



WADA

Handbook

Revised September 2018

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Vision

WADA will be a nationally recognized innovator serving its members while conserving education based athletics.

Mission

WADA empowers and inspires Athletic Directors to be leaders in their school communities by promoting education based athletics and providing opportunities to grow professionally.

Executive Board

The Executive Board of the Wisconsin Athletic Directors Association (WADA) shall consist of four officers, one representative from each of the seven districts (established by the WIAA).

Each Board member shall have a vote on all legislative matters, when in attendance.

Executive Board members shall be athletic administrators from Wisconsin schools as specified in the Bylaws.

The Executive Board shall act on all matters pertaining to membership and legislation in accordance with the corporate Articles of Incorporation and the Bylaws.

Officers (Elected)

<u>Position</u>	<u>Term</u>
Vice President	One Year
President Elect	One Year
President	One Year
Past President	One Year

District Representatives (Elected)

District 1	Northwest	Two-Year Term
District 2	North Central	Two-Year Term
District 3	West Central	Two-Year Term
District 4	Northeast	Two-Year Term
District 5	Southwest	Two-Year Term
District 6	South Central	Two-Year Term
District 7	Southeast	Two-Year Term

At-Large Representatives (Appointed, see Bylaws for term details)

Retired Liaison
LTI State Coordinator
Golf Outing Coordinator

Contracted Positions

Conference Vendor Coordinator
Information Director
Executive Director/Treasurer

Authorized Expense List ([LINK](#))

WADA Officers

Officers are Vice President, President Elect, President, and Past President. Each of the Officers serves a total of four, one-year terms starting as Vice President, advancing annually into subsequent positions of President Elect, President and Past President. Officers shall assume their new duties at the conclusion of the association's annual meeting in November. Incoming officers will be advised of the current business of that office. The Officers shall hold their respective annual position until a successor is elected.

Vice President

Nomination Process of the WADA Vice President

A written declaration of candidacy must be received by the Elections Chairperson prior to October 1 of the election year.

Declared candidates will be duly nominated at the Opening General Session of the Annual Meeting of the members.

If no declarations of candidacy are received by October 1, additional nominations from the floor at the Annual meeting of the members will allow.

At the Opening General Session, each nominee shall be allowed two supporting nominations and the opportunity to speak on their own behalf.

Voting Process

Voting opportunities will be made available during the Fall Conference. Voting periods will be determined by the Executive Board and will be published in the Fall Conference program.

The position of Vice President will be selected by a simple majority of the votes cast by the members of the association.

Note: If more than one candidate runs for Vice President, refer to the Bylaws for election procedures

The responsibilities of the Vice President are:

- Assist the President in securing speakers for the WADA workshop.
- Facilitate the WADA Strategic Plan
- Present the invocation at the Past President's Dinner at the WADA workshop.
- May act as a support to the Vendor Liaison.
- Assign all presiders for the presentations at the WADA Workshop.
- Undertake and complete assignments as directed by the President.
- Officials Advisory Committee Liaison – meeting in November or December
- Write thank you letters to the presenters, presiders, and other workers.
- Secretary for all WADA Board Meetings & the Annual Meeting
- Attend planning meeting with WADA Officers and hotel personnel in September
- Attend WIAA Annual Meeting in Stevens Point in April.
- Attend the Five State Exchange Program for WADA
- Attend the NIAAA Section 4 meeting each summer.

President Elect

The responsibilities of the President Elect are:

Attend all WIAA Board of Control meetings as the WADA Liaison and report to the Executive Board on all pertinent information.

Serve as presiding officer in absence of President.

Facilitate the WADA Strategic Plan

Check on all sessions throughout the annual workshop to make sure that the proper A/V equipment is working and in the correct room.

Serve as Political Action Chairperson

- Report on any political action from the state legislature that would be of interest or have an effect on athletic programs throughout the state.
- Obtain information from the Legislative Letter to members of the Wisconsin Association of School Boards.
- Communicate issues to the Executive Board for development of action plan which may include:
 - Newsletter Articles
 - Asking members to send letters to legislators
 - Association letter to legislators and media
 - Appearance at hearings
 - Discussion at workshops

Develop curriculum and secure speakers for WADA workshop and mini-sessions.

Attend the Five State Exchange Program for WADA.

Attend the NIAAA Section 4 meeting each summer.

President

The responsibilities of the President are:

- Oversee the entire operation of the Wisconsin Athletic Directors Association (implement the use of bylaws and constitution, process all correspondence, delegate, and insure the well-being of the association).
- Set the agenda for all Executive Board meetings.
- Facilitate the WADA Strategic Plan
- Preside at all meetings of the corporation as Chief Executive Officer of the Executive Board and shall have the power to appoint special committees and call special meetings.
 - Committees will be established by the President based on the needs of the organization.
 - In the event of an emergency, the President may call a special meeting or he/she may poll the WADA Executive Board by email, mail or phone. The Executive Board shall have the authority to take any necessary action in the interests of the corporation in accordance with the Articles of Incorporation and these bylaws.
- Appoint standing committee chairpersons.
- Interview on TV during boys state tournament Friday afternoon.
- Preside at opening general session, distinguished service awards, Athletic Director of the Year, WADA annual meeting, and the wind-up luncheon of the state conference.
- Secure speakers for WADA conference
- Order President ring for new WADA president in September
- Assign a parliamentarian for the annual meeting if needed.

- Attend the Five State Exchange Program for WADA
- Attend the NIAAA Section 4 meeting each summer.
- Make arrangements for District Athletic Directors and Distinguished Service Award winners (lodging, extra meals, and pertinent information).

Past President

The responsibilities of the Past President are:

Chair committee for the selection of the Wisconsin Athletic Director of the Year.

Hall of Fame Coordinator

Chair the WADA Mentorship program, new AD workshop

Liaise with the group of active Past Presidents to assist in matters related to tools related to hiring and evaluation, provide insight and context on bylaws, handbook, and organizational structure, and other topics as needed.

- The group will meet prior to the Past President's dinner at WADA conference and will communicate virtually as needed to help inform the WADA Board through the past president.
- The group has no voting rights or power.
- Regular duties of the active Past presidents group will be to actively recruit and train members of WADA to become part of the leadership team and expand WADA membership and networking effectiveness.

Coordinate the Past President's Dinner on Saturday night prior to the workshop (room reservations and awards).

Send invitations to all Past Presidents and special guests.

- Prepare program for the dinner and serve as MC.
- Award District Representative plaques to individuals completing their terms on the Executive Committee.
- Undertake and complete assignments as directed by the President.
- Facilitate the WADA Strategic Plan
- Attend the Five State Exchange Program for WADA
- Attend the NIAAA Section 4 meeting each summer.

District Representatives

District Representatives shall be athletic administrators of member schools of Wisconsin Interscholastic Athletic Association (WIAA).

The Representative shall hold a two-year term with elections of odd numbered districts being held in odd numbered years and the elections of even numbered districts being held in even numbered years. May be elected two consecutive two year terms.

District Representatives will also act as chairperson to an assigned committee (see list below) along with the other responsibilities.

The responsibilities of the District Representative are:

- Attend all WADA Executive Board Meetings; January, March, June, July, September/October, and November.
- Expenses for January, June, and September/October meetings paid by WIAA(half of mileage, meals and one night lodging) and WADA(half of mileage). Expenses for March meeting paid by WADA (mileage, meals and one night lodging).
- Serve on and attend all WIAA Sports Advisory Committee meetings January, June, September/October in Stevens Point.
- Attend and work WADA Workshop held each November (registration covered by WADA). Chair/serve on any WADA Board Committee to which you are assigned.
- Conduct WADA District Caucuses in the spring and fall (fall Caucus are scheduled during the Annual Conference).
- Attend WADA golf outing in July

Duties at Caucuses (fall and spring)

- Inform all district Athletic Directors of meeting dates and locations.
- Elect Athletic Director of the Year and give out forms-Spring.
- Elect Distinguished Service Award winner and give out forms-Spring.
- Get names of all WADA 10, 15, 20, 25, 30, 35, and 40 Year Award winners and NIAAA 15, 20, 25, and 30 Year Award winners. Send to the Awards chairperson.
- Get names of all retiring District Athletic Directors. Send to retired AD liaison.
- Conduct business of District, WADA, or NIAAA.
- Discuss possible mini-sessions or speakers for Fall Workshop.
- Elect District Gender Representative (every two years)-Fall.
- Elect District Representatives (every two years on cycle)-Fall.
- Verify workshop attendance of all award winners.
- Discuss miscellaneous items from WADA and WIAA.
- Discuss specific concerns of your district.
- Send copy of minutes to all District Athletic Directors, other WADA District Representatives, and all WADA Executive Board Members as soon as possible (spring minutes must be completed and mailed prior to April 15).
- Procure workers for other workshop duties such as hospitality room workers, etc.
- Assist in procuring door prizes for workshop.
- Assist at workshop where needed

District Representative Committee Assignments

District 1	Northwest	Door Prize Coordinator
District 2	North Central	Elections and Scholarships
District 3	West Central	Handbook and Golf Outing
District 4	Northeast	Membership Benefits
District 5	Southwest	Awards
District 6	South Central	Registration, Meet and Greet details
District 7	Southeast	District Caucus Agendas, Conference Survey

District 1 Representative's Responsibilities

Door Prize Coordinator

- See to the proper storage of door prize cards and door prizes and have them present at award time.
- Work with retired ADs as they sell 50/50 raffle each day at WADA Conference.
- Help with awarding the District door prizes at closing luncheon.
- Make arrangements for distribution of door prizes at times determined by the Executive Board.
 - Provide a container for door prize tickets.
 - Have an individual draw the tickets and post winner(s) at appropriate times.

District 2 Representative's Responsibilities

Chair of the Scholarship Committee

- * Solicit via email an athletic director from each district to serve on the committee

Elections Chairperson

- Compile a list of candidates for vacancies from District Representatives and the general membership.
 - Vice President
- Prepare ballots for the election at the annual meeting.
- Contact the Vice President position candidates concerning nomination and election procedures.
- Conduct election process at the annual meeting.
 - Describe procedure to be used.
 - Introduce candidates.
 - Secure ballots
 - Announce results

District 3 Representative's Responsibilities

Handbook/Resources Chairperson

- Review and update the WADA Handbook annually.
- Make recommendations to the Executive Board regarding changes/additions.
- Assist the Golf Outing Coordinator for the WADA Golf Outing

District 4 Representatives Responsibilities

Attendee Benefits Chairperson

- Secure attendee benefits issued at WADA annual State Convention.
 - Make the necessary contacts and/or correspondence to attempt to obtain the desired attendee benefits

District 5 Representatives Responsibilities

Awards Chairperson

- Collect all names of award winners from the District Representatives after the Spring Caucus Meetings.
- Members of the Athletic Director of the Year Selection Committee consisting of the Past President, Executive Director, Representatives from District 2, 4 and 6 even years and 1, 3 and 7 on odd election years. If anyone of the District Representatives were nominated, then the next District Representative would replace them numerically.

Chair the committee to review the award program and make recommendations to the Executive Board as needed.

Award Information Table				
Award	Item	Quantity	Supplier	Distribution
Past President	Plaque	2	Healy	1 Past President 1 Display
Retiring Reps	Plaque	As Needed	Healy	1 to each retiring representative/position
District Athletic Director of the Year	Plaque	7	Healy	
Athletic Director of the Year	Plaque	1	Healy	
Distinguished Service Award	Plaque	7	Healy	
NIAAA 15 Years	Pin & Certificate	As Needed	Pins-Erffmeyer & Sons Co., Milw. Certificates-NIAAA (email list:Info to come from Dis Rep)	1 to each 15 year member
NIAAA 20 Years	Pin & Certificate	As Needed		1 to each 20 year member
NIAAA 25 Years	Pin & Certificate	As Needed		1 to each 25 year member
NIAAA 30 Years	Pin & Certificate	As Needed		1 to each 30 year member
NIAAA 35 Years	Plaque	As Needed		
NIAAA State Award of Merit	Plaque	1	NIAAA	1- Recipient
WADA 10 Years	Black Certificate	As Needed	Healy	1 to each 10 year member
WADA 15 Years	Purple Certificate	As Needed	Healy	1 to each 15 year member
WADA 20 Years	Red Certificate	As Needed	Healy	1 to each 20 year member
WADA 25 Years	Plaques	As Needed	Healy	1 to each 25 year member
WADA 30 Years	Acrylic Square	As Needed	Healy	1 to each 30 year member
WADA 35 Years	Plaque	As Needed	Healy	1 to each 35 year member
WADA 40 Years	Clock	As Needed	Healy	1 to each 40 year member
Andy Andersen Award	Plaque/Name Plate	1	Healy	1 Recipient Nameplate Display
Dave Gunderson Retired Athletic Director Award of Merit	Plaque	1	Healy	1 Recipient
Olson/Teff Professional Development	Plaque	1	Healy	1 Recipient
Hall of Fame	Rocking Chair	As Needed	Standard Chair of Gardner	Variable by class
National Award Nominees	Plaque		Healy	Retired AD Award of Merit Andy Anderson Award NFHS Citation NIAAA DSA Award NIAAA State Award NIAAA Frank Kovaleski

District 6 Representative's Responsibilities

Meet and Greet or Caucus facilitating/Conference Registration

- Chair the Conference Registration (work with the retired AD liaison)
- Meet and Greet (women's, minority, middle school, others) facilitation at conference

District 7 Representative's Responsibilities

District Caucus /Conference Survey

- Prepare agendas for fall caucus meetings. Draft in July, second draft in September/October and final agenda in late October.
- Prepare spring caucus agendas. Draft in January, second draft in March and final agendas in late March/early April.
- Confer with WADA fellow members and WIAA liaisons for agenda items/issues they want or need to discuss.
- Serve as WADA representative to the WIAA Scholar-Athlete selection committee. This generally occurs in late March or early April in Madison and is a day trip. Attend banquet in early May if so desired.
- Conference Survey

Liaisons:

LTI State Coordinator's Responsibilities

Reports to WADA President and Executive Director

- Coordination of all LTI classes offered by WADA
- Assigning of all LTI instructors for classes offered by WADA
- NIAAA Certifications
- Liaison to the NIAAA related to LTI Certification of WADA members
- Will obtain an accurate list of WADA member NIAAA certifications
- Will assist WADA members related to LTI classes taken and certifications
- Coordinator of information related to LTI Certifications of WADA members
- Coordinate all CAA Exams and notify the NIAAA of the same
- Attend WADA Executive Board meetings as directed
- Attend the NIAAA Conference for the purpose of LTI State Certification meeting attendance.
- **Authorized expenses:** Indianapolis once/year.
National NIAAA conference - flight and hotel covered by WADA.
Other expenses as authorized by the President
March meeting

Retired AD Liaison Responsibilities:

Reports to WADA President and Executive Director

Attend WADA Executive Board meetings as directed

Attend and work at the WADA workshop held in November

Conduct the retired AD's caucus at the November workshop

Coordinate the retired AD's that work the following at the WADA workshop:

- 50/50 Raffle (workers and drawings)
- Workshop Registration and provide helpers for gift distribution
- Assist in the distribution of door prizes
- Benefit gift
- Assist with voting process
- Provide helpers for award winners/families, prior to award ceremonies

Authorized expenses: Other expenses as authorized by the President
January and October meetings

Golf Outing Coordinator

- Coordinate volunteers for registration and raffle prizes
- Secure hole sponsors and door prizes (coordinate with vendor rep)
- Work with golf course on flag events
- Emcee the post golf prize ceremony

Authorized Expenses: All expenses for the operation of the golf outing
Other expenses as authorized by the President
\$750 budget for door prizes, golf balls, tees

Contracted Positions:

Conference Award Communications Director Responsibilities

WADA Conference Programs

- Oversees design and format information contained within annual conference program.
- Oversee design and format information for award recipients for the DSA banquet program.
- Oversee design and format information on award recipients for the Monday awards program.
- Oversee design and format information for the Tuesday Luncheon program.
- Knowledge of Microsoft Office/Publisher or other software is essential.
- Ability to produce digital images, insert photos required.

Authorized expenses: Other expenses as authorized by the President
March and October meetings

WADA Webmaster Responsibilities

- Oversees design and maintenance of website and web pages
- Modify, update and keep the content current. Remove outdated content.
- Create and assure the functionality of the links, on-line forms, surveys and scripts running behind web sites.
- Produce digital images for use on the web site, including photographs.
- Troubleshoot, in conjunction with rSchool, and provide up to date maintenance of web page.
- Convert files between various formats including but not limited to word processing, spreadsheet, Power Point, Adobe PDF, and HTML.
- Able to format, edit and post information utilizing rSchool template.
- Able to rewrite information from a variety of sources to best convey information.

General

- Coordinate work the WADA Executive Director, Board Officers and other site contributors (i.e. LTI Coordinator) to insure information on the website is current.
- Attend WADA Board meetings as directed (March and October)

Supervision

The WADA webmaster will report to and be evaluated by the WADA President and Executive Director.

Authorized expenses: Other expenses as authorized by the President
March and October meetings

Vendor Coordinator's Responsibilities

Reports to WADA President and Executive Director

Non-voting member of WADA Board of Directors

Attend WADA board meetings as directed

Attend WADA Fall Conference and manage the operation of the vendor display area serving as primary contact for all vendors

Regularly inform the WADA Board of Directors in regards to the vendor area

- Vendors attending
- Monies collected/owed
- General vendor operations

Work cooperatively with the WADA Fall Conference host facility to assure all facets of the vendor area are prepared and run smoothly

Solicit vendors for the annual WADA Fall Conference

Create and update vendor materials including:

- Introduction letter
- Booth Contract
- Hotel Accommodations
- Hotel Shipping and Receiving Information
- Vendor Packet (floor plan, nametags, Fall Conference booklet, WIAA Directory)

Collect all completed vendor contracts and payments. Send all payments to the WADA Treasurer

Maintain appropriate databases of all present and past vendors which include:

- Name of company
- Address
- Contacts
- Email addresses
- Representatives attending
- Years of continuous service to WADA and overall years of service to WADA
- Booth assignments

\$500 budget for door prizes

Authorized expenses: Other expenses as authorized by the President
January meeting

Executive Director's Responsibilities

Serve as the WADA Fall Conference Liaison/Coordinator

Serve as the Corporate Sponsorship Director, working closely with the Workshop Vendor Coordinator

Coordinate NIAAA correspondence, responsibilities, etc. and serve as NIAAA Liaison

Coordinate the efforts of the retired AD's throughout the year, with Retired AD Liaison

Assist with any special events, ex. the Past President's dinner, 5 State Exchange, etc.

Facilitate professional development opportunities in conjunction with the state LTI Coordinator

Coordinator of room reservations at State and National Conventions

Coordinate hospitality suite at State and National Conventions

Historian

Coordinate Hospitality at State and National Conventions

Coordinator of past president's dinner (room reservations and awards)

WADA newsletter

Coordinate Executive Board meetings with hotel, room locations, times and dates.

Arrange with Hotel for room reservations for all WADA meetings.

- Past Presidents
- Executive Board
- Distinguished Service Award Recipients
- Guest Speakers
- Hall of Fame Award Recipients
- Approved Guests

Receipt and disbursement of all funds as authorized by the Executive Board, including max of 6 - \$500 WADA scholarships and 2 - \$500 NIAAA scholarships

Maintain books for all financial matters and provide treasurer's report at the beginning of all meetings.

Develop an organizational budget to be presented each November.

Have the books audited in October.

Prepare a financial statement to be included in the workshop packet.

Process all workshop registration materials and fees.

Print all tickets for the workshop.

Attendance Expectations:

- WADA Board Meetings
- WADA Fall Workshop
- NIAAA Section Meetings and National Conference
- NEDC Meetings in the summer and at the NIAAA National Conference
- WIAA Annual Meeting

Other duties or meetings as assigned by the WADA President.

Authorized expenses: Hotel, flight, and food for NIAAA National Conference.

Checklist for WADA Workshop

Registration Packets

- ☐ Program
- ☐ Strip Tickets
 - Meals
 - Door Prize Drawings
- ☐ Exhibitors Information and Map
- ☐ Constitutional Changes
- ☐ Name Tags

Registration Table

- ☐ Boxes for Packets
- ☐ Name Tags
- ☐ Late Registration Packets

Exhibitors Table

- ☐ Map of Exhibitors Locations
- ☐ Packets for Exhibitors
- ☐ Booth Arrangements and Contact
- ☐ Name on Booths

Door Prize Arrangements

- ☐ Collect Door Prize Cards
- ☐ Store Donated Prizes
- ☐ Prepare Door Prize Drawings
- ☐ Box or Drum for Drawings
- ☐ Arrange for Vendor Door Prizes

Room Reservations for Guest

- ☐ Establish List ASAP
 - Past Presidents
 - Speakers
 - DSA Award Winners
- ☐ Confirm with Hotel
 - Prior to Cut Off Date

Meet with Hotel (Saturday)

- ☐ Confirm Conference Arrangements
 - Room Set-up and Times
 - Meal Functions
- ☐ Special Arrangements Locations
 - Hospitality Set-up
 - Continental Breakfast
 - DSA Entertainment
- ☐ Exhibit Hall Electricity
- ☐ Room Reservations
 - Membership

- Special Guest

Awards Presentation

- ☐ Past Presidents Dinner
- District Representative Plaques
- President's Gift
 - ☐ Distinguished Service Award Plaques
 - ☐ Presenters Plaques
 - ☐ WADA Awards Luncheon
- NIAAA Award of Merit
- Andy Anderson Award
- Athletic Director of the Year Award
- 10 to 40 Year Certificates and Plaques
 - ☐ Presidents Plaque

Past Presidents Dinner

- ☐ Program
- ☐ Hospitality
- ☐ Invitations to Past Presidents
- ☐ Coordinate Room Reservations with Past Presidents
- ☐ Present District Plaques for Service

Arrangements for Speakers

- ☐ Travel Arrangements
 - Pick-up Time and Method
 - Departure Time and Method
 - Individual Responsible
- ☐ Room Arrangements
 - Confirm with Speakers
 - Confirm with Past President
- ☐ Arrange for Vouchers form Treasurer
 - Meals
 - Fee
 - Travel
- ☐ Signs for Presenters and Speakers

Elections

- ☐ Notify Candidates About Procedures
- ☐ Get Administrative Approval from Candidates
- ☐ Prepare Ballots and Tabulate
 - Vice President
 - NIAAA Delegates

Exhibitors

- ☐ Mail Registration in August
- ☐ Confirm Registration in October
- ☐ Confirm Lodging Request with Past President
- ☐ Send Checks to Treasurer
- ☐ Plan for Set-up
- ☐ Prepare Floor and List of Exhibitors
- ☐ Make Arrangements for Registration Table
- ☐ Plan Introduction of Exhibitors (Vice President Coordinates)

Sponsorship Program

(President Elect)

- ☐ Confirm Sponsorship with Sponsors from Past Years
- ☐ Solicit New Sponsors
- ☐ Sponsor Recognition
- In the Program
- Introduction at Events by Emcee
- Insert in Packets
 - ☐ Thank You After Workshop

Hospitality Arrangements

- ☐ WADA Order for Refreshments
- ☐ Servers
- ☐ NIAAA Gift and Delivery to National Conference

Workshop Wrap-up

- ☐ CEU Forms
- ☐ Conference Evaluations

<p style="text-align: center;">WADA Executive Board Wisconsin Athletic Directors Association Meeting Calendar</p>
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November	Executive Board Officers/Hotel	Kalahari – Wis. Dells Kalahari – Wis. Dells
January	Officers Executive Board Sports Advisory	WIAA Office – Stevens Point WIAA Office – Stevens Point WIAA Office – Stevens Point
March	Executive Board Officers/Hotel 5 State Exchange	Baymont Inn – Madison Baymont Inn – Madison Varies
April	WIAA Meeting	Holiday Inn – Stevens Point
June	Executive Board Sports Advisory	WIAA Office – Stevens Point WIAA Office – Stevens Point
July	Summer Institute/Golf Outing Executive Board	Trappers Turn – Wis Dells *Summer Retreat/Meeting TBD by President
September	Executive Director/President	Kalahari – Wis. Dells
September/October	Executive Board District Reps Sports Advisory	WIAA Office - Stevens Point WIAA Office – Stevens Point
November	WADA Workshop	Kalahari – Wis. Dells

Past Presidents of WADA

1971 - 1973	Richard Peregrine	1973 - 1975	Harley Graff
1975 - 1977	John Bliese	1977 - 1979	John Klement
1979 - 1981	Newell Nelson	1981 - 1983	Dave Balmer
1983 - 1985	Paul Swanson	1985 - 1987	Chuck Basting
1987 - 1989	Tom Janssen	1989	Ed Manchester
1990	Don Maslinsky	1991	Frank Wolf
1992	Mel Northway	1993	Dave Gunderson
1994	Jack Cepek	1995	Scott Lindgren
1996	Miles Oakey	1997	Mike Younggren
1998	Don Dalton	1999	Gary Kolpin
2000	Brad Nemec	2001	Geoff Steinbech
2002	Don Tolkacz	2003	Barb Deichl
2004	Pete Miller	2005	Mark Kryka
2006	Jeff Sitz	2007	Bill Vickroy
2008	Mike Neary	2009	Greg Smith
2010	Linzi Gronning	2011	Linzi Gronning
2012	Mark Kryka	2013	Bryan Yager
2014	Brian Smith	2015	Greg Harvey
2016	Jim McClowry	2017	Tim Collins
2018	Peggy Seegers-Braun	2019	Jeremy Schlitz
2020		2021	
2022		2023	

Appendix:

- 1. WADA LTI classes are offered for the professional growth and development of WADA members. Members and non-Members taking classes gain LTI certificates from the NIAAA for attendance, which apply to the NIAAA Certification process. (RAA, CAA, CMAA, and Middle School)**
- 2. Registration for classes can be done in one of two ways; On line for classes conducted at the WADA annual conference in November or via written registration sent directly to the WADA State LTI Coordinator for classes offered during the Summer Learning Institute, WIAA Annual Meeting or “ON the Road” courses.**
- 3. WADA has a set registration requirement of five people registered before a class is conducted.**
- 4. Registration for classes is divided into two categories; Member – non Member. The current Member cost (2019) is \$140, while the non-Member cost is \$175.**
- 5. WADA reserves the right to cancel a class for any reason. “If” a class is cancelled, a registered Member or non-Member will have the following options offered to them;**
 - A. A full refund OR credit for a future course offerings.**
- 6. Late registration cost for a scheduled LTI class is \$25.00.**
- 7. A Member or non-Member who does not show up for a class will forfeit the fees paid unless there are extenuating circumstances that would render attendance virtually impossible such as inclement weather, an accident, or extreme family related emergency. In the case of extenuating circumstances, a credit will be issued for a future class offering.**
- 8. WADA incurs expenses for LTI classes conducted; class materials from the NIAAA, shipping, instructor expenses, and refreshments. Thus it is imperative that we have the numbers (five students per class offered) and payment for the same. The following policy is in effect for registration payment for LTI classes;**
 - A. A Member, non-Member must either pay the course fee in advance with their registration or bring payment to the class. WADA does NOT accept purchase orders, so this method of payment will not be accepted. A Member or non-Member who does not remit payment in advance, the day of the class or within one week of the class will NOT receive credit for the class through the NIAAA.**