

# Article I – Organizational Procedures

1. RESPONSIBILITIES OF THE LEAGUE COMMISSIONER – The League Commissioner’s basic responsibilities are:
  - Foster a deeper understanding among member schools of our shared Catholic/Christian values and identity; and promote the understanding among student-athletes and coaches that athletic competition exists within a framework of mutual respect and appreciation for God-given talents and abilities.
  - Promote an awareness among member schools of the Purpose and the Philosophy and Goals of the WCAL and of the history and traditions of the league; and in so doing, encourage ongoing reflection among the governance/administrative bodies of the league about the potential for changes for the league.
  - Prepare for approval by the Principals Council sports schedules for league play among the member schools.
  - Prepare for approval by the Principals Council an annual slate of meetings of the league, including those of the Principals Council, the AD Council, and Sport Committees.
  - Administer WCAL playoffs, WCAL post-season meets, and WCAL post-season tournaments, inclusive of procurement of venues, as needed; assignment of officials; and working with host schools, provision of volunteer event personnel for such events.
  - Manage the financial affairs of the league, inclusive of budget development and execution; payments for services rendered; payment of CCS fees; filing of tax returns, as needed; and regular reports to the Finance Committee of the league.
  - Cause to be maintained a website for the league and a presence on social media, in keeping with industry standards.
  - Inform member schools as to issues before the CCS and/or CIF that may impact member schools.
  - Receive, research, and rule on all protests and requests for corrective action, in keeping with league bylaws.
  - Establish processes and procedures to ensure the verification of eligibility of all student-athletes competing in WCAL contests.
  - Establish processes and procedures and maintain sportsmanship in WCAL contests. Conduct annual WCAL Sportsmanship Summit.
  - Administer a program of awards, inclusive of team championship awards and all-league awards.
  - Facilitate effective communication between member schools and contracting referee associations.
  - Maintain a permanent record of all league contests and league final standings.
  - Establish and maintain effective media relations on behalf of the league.
  - As directed by the Principals Council, pursue broadcast opportunities for WCAL contests as contracted with outside vendors.
  - Represent the member schools in negotiations with vendors providing service to the league, as needed.
  - Represent the league at all pertinent events: league, section, state, State or National conferences, professional development, etc.
2. FUNCTIONS OF THE ATHLETIC DIRECTOR – The Athletic Directors Council basic functions are:
  - A. To present and discuss suggestions and recommendations from the coaches. Each Athletic Director is a representative of the coaches on his/her staff.
  - B. To review and discuss the minutes of the Sport Committee meetings.
  - C. To present to the Principals Council any suggestions and recommendations for changes, additions or deletions in League Policies and Procedures which are deemed necessary.

- D. To discuss and recommend for approval by the Principals Council such items as schedules, playoffs, sport rules, sportsmanship, awards, eligibility and any other matters, routine or otherwise, which pertain to the well-being of the League.
3. MEETING OF THE ATHLETIC DIRECTORS COUNCIL – The Athletic Directors Council shall meet at least one week prior if possible, to all regularly scheduled meetings of the Principals Council. The Athletic Directors Council meetings will be scheduled in September, November, January, March, and April/May. Special meetings may be called with the approval of the Principals Council.
  4. SITE OF ATHLETIC DIRECTORS COUNCIL MEETINGS – The site of the Athletic Directors Council meetings shall be rotated among member schools. Meetings may take place on Zoom or other methods of teleconferencing when necessary.
  5. INVITATIONS TO THE ATHLETIC DIRECTORS COUNCIL MEETINGS – Athletic Directors Council shall invite Assistant ADs, Sport Chairs, coaches, and other necessary persons to attend Council meetings whenever the presence of such persons is necessary for the better understanding of a particular issue or point of discussion.
  6. CHAIR OF THE ATHLETIC DIRECTORS COUNCIL –The basic responsibilities of the Chair of the Athletic Directors Council are:
    - A. Make proper arrangements for the meetings and conduct the meetings.
    - B. Assist the League Commissioner in preparation of the agenda for the meeting.
    - C. Assist the League Commissioner in communications whenever necessary during the year.

*NOTE: The Chair does not have any executive power or authority except when expressly granted by the League Commissioner.*
  7. SPORT COMMITTEES – There shall be a Sport Committee for each league sport.
    - A. A Sport Committee is composed of all the varsity coaches of the same sport.
    - B. The functions of the Sport Committee are:
      - i. To meet twice a season (pre and post) and discuss any and all aspects of their particular sport with the intention of improving the sport and the League as a whole.
      - ii. To recommend and suggest to the Athletic Directors Council changes, revisions, additions or deletions to existing League rulings and procedures which govern their particular sport.
    - C. A Sport Committee has no power to alter, revise or eliminate any League ruling, procedure or approved schedule. This right belongs to the Principals Council and/or the League Commissioner only.
  8. SPORT CHAIR – Each Sport Committee shall be directed by a Chair, approved by the Athletic Directors Council. A Sport Chair shall serve for a period of at least two years.
  9. RESPONSIBILITIES OF A SPORT CHAIR – The basic responsibilities of a Sport Chair are:
    - A. Call and conduct committee meetings of all the coaches in his/her sport, according to the schedule of dates set by the League office. Minutes must be kept and sent to the League Commissioner and to the Athletic Directors. Additional meetings may be called upon notification of the League Commissioner. Minutes must be in the League Office two weeks prior to the Athletic Directors meetings.
    - B. Keep the League Office and fellow coaches abreast of new rules and of rule changes in his/her particular

sport and of any other matters which may affect the sport.

- C. Represent the coaches of his/her sport at the Athletic Directors' Council meeting when called upon to present recommendations, to clarify points of discussion, or to make a report on his/her sport.
- D. Represent the League coaches of his/her sport at the Central Coast Section Sport Committee meetings and report the results of those meetings to the League coaches and to the League Commissioner.

*NOTE: The Chair does not have any executive power or authority within the league except when expressly granted by the League Commissioner.*

10. SPORT COMMITTEE MEETING DATES – The suggested schedule is as follows:

Fall Sports (Cross Country, Football, Girls Golf, Girls Tennis, Girls Volleyball, Water Polo): August

Winter Sports (Basketball, Soccer, Wrestling): October

Spring Sports (Baseball, Boys Golf, Lacrosse, Softball, Swimming & Diving, Boys Tennis, Track & Field, Boys Volleyball): January

- A. Additional meetings may be called by the Chair upon proper notice to the League Commissioner.
- B. The Principal and the Athletic Director shall be notified by the Commissioner in writing whenever a coach misses a committee meeting.

11. COMMUNICATING COACHES' IDEAS – The coaches of this League have two effective methods of communicating their ideas, recommendations and proposals:

- A. At the Sport Committee meetings where ideas and proposals are discussed and recommendations are proposed for presentation to the Athletic Directors Council for approval.
- B. Through the Athletic Director who is the school representative at the Athletic Directors Council meetings.

12. NO SPECIAL CONSIDERATION FOR INDIVIDUAL SCHOOLS – No Athletic Director or coach shall approach the League Commissioner or any member of the Principals Council for special consideration concerning matters which have been discussed, voted upon or tabled. Any such separate and secret pleas by individuals or individual schools shall be ignored and shall draw League censure.