive Committee meeting.
5. Serve as a liaison to one or more sports committees and represent the VISAA at their meetings reporting back to the Executive Committee the results and concerns of that committee.
6. Reinforce to their respective sports committee the yearly reminders of the VISAA Director of Sports Committees.
7. Work to keep communications open between the Executive Committee and regional schools.
8. Compensation:
   a. Mileage is paid at 45 cents per mile to attend the Executive Committee and Sports Committee meetings.
   b. Lunch and refreshments at all VISAA Executive Committee meetings.
   c. Satisfaction of a job “Well Done” in developing the Vision of the VISAA and carrying out the Mission of the VISAA.
   d. A well deserved “gift” from Executive Director to the reps each year.
APPENDIX C: ORGANIZATION/ASSOCIATION CONTACT INFORMATION

Business and Service Organizations

Accounting Service
POC: Mark Dalton, Commonwealth Accounting
Address: 1403 Pemberton Road, Suite 303, Richmond, Va. 23238
Telephone#: 804-359-0909
Fax#: 804-359-7446
Email: madalton@commacct.com
Website:

Banking:
POC: Midlothian Branch; Union Bank & Trust
Address: 13700 Midlothian Turnpike; Midlothian, Va. 23113
Telephone #: 804-594-0118
Fax #: 804-594-2558
E-mail: bankatunion.com
Website:

Legal Service:
POC: W. Lake Taylor, Hunton & Williams, LLP
Address: Riverfront Plaza; east Tower; 951 E. Byre
Richmond, VA. 23219-4074
Telephone #: 804-788-8563
Fax #: 804-343-4710
E-mail: tlake@hunton.com
Website: http://www.nfhs.org
Athletic Associations:

National Federation of State High Schools Associations (NFHS)

POC: Bob Gardner, Executive Director
Address: P.O. Box 690, Indianapolis, IN 46206
Telephone #: 317-972-6900
Fax#: 317-822-5700
Email: BGardner@nfhs.org
Website: http://www.nfhs.org

National Interscholastic Athletic Administrators Association (NIAAA)

POC: Mike Blackburn, CMAA Executive Director
Address: 9100 Keystone Crossing, Suite 650
Indianapolis, IN 46240
Telephone #: 317-587-1450
Fax #: 317-587-1451
Email: mblackburn@niaa.org
Website: http://www.niaaa.org

Virginia Interscholastic Athletic Administrators Association (VIAAA)

POC: Bruce Bowen, CMAA Executive Director
Address: 8004 Strawhorn Drive
Richmond, VA. 23228
Telephone #: 804-387-3188
Fax #: 
Email: bwbowen@henrico.K12.va.us
Website: http://www.viaaa.org
Virginia High School League (VHSL)

POC: John W, “Billy Haun
Address: 1642 State Farm Blvd.
        Charlottesville, VA. 22911-8609
Telephone #: 434-977-8475
Fax #: 434-977-5943
Email: bhaun@vhsl.org
Website: http://vhsl.org

Virginia Council for Private Education

POC: Josie Webster
Address: 1901 Huguenot Road, Suite 301
        Richmond, VA. 23235
Telephone #: 804-423-6435
Fax #: 804-846-4004
Email: jwebster.vcpe@gmail.com
Website: http://www.vcpe.org

Sponsorships and Partnerships:

Home Team Marketing

POC: Bryan Simmerly
Address: 812 Huron Road, Suite 201
        Cleveland, Ohio 44115
Telephone #: 216-566-8326
Fax #: 216-566-1556
Email Address: bsimmerly@hometeammarketing.com
Website: http://www.hometeammarketing.com
MaxPreps (CBS Sports)

POC: Gerry Valerio
Address: 4080 Plaza Goldorado Circle, Suite A
        Cameron Park, CA. 95682
Telephone #: 720-530-4450
Fax #: 530-672-8559
Email: Gerry.valerio@cbsinteractive.com
Website: 

Martin Screen Print Group (MSP Group)

POC: Dan Clarkson
Address: 3490 E. Virginia Road
        Virginia Beach, Virginia 23502
Telephone #: 757-855-5416
Fax #: 757-853-2800
Email: dclarkson101@me.com
Website: www.mspgroup-llc.com

Secure Education Consultants (SEC)

POC: Jason Russell
Address: 4527 Cascade Road, Suite B
        Grand Rapids, MI 49546
Telephone #: 616-528-4071
Fax #: 
Email: Jason.Russell@SecureEd.com
Website: www.SecureED.com
Wilson Sports Goods (Wilson)

POC: Tim Kurtzwell

Address: 

Telephone #: 630-388-9728

Fax #: 

Email: Tim.Kurtzwell@wilson.com,

Website: www.wilson.com,

G3 Company: (Website)

POC: Gordon Miller

Address: 4470 Cox Road; Suite 10

Glen Allen, VA. 23060

Telephone #: 804-852-8999

Fax#: 703-880-7980

Email: Gordon@G3.com

Website: http://www.g3.com

BSN Sports:

POC: Robert Reid

Address: 2400 Westwood Ave.

Richmond, VA. 23230

Telephone #: 804-353-4943 #7

Fax #: 804-353-6318

Email: rresid@bsnsports.com

Website: http://wwwbsnsports.com
Bunkie Trinite Trophies

POC: Chris Trinite  
Address: 12 east Grace Street:  
Richmond, VA. 23219  
Telephone: 804-648-2416  
Fax #: 804-788-4764; 804-788-4814  
Email: chris.bunkie@globalweb.net  
Website: http://www.bunkietrinitetrophies.com

Janet L. Brocklehurst, CPA

POC: Janet Brocklehurst, PLLC  
Address: 3900 Westerre Parkway, Suite 300  
Richmond, VA. 23233  
Telephone: 804-727-0120; D- 804-729-0023  
Fax #:  
Email: jsnet@brocklehurstcpa.com  
Website: www.brocklehurstcpa.com

Play On Sports:

POC: Mike Carlton  
Address: 2835 Brandywine Road, Suite 102  
Atlanta, GA 30341  
Telephone: 404-920-3199  
Fax #: 404-920-3199  
Email: mike.carlton@playonports.com  
Website: www.nfhsnetwork.com
Gerflor, the Flooring Group:

<table>
<thead>
<tr>
<th>POC:</th>
<th>Matt Mancini</th>
<th>Territory sales Manager- VA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>595 Supreme Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bensenville, IL. 60106</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>877-437-3567</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td>877-213-0775</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:mmancini@gerflorusa.com">mmancini@gerflorusa.com</a></td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.Gerflorusa.com">www.Gerflorusa.com</a></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D: CURRENT LISTING OF VISAA OFFICERS

Executive Chairman
Bennie Vaughan
Headmaster
Isle of Wight Academy
17111 Courthouse Hwy/ P.O. Box 105; Isle of Wight, VA. 23397-0105
Email: benjaminvaughan@iwacademy.com

Executive Director
Richard H. Kemper, Jr., CMAA
P.O. Box 324; Midlothian, VA. 23114/ Home: 1007 Ashbrook Landing Road; Midlothian, VA. 23114
PHN: 804-794-6408/Cell: 804-347-3238
Email: rkemperjr@comcast.net

Assistant Executive Director
Bob Miller
108 Brook Court; Waynesboro, Va. 22980
PHN: 434-962-4275
Email: millerb@fuma.org

Treasurer:
Richard H. Kemper, Jr., CMAA
P.O. Box 324; Midlothian, VA. 23114/ Home: 1007 Ashbrook Landing Road; Midlothian, VA. 23114
PHN: 804-794-6408/Cell: 804-347-3238
Email: rkemperjr@comcast.net

Secretary:
Stephanie Koroma, Girls Athletic Director
St. Stephen’s & St. Agnes School
1000 St. Stephen’s Road; Alexandria, VA. 22304
PHN: 703-212-2776/ Cell: 703-772-2125
Email: skoroma@sssas.org

Director of Sports Committees:
Donna Satterwhite, CAA
7273 Bellspring Road; Mechanicsville, VA. 23111
Cell: 540-772-4827
Email: satterwhitedm@gmail.com

Administrative Coordinator:

Northern Region Representatives:

Administrative (2021)
Karen Moschetto
Head of School
Fredericksburg Academy
10800 Academy Drive; Fredericksburg, VA. 22408
PHN: 540-898-0020 x 226/ Cell: 540-840-3732
Email: kmoschetto@fredsericksburgacademy.org

Athletic Director (Female) (2021)
Stephanie Koroma, Girls Athletic Director
St. Stephen’s & St. Agnes School
1000 St. Stephen’s Road; Alexandria, VA. 22304
PHN: 703-212-2776/ Cell: 703-772-2125
Email: skoroma@sssas.org

Athletic Director (Male) (2021)
Gary Leake, Athletic Director
Highland School
597 Broadview Ave.; Warrenton, VA> 20186
PHN: 540-878-2760/Cell: 540-229- 9392
Email: gleake@highlandschool.org

Central Region Representatives

Administrative (2020)
Thomas W. Burkett
Headmaster
Banner Christian Academy
1501 S. Providence Road; Richmond, VA.23236
PHN: 804-276-5200
Email: tburkett@bannerchristian.org

Athletic Director (Female) (2020)
Shannon Fisher, CAA, Athletic Director
Christchurch School
49 Seahorse Lane; Christchurch, VA. 23031
PHN: 804-758-2306 X166; ©- 724-683-116
Email: sfisher@christchurchschool.org,

Athletic Director (Male) (2020)
Eric Gobble, CAA, Athletic Director
The New Community School
4211 Hermitage Road; Richmond, VA. 23227
PHN: 804-/Cell: 804-564-8495
Email: egobble@tncs.org,

Western Region Representatives

Administrative (2016)
Tim Oditt, RAA
Chief of Staff, Assistant Headmaster
Hargrave Military Academy
200 Military Drive; Chatham, VA. 24531
PHN: 434-432-2585/Cell: 434-441-6720
Email: odittt@hargrave.edu,

Athletic Director (Female) (2016)
Blair Trail, Assistant Athletic Director
North Cross School
4254 Colonial Ave,; Roanoke, VA. 24018
Email: ctraul@northcross.org,
Athletic Director (Male) (2016)
David Bechler, Athletic Director
Eastern Mennonite School
801 Parkwood Drive; Harrisonburg, VA. 22802
PHN: 540-476-2637/ Cell: 540-476-2673
Email: bechlerd@emhs.net

Eastern Region Representatives

Administrative (2018)
Bennie Vaughan
Headmaster
Isle of Wight Academy
17111 Courthouse Hwy/ P.O. Box 105; Isle of Wight, VA. 23397-0105

Athletic Director (Female) (2018)
Aubrey Shinofield, CAA, Athletic Director
Norfolk Academy
1585 Wesleyan Drive; Norfolk, VA. 23502
PHN: 757-452-6730; Cell: 540-460-1995
Email: ashinofield@norfolkacademy.org.

Athletic Director (Male) (2018)
Max Gillespie, CAA, Athletic Director
Hampton Roads Academy
739 Academy Drive; Newport News, VA. 23602
Email: mgille@hra.org

APPENDIX E: Conflict of Interest Statement: Unanimous Consent of Directors In Lieu of Meeting:

Virginia Independent Schools Athletic Association (VISAA)

Conflict of Interest Policy for Directors Officers, and Staff Members

None of the VISAA Directors, Officers, or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the VISAA. Each individual shall disclose to the VISAA any material personal interest or material financial interest that he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

In addition to my service for the VISAA and the school where I am employed, at this time I am a Director or Officer or an employee of the following organizations that may reasonably be expected to do business with the VISAA:

1.

2.

3.

4.
This director officer is to certify that except as described below and except with regard to carrying out my duties as a director, officer, or staff of the VISAA, I am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the VISAA that has resulted or could reasonably be expected to result in material personal or material financial benefit to me.

2. A recipient, directly or indirectly, of any salary payments or loans of any kind or other fees from or on behalf of any person or organization engaged in any transaction with the VISAA.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the nature of the material personal interest or material financial interest, whether direct or indirect, which I have (or have had during the past year) in such transactions.

Exceptions:

1.

2.

3.

Signature: __________________________________________

Printed name: _________________________________________

Date: ________________________________________________

VIRGINIA INDEPENDENT SCHOOLS ATHLETIC ASSOCIATION, INCORPORATED

Unanimous Written Consent of Directors

In Lieu of Meeting
The undersigned, being all of the Directors of the Executive Committee (the “Executive Committee”) of Virginia Independent Schools Athletic Association, Incorporated (the “Corporation”), a Virginia nonstock corporation, and acting pursuant to Section 13.1-865 of the Virginia Nonstock Corporation Act (the “VNSCA”), hereby adopt the following resolutions by unanimous written consent in lieu of a meeting.

The actions taken by this Consent shall have the same force and effect as if taken at a meeting of the Executive Committee of the Corporation duly called and constituted pursuant to the VNSCA.

This Consent may be executed in counterparts and all so executed shall constitute one consent, notwithstanding that all members of the Executive Committee are not signatories to the original or counterparts.

**Acceptance of Resignation**

RESOLVED, that the retirement of __________________ as a Director of the Corporation from the _________ Region is hereby accepted.

**Election of Director**

RESOLVED, that __________________, the Athletic Director of __________________, is hereby elected as a Director of the Corporation from the _________ Region to serve in such capacity for a term expiring at the first meeting of the Eastern Region held in _________ and until his successor is elected and qualified.

**General and Enabling**

RESOLVED, that all actions previously taken by any Director, officer, representative or agent of the Corporation in the name or on behalf of the Corporation in good faith and in connection with the actions contemplated by the foregoing resolutions are hereby adopted, ratified, confirmed and approved in all respects as the act and deed of the Corporation; and further

RESOLVED, that each of the officers of the Corporation is hereby authorized in the name and on behalf of the Corporation to do and perform, or cause to be done and performed, all such acts, deeds and things to make, or cause to be made, all such payments and to make, execute and deliver, or cause to be made, executed and delivered, all such agreements, undertakings, documents, instruments or certificates in the name and on behalf of the Corporation or otherwise as each such officers may deem necessary effect or carry out fully the purpose and intent of the foregoing resolutions and the actions contemplated thereby.

**Effective Date**

RESOLVED, that the effective date of these resolutions shall be ________________.