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Washington Officials Association

Mission Statement

The purpose of the Washington Officials Association is to provide qualified officials for WIAA sanctioned regular season and postseason events. This shall be accomplished by developing:

- a registration process that is thorough, accurate and prompt.
- a core of knowledgeable sports rules clinicians who are dedicated to interscholastic coaches, participants and to the game itself.
- a process to recruit, train and retain competent officials, particularly from the female and minority segments of the population.
- a Board of Directors who are leaders and who are responsive to the needs of the associations and boards.

The Goals of WOA Officials are to:

- Accept the role of official in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the contest from start to finish.
- Know the rules thoroughly and abide by established Code of Ethics.

Code of Ethics

1. Register with the WOA each year on a timely basis and attend all required meetings. Work no interscholastic contests with officials who do not hold current registration in the sport in which they officiate.
2. Join and actively participate in a local official's association or board.
3. Execute and honor assignments.
4. Be on time for all contests.
5. Make thorough preparations, physically and mentally, for each season and every assigned contest.
6. Present a clean and professional image in terms of personal appearance and uniform, and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco or alcohol within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.
7. Cultivate professional relationships with partners, players, coaches, administrators, and spectators. Refrain from comment to the media.
8. Publicly shake hands with coaches of both teams before each contest.
9. Never exhibit emotions or argue with participants and coaches when enforcing rules.
10. Make clear signals and concise rulings and instructions to the scorers, timers and teams. Use only those signals that have been authorized by the rules code and the WOA.
11. Admit and correct your own errors, hold to correct but unpopular decisions, and support the decisions of other officials.
12. Maintain self-control at all times.
13. Recruit, encourage and assist new officials.
14. Volunteer to work scrimmages as often as possible as a service to schools and for the opportunity to gain experience and improve officiating skills.



WASHINGTON OFFICIALS ASSOCIATION CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be the Washington Officials Association, hereinafter referred to as the WOA.

ARTICLE II – MISSION

The purpose of the WOA is to provide qualified officials for WIAA sanctioned regular season and postseason events. This shall be accomplished by developing:

A registration process that is thorough, accurate, and prompt.

A core of knowledgeable sports rules clinicians who are dedicated to interscholastic coaches, officials, participants and to the game itself.

A process to recruit, train, and retain competent officials, particularly from the female and minority segments of the population.

A Board of Directors who are leaders and who are responsive to the needs of the associations and boards.

ARTICLE III – OBJECT

Section 1. WOA shall further the best interest of athletics:

- A. By aiding officials, coaches and players in acquiring a thorough knowledge of the playing rules of various sports through scheduling officiating clinics, workshops, and/or classes.
- B. By promoting uniformity in the mechanics and interpretation of rules of the game.
- C. By encouraging observance of the spirit and letter of playing rules and ethical codes on all occasions, and
- D. By maintaining a central registry of all officials.

Section 2. WOA will aid in maintaining a high level of working environment for all officials and Associations/Boards.

ARTICLE IV – WOA EXECUTIVE BOARD

Section 1. **MEMBERSHIP** – The executive authority of this Association shall be vested in an Executive Board consisting of twelve elected members, one representative from each Association and one representative from each Board from each of the six regions. In addition, appointed members will be added to the Board to see that all sports are represented. Qualifications for elected representatives are based on Section 3. Qualifications for appointed members are based on Section 12. The six regions are as follows:

Region 1 – District 1
Region 2 – District 2
Region 3 – District 3

Region 4 – District 4
Region 5 – Districts 5 & 6
Region 6 – Districts 7, 8 & 9

- Section 2. **TERM OF OFFICE** – Each member shall be elected for a term of three years. Four WOA Executive Board members shall be elected annually (Regions 1/4 Associations & 2/6 Boards; Regions 5/6 Associations & 1/3 Boards; Regions 2/3 Associations & 4/5 Boards)
- Section 3. **QUALIFICATIONS** – An Executive Board member shall be a member of an Association or Board in his/her region, and be a certified member of WOA.
- Section 4. **PROCEDURE FOR ELECTION** – The WOA Executive Board members shall be elected at the summer conference by their respective regions. Each Association and Board will be entitled to one vote. The Association and Boards together will vote for both representatives. No person shall have more than one vote even though they may represent more than one association or board. Nominees for Executive Board representatives must be submitted to the WOA office a minimum of thirty (30) days prior to the date of the election. Elected WOA Executive Board members shall take office immediately following their election.
- Section 5. **OFFICERS** – At the summer meeting of the WOA Executive Board, the members shall elect one of their members to serve as President and one as Vice President. Both will be for a one-year term.
- Section 6. **PROCEDURES FOR VACANCIES** – In case of a vacancy in the membership of the WOA Executive Board, the remaining members shall fill the unexpired term of such member by appointment. Such appointment is to be made from the region in which the vacancy occurs.
- Section 7. **PRESIDING OFFICER** – The President of the Association shall preside at the meetings of the WOA Executive Board.
- Section 8. **MEETINGS** – The WOA Executive Board shall meet upon the call of the President or on a petition of six members of the WOA Executive Board, but not less than a minimum of two times yearly.
- Section 9. **RULES FOR MEETINGS** – All meetings of the WOA Executive Board shall be conducted in accordance with Robert’s Rules of Order.
- Section 10. **QUORUM** – Eight members of the WOA Executive Board shall be considered a quorum and the majority vote of those present shall prevail.
- Section 11. **FLOOR PRIVILEGES** – Any member of the Association may have the privilege of the floor at WOA Executive Board meetings.
- Section 12. **APPOINTED MEMBERS OF WOA EXECUTIVE BOARD-** All sports that are registered with the WOA shall have representation on the WOA Executive Board. In the event that all sports are not represented, the WOA Executive Board has the authority to appoint representatives. After Board and Association elections, determination of sport representation will take place. The Executive Board will make appointments of vacant sport representatives from a list submitted by Executive Board members for a one-year term. Other than length of term, appointed members shall meet the requirements of and have equal status of elected members.

Section 13. **RESPONSIBILITIES OF THE WOA BOARD** – The WOA Executive Board shall have the following responsibilities:

- A. Direct general management of funds and business of the Association.
- B. Hear and decide all protests and questions not specifically defined by the Constitution and By-Laws.
- C. Act as an appeal body for Associations or Boards, officials or regions.
- D. Establish yearly calendar of events.
- E. Take disciplinary action against an Association or Board which violates rules or regulations.
- F. Propose changes to and/or create new By-Laws, rules, or regulations.
- G. Select, hire and evaluate a WOA Commissioner who shall be responsible for the management and operation of the WOA.
- H. Assist in the communication necessary between the WOA office and an Association/Board in their respective region to assure compliance with established administrative policies and procedures.
- I. Perform any other Association functions as needed.

ARTICLE V – MANAGEMENT

Section 1. The WOA Commissioner shall be responsible for the management and operation of the WOA.

Section 2. The Executive Board, as defined in Article IV, shall be responsible for executing the express wishes of the membership in all matters pertaining exclusively to the WOA.

Section 3. The WOA Executive Board will determine all duties, salaries, and other administrative functions of the WOA Commissioner.

ARTICLE VI – AMENDMENTS

Section 1. Amendments to this Constitution of the WOA shall be made as follows:

- A. Associations and Boards must receive a copy of the proposed amendments from the WOA Commissioner at least sixty (60) days prior to the vote.
- B. Amendments need a simple majority vote by a minimum of three-fifths (3/5) of the official voting delegates of the Associations and Boards.
- C. Votes may be done at regularly scheduled membership meetings, by mail, or electronically. The WOA Commissioner will tabulate votes and the results will be certified by an election committee of the Executive Board.

Section 2. The effective date of each amendment shall be the fall sports season of the following year unless stipulated within the amendment.



WASHINGTON OFFICIALS ASSOCIATION BY-LAWS

ARTICLE 1 – MEMBERSHIP

- Section 1. Any persons desiring membership in the WOA must present his or her application approved by the Presiding Officer or Secretary of an Association or Board, to the WOA office with the stipulated fee as well as a completed Criminal History Background Check Form. An Association or Board is the organization that is recognized by the WOA as having the responsibility for training and assigning officials for interscholastic athletic events and the coordination of the instruction of the officials, coaches, and players for each respective sport.
- Section 2. Qualifications for **registered** membership:
- A. Current registration with WOA
 - B. Membership in good standing in one recognized association/board in any one sport
 - C. An acceptable Criminal History Background Check Form on file in the WOA office
 - D. This qualification allows officials to be assigned middle school/junior high contests only
- Section 3. Qualifications for **certified** membership:
- A. In addition to meeting the requirements in Section 2, officials must complete the WIAA/WOA online rules clinic in that sport
 - B. Must annually pass the current WOA approved test in that sport with a score of 70% or higher
 - C. Meet the meeting attendance requirements of the local Association/Board
 - D. Only certified officials can be assigned high school contests
- Section 4. Local Associations/Boards set attendance requirements of their members.

ARTICLE II – DUES/REGISTRATION

- Section 1. The annual dues for each registered official will be determined by the WOA Executive Board.
- Section 2. Registrations for returning officials are required to be completed for the upcoming season between June 15 and June 30. Payments for pre-registered officials are due at the time of registration.
- Section 3. No new registrations will be accepted for allocation purposes after November 15 for fall sports; February 15 for winter sports; and May 15 for spring sports. Should the deadline date not fall on a business day, the next business day after that date shall be used.
- Section 4. If a pre-registered official (an official registered by June 15) decides to not officiate prior to the said season, credit will be given by substituting that official's registration for a new official before the competitive season begins. The competitive season shall be defined as that time period two weeks after the first day of turnout for that sport season and the last day of the state event as per the WIAA calendar.

Section 5. For the purpose of officially registering at the state level of WOA, an official's registration will be considered accepted when received by mail, e-mail, fax, web site application, or by phone at the WOA office. The application will be considered complete upon receipt of WOA membership fees.

ARTICLE III – UNIFORMS

Section 1. Officials shall wear the uniform as approved by the WOA, including the WOA patch.

Section 2. Uniform exceptions may be requested by Associations/Boards to the WOA Executive Board thirty (30) days prior to each scheduled meeting.

ARTICLE IV – ASSOCIATION/BOARD RESPONSIBILITIES

Section 1. Each Association/Board will be required to establish meeting attendance requirements and to maintain meeting attendance records.

Section 2. Each Association/Board shall be responsible for assigning officials to contests of WIAA member schools assigned to their service area. A list of schools shall be on file in the WOA office and updated as necessary.

- A. Service shall be defined as assigning and providing officials as requested.
- B. Service areas shall be defined as the listing of WIAA member schools within a specific area which are serviced by a particular Association/Board. Service areas are not necessarily geographical, nor determined by league or WIAA District affiliation, but are based upon the history of providing officials to service schools as programs were added.
- C. Non-member schools are not bound to the designated service areas.
 - 1. Non-member schools are required to request WIAA sanction/approval for sports involving WIAA member schools. The WIAA sanction/approval process requires NFHS and WIAA rules be followed for any event involving WIAA member schools.
 - 2. Non-member schools may solicit officials as they deem appropriate. WIAA Handbook 24.4.0 (p.53): Only officials registered with the WOA or have reciprocity through another state officials association are eligible to officiate regularly scheduled contests for all sports sanctioned by WIAA.

Section 3. Each Association and Board shall be responsible for enforcing the appropriate dress code for the individual sports.

Section 4. An Association will assign officials to all boys' contests and Boards will assign officials to all girls' contests. An Association and a Board can, by separate majority vote of each group's membership, combine the services of officers, Constitution and By-Laws, assigning secretary, or any other function of the two organizations deemed beneficial to both the Association and Board.

Section 5. Neither the member schools, Association/Board nor the officials from an Association/Board shall request, offer or solicit officiating services to any member schools not listed as a member of their service area.

- A. Should the servicing Association/Board of the schools be unable to provide the number of registered officials required for contests, it shall be the duty of the servicing Association/Board to assist the schools in finding qualified officials to work the contests.
- B. If an official's "exchange" program has been set up, it is the responsibility of the servicing Association/Board to arrange the assignments.

- Section 6. If officials from an outside Association/Board are contacted by members schools not listed as a member of their service area, the Association/Board is obligated to immediately contact the servicing Association/Board for approval to work the contest(s).
- Section 7. Each Association/Board that has a dispute over membership of a service area with schools of competing Associations/Boards must submit in writing to the WOA a request to meet with the interested parties. The procedure for resolution of such dispute is outlined in the By-Laws.
- Section 8. Criminal Background Checks are required on all members. The Association/Board shall submit proper forms, and the information received shall be handled as confidential information. Criminal Background Checks will be reprocessed as deemed necessary by WOA or as requested by a local Association/Board.
- Section 9. Associations/Boards are encouraged to urge their members to obtain a proper physical exam prior to each sports season.
- Section 10. Each Association/Board is responsible for compliance with the established administrative policies and procedures of WOA. Noncompliance will subject the Association/Board to, but will not be limited to, the following penalties as determined by the WOA Executive Board:
- A. Letter of reprimand
 - B. Probation (length of time and restrictions determined on a case by case basis)
 - C. Fine (amount determined on a case by case basis)
 - D. Loss of state tournament allocation(s)
 - E. De-certification

ARTICLE V – TESTS AND ATTENDANCE REQUIREMENTS

- Section 1. Officials must annually take and pass the WOA approved rules test with a score of 70% or higher to be certified.
- Section 2. An official must meet the local Association/Board meeting requirements for the sport(s) in which he/she was registered. The local Association/Board will determine the penalty for not meeting that requirement. Credit for attending meetings of other Associations or Boards may be obtained by having the secretary of the visited local Association/Board certify attendance.
- Section 3. Each Association and Board must hold a minimum of six meetings in each sport.
- Section 4. Prior to the start of each sport season, completion of a WIAA/WOA online rules clinic is required of each official who plan to officiate varsity or postseason contests.

ARTICLE VI – TRANSFER OF MEMBERSHIP

- Section 1. Each Association/Board shall accept into full membership any official who is a transfer from another Association/Board, provided the official is a member in good standing of the WOA. The official who is transferring from an Association/Board to another must present written evidence of prior membership in said Association/Board and clearance from his/her former local Secretary.
- Section 2. An Association/Board may appeal the transfer of an official if they feel there are extenuating circumstances that should prevent the transfer from being approved. Appeal of a transfer is covered under Article IX Section 4.

- Section 3 No transfers will be final, no tournament allocations will be affected, nor the transferring official be considered registered until approval of the local Association/Board and an official Membership Transfer form has been filed in the WOA office,
- Section 4. Registered rated officials from Idaho and Oregon are allowed, under the reciprocity agreement, to officiate high school games in Washington without joining the WOA provided there are not sufficient numbers of certified WOA members available from the Association/Board to service all schools in their service area.

ARTICLE VII – EXPENSES

- Section 1. WOA Executive Board members' expenses to all called meetings shall be paid at a rate determined by the WOA Executive Board.

ARTICLE VIII – FEES AND AGREEMENTS

- Section 1. All contest fees are established by the WOA Executive Board, in cooperation with the WIAA Executive Board and are listed in the WOA handbook.
- Section 2. All fees shall be negotiated by the WIAA/WOA Agreement Review Committee.
- Section 3. A copy of the statewide agreement between the WOA and WIAA is contained in the WOA Handbook.

ARTICLE IX – DUE PROCESS/MISCONDUCT

- Section 1. All Associations and Boards must incorporate into all local Constitutions and By-Laws, the Officials' Due Process/Grievance Procedures. These procedures and forms are found in the Assigning Secretaries Handbook. A copy of the Association/Board Constitution and By-Laws shall be on file in the WOA office.
- Section 2. If any one of the WOA Executive Board members is directly involved in a protest or dispute, the Board member shall be immediately disqualified from those proceedings. The President or designee may appoint a person to take the place of such member while deciding that case.
- Section 3. **LOCAL ASSOCIATION/BOARD PROCEDURES** – Each Association/Board, or designee(s), having reasonable cause to believe that an official is ineligible to officiate in an interscholastic activity under the rules and regulations of the WOA, or has committed misconduct, shall provide the official with notice of his/her ineligibility either by certified mail or by delivering said notice in person. Procedures and forms are found in the WOA Handbook. The notice shall: (a) specify the reason(s) for the alleged ineligibility and the violation; (b) advise the official of his/her opportunity to request a hearing at the local level in order to contest the reason(s) for or the allegation(s) of such alleged ineligibility; (c) state that a written petition for a hearing must be postmarked or received by the local association/board, or its designee, on or before the expiration of the seventh (7th) calendar day after notification of ineligibility; (d) specify how the petition for hearing can be served upon the local association/board or its designee; and (e) provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein. An official making petition for a hearing with the local association/board may not officiate any interscholastic activity for a period of fourteen (14) calendar days from the date the petition is received by the local association/board. If an association/board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date of the petition, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

Section 4. **REGIONAL PROCEDURES** – If, after granting a fair hearing, an association/board has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing at the regional level and (b) state that a written petition for a hearing with the Regional Committee must be postmarked to the WOA Commissioner on or before the expiration of the seventh (7th) calendar day after the local hearing. The WOA Commissioner will then assemble the Regional Committee. If the Regional Committee fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the Regional Committee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. **Ruling** – After hearing the evidence, the Regional Committee and the person presiding at the hearing shall render a written decision within fourteen (14) calendar days.
- B. **Right of Appeal** – Following the decision of the Regional Committee, the official may appeal. This appeal must be in writing and be postmarked within seven (7) calendar days to the WOA Commissioner.

Section 5. **STATE PROCEDURES** - If, after granting a fair hearing, a Regional Committee has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing with the WOA Executive Board and (b) state that a written petition for a hearing with the WOA Executive Board must be postmarked or received by the WOA Commissioner or designee on or before the expiration of the seventh (7th) calendar day after the regional hearing. If the WOA Executive Board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the WOA Commissioner or designee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. **Ruling** – After hearing the evidence, the WOA Executive Board shall render a written decision within fourteen (14) calendar days.
- B. **Right of Appeal** – The decision of the WOA Executive Board is final.

The WOA Executive Board has the initial authority to rule in eligibility matters under the following conditions: 1) A local association/board has exhausted their due process procedure and an official appeals to the Regional Committee and then to the WOA Commissioner; 2) A local association/board has failed to take action on a misconduct which falls under the context of this article; 3) As a result of a criminal history background check, an official has been found to have committed/violated one of those acts listed on the criminal history background check form; or 4) The misconduct involved the actions of an association/board or any officer/assignor affiliated with or employed by a local association/board in any sport. The WOA Commissioner or designee shall be notified in writing by the local association/board of any official suspended locally due to misconduct or violation of WOA rules and regulations.

An official found to have committed an act of misconduct by the WOA Executive Board may be suspended for not less than one year. A second proven misconduct on the part of an official may result in termination from the WOA.

In the event that action is taken against an association/board officer, assigning secretary, or WOA Executive Board member, the remainder of the WOA Executive Board shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

Section 6. **MISCONDUCT** – Misconduct can be charged for but is not limited to the following:

1. Using abusive language or distasteful gestures.
2. Degrading fellow WOA members, local association/board officers, assigning secretaries, WOA Executive Board members, or WOA staff.
3. Providing unwarranted or derogatory press releases and/or interviews.
4. Using mood-altering substances the day of the game that could substantially impair judgment (i.e. alcohol, drugs, or even certain prescription drugs).
5. Undercutting or altering the established WIAA/WOA officials contest fees.
6. Failing to show up for a contest previously accepted.
7. Violating any section of the WOA Constitution and By-Laws.
8. Intentionally deviating from enforcement of WIAA or WOA approved rules or mechanics.
9. Failing to wear the approved WOA uniform.
10. Being charged with a felony criminal act or a misdemeanor act involving use or distribution of mind or body altering drugs, theft or acts involving moral turpitude (emergency suspension before the hearing is permissible if serious charges warrant it).
11. Being convicted of a criminal act.
12. Soliciting or officiating a contest, not authorized by the local association/board, involving WIAA member schools.
13. Obligating themselves to any person affiliated with any contest they might be assigned to officiate.

Section 7. The WOA Commissioner has the authority to resolve any dispute that cannot be decided at the local level, whether it is between WIAA member schools and one Association/Board or between two Associations/Boards. Any such dispute may be submitted in writing to the WOA for resolution. The process for resolving the dispute will be determined by the WOA Commissioner. Should binding arbitration be necessary, the affected parties shall be responsible for obtaining and paying the cost of services of a binding arbitrator who is a neutral party.

ARTICLE X – FORMATION OF A NEW ASSOCIATION/BOARD

Section 1. The Executive Boards of WIAA and the WOA must approve the organization.

Section 2. The area in which a new Association/Board is being formed must contain approximately ten member schools that will use officials from this new Association/Board, and each bordering Association/Board must be notified.

Section 3. No new Association/Board will be chartered after September 1 of a given year, unless otherwise approved by the WOA Executive Board.

Section 4. Guidelines for formation of new Associations/Boards can be obtained from the WOA.

ARTICLE XI – ASSOCIATION/BOARD VOTING

Section 1. Each individual Association/Board shall be entitled to one (1) vote per 1-75 member officials, or portion thereof, two (2) votes for 76-150, three (3) votes for 151-225, etc. on Constitutional votes or elections of officers.

Section 2. In no event shall any Association/Board have less than one vote.

Section 3. No individual may represent more than one Association/Board for voting purposes. No proxy voting is allowed.

ARTICLE XII – TOURNAMENT OFFICIALS

Section 1. The names of those certified officials recommended for State tournaments will be submitted to the WIAA for consideration by each recognized Association/Board.

Section 2. Certified officials submitted to the WIAA for State Tournament consideration must have worked at the varsity level a minimum of half the allowable regular season games per sport (e.g. football – 5 games, basketball – 10 games, etc.)

A. Certified officials wanting consideration in both boys and girls basketball must have worked the minimum number of contests in both sports to qualify.

B. Football officials must have worked a minimum of three (3) varsity contests at the specific position for which they have been submitted.

Section 3. Certified officials submitted to the WIAA for state tournament consideration must officiate a postseason event in that sport prior to the state tournament. (This means an official going to a boys' State basketball tournament must work a boys' postseason event, and vice versa.)

Section 4. Certified officials submitted to the WIAA for state tournament consideration must be available to officiate throughout the duration of the tournament.

ARTICLE XIII – ATHLETIC LEAGUES

Section 1. It is recommended each Association/Board appoint a committee to work with the local Athletic Leagues/WIAA Districts on mutual problems.

ARTICLE XIV – DUTIES OF THE WOA COMMISSIONER

Section 1. The WOA Commissioner's duties are set by the WOA Executive Board and shall include the following:

A. Disburse funds of the Association upon the order of the WOA Executive Board.

B. Prepare an annual budget for WOA Executive Board Action.

C. Prepare an annual financial report to be approved by the Executive Board and sent to all Associations/Boards each year.

D. Supervise Association business.

E. Interpret the rules and regulations of the Association as approved by the WOA Executive Board.

F. Make decisions on issues not directly addressed by the WOA Constitution and By-Laws, or that deals with a unique situation that in the WOA Commissioner's opinion needs to be rectified immediately. Any such decisions will be reviewed by the Executive Board during the next regularly scheduled meeting.

G. Keep the Executive Board aware of issues that may need to be addressed or that have impact on the Association.

ARTICLE XV – AMENDMENTS OF BY-LAWS

Section 1. Amendments of the By-laws can be made by a majority vote of the WOA Executive Board at an official meeting.



ASSOCIATION / BOARD ASSIGNING SECRETARY GUIDELINES

An **ASSOCIATION** refers to a male sport
A **BOARD** refers to a female sport

JOB DESCRIPTION

The assigning secretary of a local official's association / board is an important figure and occupies a key position in the relationship of the association / board, the schools of the area in which they serve and the WOA state office. The secretary must be a person of integrity and ethics - one whose impartiality is not questioned.

The assigning secretary is usually a paid officer in the organization; therefore, the duties may be numerous. Responsibilities typically include:

- a. Registrations
- b. Oversee test taking and completion of the online clinic
- c. Assigning officials to WIAA interscholastic contests
- d. Keeping accurate records.

Since the assigning secretary has a responsible and important position, the salary should be adequate and in proportion to the responsibilities.

To better control the line of communication, the assigning secretary (or WOA Contact – should an association / board wish to designate someone other than the assigning secretary) is to be the only communicator with the WOA staff for association / board issues. The assigning secretary is also responsible for all memos, registration reports, announcements and billing ledgers. The assigning secretary is then responsible for responding to all requests and / or distributing all WOA communication to each respective local board member, as well as each member.

ASSIGNING SECRETARY'S GENERAL DUTIES

- A.** Keep an accurate roster of all members. This roster should include name, social security number, home address, home phone, business phone, and E-mail.
- B.** Be responsible for assuring that a copy of the local association / board Constitution and By-Laws is readily available to the general membership of the association / board and that a copy is on file at the WOA office.
- C.** Be familiar with the established fee schedules found in the WIAA/WOA Handbooks.
- D.** Keep minutes of the association / board meetings.
- E.** Maintain all financial records for at least five years.
- F.** In the event of a dispute between the association / board and schools or league, the secretary is in charge of all correspondence between the association/board and the league.
 - 1.** Arrange for a meeting of representatives of the league/school and the association/board
 - 2.** In case of failure to agree upon a solution, contact the executive board member representing your association / board's region to arrange a hearing. An appeal to the WOA Executive Board for a hearing may be made after all efforts at the regional level have been exhausted. See the WOA Constitution and By-Laws for more information regarding the appeal procedure.
- G.** Confirm schools serviced with the WOA office.
- H.** Keep member officials apprised of WOA issues.

- I. Remit a copy of the association / board's constitution to the state office as well as a list of officers.
- J. Attend the WOA Annual Conference.
- K. Obtain a criminal history check form from each official as a requirement for each member's registration and return to the WOA office.

EJECTION REPORTS

- A. Assigning secretary must be contacted immediately following an ejection.
- B. Ejection reports must be forwarded to the WIAA / WOA office within 48 hours after the contest.
- C. Ejections not reported within 72 hours will result in a fine to the respective association/board as outlined:

1 ejection not reported	\$25
2 – 4 ejections not reported	\$50 each
5 – 9 ejections not reported	\$100 each
10+ ejections not reported	\$200 each
- D. Associations/boards with 10 or more ejections not reported will be considered out of compliance with the WOA, resulting in the forfeiture of all state allocations.

COMMUNICATION WITH SCHOOLS

- A. Attend league meetings before competitive season begins to discuss any problems, schedules, officials and any other issues.
- B. Notify schools within your service area as to whether officials have been assigned to their games.
- C. The WOA and WIAA agreement deals with WIAA member schools and WOA Associations/Boards. WOA Associations/Boards making assignments for games sponsored by a third party should request payment prior to making the assignments or working the contests. Associations/Boards choosing to bill the third party sponsor for services rendered will be on their own to recover unpaid game fees and other related fees.
- D. Invite school league representative, school administrators and the executive board member in your region to attend the association / board's meetings. Each WIAA administrative district should have a standing committee pertaining to officials and officiating.

ASSIGNMENT OF OFFICIALS TO CONTESTS

- A. Notify officials of their specific assignments as far in advance of each contest as possible.
- B. Designated assigning secretary assigns officials to regular season contests.
- C. WOA members are expected to honor service boundaries year-round. Associations/boards and their respective members should respect the service boundaries agreed upon by the WIAA and WOA as it pertains to events held at member schools involving member school coaches and student-athletes. Associations/boards and officials found to be in violation will be disciplined according to the misconduct articles.
- D. Assigning secretary, with / or without the assistance of the local board, assigns officials to postseason contests and state tournaments.

SUGGESTED PROCEDURE FOR LOCAL ASSOCIATION / BOARD MEETINGS

- A. Length-not to exceed 90 minutes
- B. Roll call
- C. Approve minutes
- D. Give tests if any are to be taken
- E. Test and rules discussion.
 - 1. Prepared well in advance by qualified members.
 - 2. In case of disputed points, the assigning secretary shall obtain an official interpretation from the designated WIAA staff person responsible for that sport. If necessary, the WIAA staff person will contact the National Federation of State High School Associations (NFHS) for assistance in the rule interpretation.
- F. Discuss previous week's unusual game or play situations. Do not spend too much time on trivial matters.

- G. Conduct local business pertaining to association / board.

STATE ASSOCIATION ASSISTANCE

- A. Rules books and other publications for each registered official will be mailed at no cost to the association / board (ordered online or the Publications Request Form). Additional books are supplied upon request. Rules books are \$7 each in addition to the number of registered officials determined at the end of each sport season.
- B. The NFHS tests will be available online. Officials' scores will be recorded on the registration report.
- C. Copies of the WOA Handbook are mailed to each assigning secretary.
- D. Rules interpretations requested by an assigning secretary will be available in each sport during normal office hours.
- E. State Rules Clinics in baseball, basketball, football, gymnastics, soccer, softball, spirit, volleyball, and wrestling will be conducted online.
- F. Each assigning secretary will receive a nomination form from the WIAA office along with the number of allocations prior to each state tournament.
- G. Change of Assigning Secretary, Transfer of Official, Application for Meritorious Service Award and Ejection Report Forms are included in the WOA Handbook.
- H. The WOA will investigate any complaints received regarding mistreatment of officials by coaches, fans or schools.

REGISTRATION OF OFFICIALS

Registration Deadline:

June 30th is the deadline for registration of returning officials in all sports.

- A. All registrations for returning officials must be either postmarked or received by this date.
- B. After the association / board's registrations have been processed, a registration report is available online.

Registration Fees:

- A. Registration fee is: \$40.00 per person for Baseball, Football, Gymnastics, Softball, Spirit, Volleyball, Wrestling
\$60.00 per person for Basketball and Soccer
- B. Registration fees cover the following:
 - 1. General Liability Insurance
 - 2. Rules Publications
 - 3. WOA clinic expenses
 - 4. WOA executive expenses
 - 5. Phone and supplies
 - 6. WOA Executive Board and Annual Conference expenses
 - 7. Officials recognition programs
- C. **No registrations will be accepted after the following dates:**
 - 1. **November 15:** football and volleyball
 - 2. **February 15:** boys'/girls' basketball, gymnastics and wrestling
 - 3. **May 15:** baseball, softball and soccer
- D. If a pre-registered official (an official registered by the June 30 due date) decides not to officiate prior to the said season, credit will be received by substituting that official's registration for a new official before the competitive season begins. The competitive season will be that time period two weeks after the first day of turnout for that sport season and the last day of the state event.
 - 1. Last day to receive credit for fall officials - **September 15**
 - 2. Last day to receive credit for winter officials - **December 8**
 - 3. Last day to receive credit for spring officials - **March 22**

Tests:

- A. Officials must annually take and pass the WOA approved rules test with a score of 70% or higher to be certified.
- B. Tests are available online.
- C. Test must be completed prior to an official working a high school contest. Access to the test will close on the following dates:
 - 1. **September 24:** football and volleyball
 - 2. **December 17:** boys'/girls' basketball, gymnastics, wrestling and spirit
 - 3. **April 1:** baseball, softball and soccer
- D. The tests will be graded and recorded on the registration report.

Transfers:

- A. An official who transfers to Washington from states that require statewide registration of officials, if accepted by the local organization to full membership, are required to take a state examination, as do other new members.
- B. The transfer's ability, levels of officiating and years of experience must be evaluated.
- C. No transfer will be final, no tournament allocations will be affected, nor will the transferring official be considered registered until the Membership Transfer Form has been filed in the WOA office by the date determined as the last day to register officials for that sports season.
 - 1. **November 15:** football and volleyball
 - 2. **February 15:** boys'/girls' basketball, gymnastics, and wrestling
 - 3. **May 15:** baseball, softball, and soccer
- D. Reciprocity with Idaho and Oregon allow officials to officiate high school contests in Washington provided they have notified the WOA office.

Rule Materials:

- A. As soon as rule materials arrive in the WOA office, requested books and other materials are sent to each association / board assigning secretary.
- B. Additional requests will be the responsibility of the assigning secretary and billed by invoice to the association / board.
- C. Once rules books have been requested, extra books may not be returned.

Clinics:

- A. Rules clinics will be conducted online
- B. Once an official completes the online clinic, their attendance will be updated on the registration report.
- E. Online clinic must be completed prior to an official working a high school contest. Access to the clinic will close on the following dates:
 - 1. **September 24:** football and volleyball
 - 2. **December 17:** boys'/girls' basketball, gymnastics, wrestling and spirit
 - 3. **April 1:** baseball, softball and soccer

Meetings:

- A. Each association / board must hold a minimum of six meetings in each sport.
- B. An official must meet their local association / board attendance requirement in order to be eligible for postseason contests.

Billing and Invoices:

- A. At the end of each sport season, an invoice will be sent to each association / board secretary.
- B. The invoice will reflect charges and credits for the current season.
- C. All bills must be paid in full by the end of each sport season.
 - 1. **Fall - December 15**
 - 2. **Winter - March 15**
 - 3. **Spring - June 15**
- D. Balances of \$30 or more not paid within 60 days will result in a late fee of 10% or \$200, whichever is greater.

Any questions regarding WOA registration should be directed to the WOA Commissioner.

FOR MORE INFORMATION REGARDING REGISTRATION REQUIREMENTS, REFER TO THE WOA CONSTITUTION AND BY-LAWS.

AGREEMENT BETWEEN WIAA MEMBER SCHOOLS, LEAGUES, AND DISTRICTS
AND
WOA ASSOCIATIONS AND BOARDS

Parties: The Parties to this Agreement are the member schools of the Washington Interscholastic Activities Association and the entities making up leagues and districts, represented by the WIAA Executive Director, and the member Associations and Boards of the Washington Officials Association, represented by the WOA Commissioner.

RECITALS

WHEREAS, the Parties each have unique roles and responsibilities with regard to the conduct of high school, junior high school, and middle school athletic contests, and

WHEREAS, the Parties desire to provide for the consistent statewide administration of high school, junior high school, and middle school athletic contests.

NOW, therefore, in consideration of the mutual covenants and promises contained herein, the Parties, intending to be legally bound, hereby agree as follows:

- 1. Duration of Agreement:** This Agreement shall be in effect from August 1, 2011 through July 31, 2015, with the provision that any part of this Agreement can be reopened upon the mutual consent of the Washington Interscholastic Activities Association (WIAA) Executive Board and the Washington Officials Association (WOA) Executive Board.
- 2. Service Area:** The service area includes all WIAA member middle schools, junior highs, and high schools. This includes all contests, varsity and non-varsity.
 - a. Only WOA officials are eligible to officiate scheduled contests.
 - b. School representatives do not have the authority to solicit officials directly for contests. All assignments must be made by and through the appropriate assigner for the respective WOA Association/Board
 - c. In case of an emergency, non-registered officials may be used as outlined in the WIAA Handbook.
 - d. Service areas disputes shall be addressed by the WIAA Executive Director and WOA Commissioner.
- 3. Officials:** Officials must be members of the WOA as defined in Article I of the WOA By-Laws.
 - a. Registered and certified officials as defined by the WOA By-Laws shall be permitted to work sub-varsity and 7th/8th contests.
 - b. Certified officials as defined by the WOA By-Laws shall be permitted to work varsity contests.
- 4. Contest Fees:** Shall be in accordance with the established WIAA / WOA fee schedule.
- 5. Administrative Fee (Schools):** Schools shall pay an administrative fee of 13% of contest fees to the local Association/Board responsible for assigning officials to the school's contests.
- 6. Local Association/Board Funding:** Assessment fees and/or dues paid by officials shall be used to contribute towards the funding of the local Association/Board.
- 7. Change Fee (Schools):** There is no change fee charged to the schools. The administrative fee covers all changes. Excessive non-weather related schedule changes in a given sport by a member school shall be reviewed by the WIAA Executive Director and WOA Commissioner.

8. Late Fee (Schools): A late fee of 20% of the total invoice shall be charged for invoices not paid within 45 days. Payments not received within 90 days shall result in an interruption of officiating services provided by any WOA Associations/Boards. If discrepancies in the invoice arise, it is the responsibility of the school administrator to contact the Association/Board prior to the due date to reconcile the invoice. Disputes over late fee charges shall be resolved by the two parties. The invoice due date is established at the district level, with agreement from the local Association/Board and District Director.

9. Cancellation Fee (Schools): If, after the official(s) arrive at the contest site, the contest (started or not) is cancelled/postponed, the contest fees, mileage and administrative fees shall be paid in full.

10. Late Cancellation Fee (Schools): The full contest fees, mileage and administrative fees shall be paid when the assigned official(s) appear for an event that has been previously cancelled unless the school notifies the Assigner at an agreed upon time prior to the scheduled start of the contest. The time and method to communicate cancellations is to be set by the Association/Board and agreed to by the member schools they service. This time is not to exceed (five) 5 hours. Cancellations made without regard to the agreed upon time may result in a fee being charged to the school.

11. No Show Penalty: If a Confirmed Contest cannot be played due to the lack of officials, the schools and local association/board involved shall negotiate any monetary penalty, which shall not exceed the visiting team's transportation costs. If the parties are unable to do so, the parties may submit information pertaining to the no show to the WIAA Executive Director and WOA Commissioner in order to receive a ruling as to whether or not a penalty shall be imposed. The ruling may be appealed to a panel consisting of WIAA and WOA Executive Board members. No penalty or reimbursement shall be payable however, if the failure to appear is due to unforeseen circumstances, such as weather conditions affecting safe travel, or sudden onset of illness or injury. A Confirmed Contest is one that appears in ArbiterSports and has officials who have accepted the assignment. If the contest is not in ArbiterSports or officials have not accepted the assignment, the contest is not considered confirmed. The responsibility of verifying a confirmed contest is shared by the assigner, home athletic administrator, and visiting athletic administrator. If there are no officials available for a scheduled contest, it is the responsibility of the assigner to inform the home athletic administrator.

12. Late Invoicing Local Association/Board shall forfeit the Association/Board administrative fee for invoices not received within 45 days after the conclusion of the season (schools) or tournament (leagues/districts).

13. Mileage and Other Fees: There shall be two ways of determining travel fees.

- a. Per official travel rate (Appendix A)
 - (1) One travel fee shall be paid per official per site per day
- b. Per car travel rate (Appendix B)
 - (1) Two travel fees shall be paid if there is a request for more than four officials, or if the contests are not played at the same time or back to back. There will be no more than four officials per vehicle. Exception: One travel fee will be charged for five-man football crew.
- c. Schools shall pay the current cash price for bridge tolls and ferry fees. Stand by fees, prior to or after a contest, due to the ferry/contest schedule that exceed one hour shall be reimbursed at the rate of \$10 per hour per official.
- d. Schools shall pay lodging expense and \$20 meal per diem when an overnight stay is agreed to by the assigner and athletic administrator prior to the assignment being made.
- e. Schools shall pay \$10 meal per diem to officials traveling 100 or more miles one-way.

14. Postseason Assigning Process (Leagues / Districts):

- a. Postseason officials' assignments shall be based on the percentage of schools serviced by each Association/Board.

- b. First round tournament contests or play-in crossover games scheduled at high school home sites shall be assigned by the home team's local Association/Board.
- c. Neutral site contests and state tournament games not assigned by the WIAA shall be allocated to the local Association/Board, per section 14a, by the Tournament or District Director and assigned by the local Association/Board.

15. Postseason Administrative Fee (Leagues / Districts): Leagues and Districts shall pay an administrative fee of 13% of contests fee to the local Association/Board responsible for assigning officials to the contests.

16. Postseason Mileage and Additional Fees (Leagues / Districts):

- a. Mileage calculations for postseason contests at a site that is serviced by the respective Association/Board shall be based on the travel appendices in section 13.
- b. Mileage calculations for postseason contests at a site that is not serviced by the respective Association/Board shall be based on the following travel matrix:
 - (1) Zone 1: 0-35 miles (round trip) = \$17 per official
 - (2) Zone 2: 36-95 miles (round trip) = \$50 per crew
 - (3) Zone 3: 96-150 miles (round trip) = \$75 per crew
 - (4) Zone 4: 151 + miles (round trip) = \$100 per crew
- c. Leagues or districts shall pay the current cash price for bridge tolls and ferry fees. Stand by fees, prior to or after a contest, due to the ferry/contest schedule that exceed one hour shall be reimbursed at the rate of \$10 per hour per official.
- d. Leagues or districts shall pay lodging expense and \$20 meal per diem when an overnight stay is agreed to by the assigner and district director/tournament manager prior to the assignment being made.
- e. Leagues or districts shall pay \$10 meal per diem to officials traveling 100 or more miles one-way.

17. Assigning Program: Associations/Boards shall utilize ArbiterSports to communicate with schools and officials for the purpose of assigning contests.

18. Feedback (Schools): Athletic administrators/coaches shall have the ability to provide feedback on the officials from their contest by accessing the feedback tool on ArbiterSports. Feedback on officials is a method for potential improvement of officials, not to serve as a ranking tool.

19. Observations (Local): Local Associations/Boards shall establish a process to assist in the selection of varsity officials, as well as those officials who are selected to work postseason contests.

20. Observations (State): Leagues and districts shall honor the WOA Observers Pass for admittance to regular season and postseason contests. The WOA Observers Pass will be created and managed by the WOA. Any issues of misconduct or fraudulent use of the pass should be reported to the WOA Commissioner.

21. Sport Specific:

- a. Ninth grade fees are equivalent to the sub-varsity fee.
- b. **Baseball:**
 - (1) Additional innings may be played following the regular contest at the middle school/junior high level. The fee for the additional innings is 15% of the contest fee per inning.
 - (2) Add \$7.00 to the finalized fee when only one official is available at the high school level.
 - (3) Fees for contests that are continued by a different set of officials should be negotiated at the local level.

c. Basketball:

- (1) Contest fee applies to 6 or 8 minute quarters.
- (2) Varsity fee is per official; Sub-Varsity and 7th/8th fee is per crew.
- (3) A fifth quarter may be played by 7th, 8th, and 9th graders. The fee for the fifth quarter is 25% of the contest fee.

d. Football:

- (1) Add \$2.00 to the finalized fee for the referee.
- (2) A fifth quarter may be played by 7th, 8th, and 9th graders. The fee for the fifth quarter is 25% of the contest fee.

e. Gymnastics:

- (1) High School – Fee is for two events. Add an additional \$.50 per competitor for more than 20 competitors in a dual meet, 30 competitors in a tri-meet. For high school tri-meets, increase the finalized dual meet fee by 1/3. For quad meets, double the finalized dual meet fee.
- (2) Add \$7.00 to the finalized fee when only one judge is available at the high school level.
- (3) 7th/8th – Fee is for two events with five competitors per event. When over five competitors per event, per school, add an additional \$.50 per competitor.

f. Soccer:

- (1) Assistant referee/fourth official fee is 70% of the referee fee.
- (2) Add \$7.00 to the finalized fee when only one official is available at the high school level.

g. Softball:

- (1) Additional innings may be played following the regular contest at the middle school/junior high level. The fee for the additional innings is 15% of the contest fee per inning.
- (2) Add \$7.00 to the finalized fee when only one official is available at the high school level.
- (3) Fees for contests that are continued by a different set of officials should be negotiated at the local level.

h. Spirit:

- (1) Fee is for 1-10 performances judged; for 11-14 performances add \$10; for 15-18 performances add \$20; for more than 18 performances add \$30.

i. Volleyball:

- (1) Add \$7.00 to the varsity fee or \$4.00 to the sub-varsity fee when using one official at the high school level.
- (2) Extra games may be played following the regular contest at the middle school/junior high level. The fee for the extra game is 35% of the contest fee.

j. Wrestling:

- (1) Extra matches may be held following the regular contest at the middle school/junior high level. The fee for the extra match is equivalent to the tournament per match fee.
- (2) Exhibition matches shall be the same as the tournament per match fee at the appropriate level.
- (3) Weigh-in Fee: A tournament weigh-in fee of \$50 shall be charged per day (excluding regional tournaments and Mat Classic).
- (4) Tournament Fee / Billing Format: An hourly rate shall be used to bill for individually bracketed wrestling tournaments (excluding regional tournaments and Mat Classic). Double duals, triple duals, etc., and team format tournaments are billed at the per dual match rate.
- (5) Wrestling Tournament Hourly Rate: The baseline hourly rate for tournaments shall be based on a high school varsity 8 person bracket (182 matches), using a four mat five official configuration, taking six hours to complete (182 multiplied by the individual match rate divided by five divided by six = hourly rate per official). The individual match rate is calculated by taking the high school varsity dual match fee and dividing by fourteen, rounding to the nearest \$.25. The hourly rate starts at the scheduled start time of the tournament and is straight running

- time until the last bout sheet is signed. The length of the tournament is rounded to the nearest quarter hour. Hourly rate for sub varsity tournaments is \$2 less than the varsity rate and the rate for a middle school tournament is \$4 less than the varsity rate.
- (6) Wrestling Tournament Assigning Configuration: 2 mats = 3 officials; 3 mats = 4 officials; 4 mats = 5 officials. Any other assigning configuration must be agreed upon by the assigner and athletic administrator, tournament manager or district director prior to the assignment being made. Tournament managers should work with the local assigner if the mat configuration is going to change during the tournament in order to reduce the number of officials when possible.
 - (7) Wrestling Tournament Administration Fee: The administration fee for an individually bracketed tournament (excluding regional tournaments and Mat Classic) shall be 13% of the total officials fees, not to exceed \$100 (8-man bracket), \$150 (12-man bracket), or \$200 (16-man bracket)

22. Mutual Understanding:

a. School:

- (1) Provide Association/Board with the names, email addresses, and telephone numbers (including cell phone numbers) of the Athletic Administrator and Head Coach to the assigner for the specific sport.
- (2) Provide schedules in a timely fashion. Specific date to be established with each local Association/Board.
- (3) Provide schedule changes in writing that specifically delineates the change (not just another complete schedule) after confirming availability of officials with the assigner.
- (4) Contest management will greet the officials upon arrival at the site and be available throughout the contest. Contest management cannot be an individual who has coaching responsibilities for the contest.
- (5) Provide adequate dressing rooms and shower facilities. A school's Athletic Administrator and the Association/Board representative shall communicate regarding specific problems with facilities.

b. Association/Board:

- (1) Provide schools with the names, email addresses, and telephone numbers (including cell phone numbers) of at least two Association/Board contacts.
- (2) Assigning guidelines shall be established by the Association/Board.
- (3) Confirm coverage of the scheduled events with a notification to the athletic administrator at least two days prior to the contest (when possible). Providing access to ArbiterSports shall serve as notification of assignments.
- (4) Adhere to all conditions as set forth and outlined by the WOA as it pertains to background checks.

23. General Provisions:

- a. Disagreements between schools and Associations/Boards that cannot be resolved at the local level shall be directed to the WIAA District Director for mediation. If the issue cannot be resolved by the District Director, the matter will be directed to the WIAA Executive Director and WOA Commissioner for resolution.
- b. Unless otherwise provided, any disputes over the terms of this agreement or issues not outlined in the agreement shall be directed to the WIAA Executive Director and WOA Commissioner for resolution.
- c. District Directors and local Association/Board representatives may come to a mutual agreement to accommodate unique situations. These agreements may not supersede, but may be an addendum to the statewide agreement.
- d. If any provisions of this Agreement shall be held to be invalid or unenforceable, the remainder of this agreement shall not be affected, and each provision hereunder shall be valid and enforceable to the fullest extent permitted by law.
- e. Nothing in this Agreement shall interfere with the independent judgment and discretion of officials assigned to a contest.

The following Frequently Asked Questions (FAQs) are provided to assist in answering questions regarding certain administrative issues which may arise under the Agreement. The answers to these FAQs are not part of the Agreement and are subject to change without notice.

What is a Confirmed Contest? A confirmed contest is one that appears in ArbiterSports and has officials who have accepted the assignment. If the contest is not in ArbiterSports or there are no officials or an insufficient number of officials who have accepted the assignment to the contest, the contest is not considered confirmed. It is the responsibility of the athletic administrator to confirm the contest schedule in ArbiterSports throughout the season. Checking the schedule at the beginning of the year does not constitute verification. The expectation is that the athletic administrator will routinely log in to ArbiterSports to make sure their schedule is accurate in hopes of minimizing the opportunity for a missed assignment. This is especially critical for sports where weather-related cancellations and reschedules occur. There is also the expectation that assigning secretaries will notify a school that coverage is not available for a given date so the schools have an opportunity to notify the opponent in a timely manner that officials are not available.

Examples:

Case 1: On April 1, the athletic administrator for School A checks ArbiterSports and finds there are two officials who have accepted the assignment for the varsity game on April 4 (ArbiterSports shows 2/2 in green). The contest is confirmed.

Case 2: On April 1, the athletic administrator for School A checks ArbiterSports and finds that no umpires have accepted the assignment for the game on April 4 (ArbiterSports shows 0/2 in red, 1/2 in red or amber, or 2/2 in amber). The contest is not confirmed. The athletic administrator should contact the assigner. If there are issues with finding officials to work the contest, the assigner should contact the school to let them know there are no officials available and to provide the school with options on contacting another association/board or rescheduling the contest.

Case 3: On April 1, the athletic administrator for School A checks ArbiterSports and finds out the game on April 4 is a confirmed contest. On April 3, one of the confirmed officials suffers an injury causing the official to be removed from the contest. The assigner needs to call School A to notify them of the change in game status and that there is only one official confirmed for the game. If there are no available officials to replace the injured official, School A may choose to play the game with one official or reschedule the game.

Case 4: School A cancels a confirmed contest due to weather-related problems. Although School A would like to reschedule the contest for the next day, the assigner takes the request for the reschedule, but the contest is not confirmed until officials have accepted the new assignment. Since there is such short timeframe with the requested reschedule, the assigner should confirm the assignment with a phone call to School A.

Case 5: School A cancels a confirmed contest due to weather-related problems and would like to reschedule the game for the following week. Due to the number of reschedules that come in on this particular day, the assigner forgets to change the date of the game. School A does not verify the game schedule until the morning of the requested reschedule. At this time, School A notices the game has not been added to the schedule and, therefore, is not a confirmed contest. School A contacts the assigner immediately and the error is rectified. Officials have accepted the assignment and the assigner notifies School A the contest is now confirmed.

Case 6: Same scenario as Case 5, except School A does not verify the status of the rescheduled contest. Since no one verified the status, the error is not discovered until game time. At this point, there is no opportunity to assign officials to the contest. This would not be considered a confirmed contest. Both the home and away athletic administrators must verify a rescheduled contest in order to avoid missing a contest.

What happens in the case of a partial crew no-show? If some of the assigned officials show for a contest, yet not all the assigned officials show, the contest may still be played. If the host school chooses to cancel and reschedule the contest, the officials shall be paid and there will be no penalty assessed. If there are not enough officials present to play the contest, the no-show policy will be in effect.

What happens when the school only requests one official? The "No-Show Policy" will not be in effect if only one official is requested by a school. The probability of the game not being played due to a no-show increases when only one official is requested.

What is included in the visiting team's travel costs? The team travel costs shall consist of the expense related to the van/bus involved to transport the team. The expense must be documented and may only include the costs of fuel and the drivers' hourly rate (benefits are not included).

How is the penalty for no-show handled? The penalty for a "no-show" should be addressed in the constitution/by-laws of the local association/board. Upon collecting the penalty, per the guidelines established by the local association/board, the amount should be remitted to the school in the form of payment or credit for future services (per association/board operating procedures). The local association/board serves as the conduit to facilitate the "no-show" penalty, but is not solely responsible for payment of the penalty.

What is the procedure to reschedule a cancelled game? Prior to rescheduling a contest, the athletic administrator should communicate with the local association/board to find out if officials are available for the potential re-scheduled contest. Rescheduling a game without contacting the officials' association/board can lead to more work and frustration for the athletic administrator. Lack of available officials for a rescheduled contest does not constitute an emergency as it pertains to the officials' section of the WIAA Handbook.



OFFICIALS' DUE PROCESS

- I. **DUE PROCESS PROCEDURES** - The following sections are the procedures for a registered official to appeal a suspension, expulsion, or disciplinary action to officiate a sports activity.
- II. **PURPOSE** - The purpose of these provisions is to prescribe in detail the procedure whereby an official who wishes to contest the reason(s) for his/her suspension, expulsion, or disciplinary action to officiate a sports activity under standards established by the Washington Officials Association. The official shall be afforded a fair opportunity to petition the appropriate governing board(s) of the local Association/Board and/or request the WOA to obtain a full and open review.
- III. **PROCEDURE FOR THE SUSPENSION OR EXPULSION OF AN OFFICIAL - WAIVER** - Each Officials' Association/Board President or his/her designee(s) having reasonable cause to believe that an official is ineligible to officiate in or continue as an official under the Rules and Regulations of the WOA shall provide the official with notice of his/her ineligibility either by certified mail or by delivering said notice in person. The notice shall:
- A. Specify the reason(s) for the suspension, expulsion and the rule being violated;
 - B. Advise the official of his/her opportunity to request a hearing in order to contest the reason(s) for or the allegations of such suspension or expulsion;
 - C. State that a written petition for a hearing must be postmarked or received by the local association/board president or designee, on or before the expiration of the third business day after receipt of the expiration of the third business day after receipt of the Notice or Opportunity for a Hearing;
 - D. Specify how the petition for hearing can be served upon the local association/board president or designee by providing an address;
 - E. Provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein.

Failure to request a hearing in the manner hereinafter described within three (3) business days following the date of receipt of the written notice of suspension, expulsion shall be deemed a waiver of the right to a hearing and the appeal procedures which govern determinations of suspension, expulsion under the standards established by the WOA.

- IV. **NOTICE AND DECISION PROVISIONS - CONSTRUCTION OF DATES** - The notice and decision provision contained in the hearing and appeals procedures as herein set forth shall correspond with calendar days. In computing any period of time prescribed or allowed by these rules the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, Sunday or legal holiday, in which event, the period runs until the next day which is neither a Saturday, Sunday nor a legal holiday.
- V. **OFFICIALS DISCIPLINARY COMMITTEE** - The governing board in each Association/Board shall appoint a committee composed of (assoc/bd board members) which shall be known as the (name).

The Ethics and Grievance Committee shall be authorized to hear and decide cases involving the suspension or expulsion of officials to officiate in sports activities pursuant to the standards established by the WOA.

VI. (name) _____ COMMITTEE - THE PETITION - Any official may request a hearing before the (name) _____ Committee in order to contest the reason(s) for any alleged violation under the standards established by the WOA. The person(s) requesting such a hearing shall be known as the petitioner. A request for a hearing in the form and manner described herein shall be known as a petition. A petition shall: (a) be written; (b) set forth the specific reason(s) supporting the officials eligibility in response to the allegation of violations; (c) be signed by the petitioner(s), and (d) be submitted to the (name) _____ Committee with such completed forms prescribed herein.

VII. (name) _____ COMMITTEE - THE HEARING - Upon receipt of a petition properly submitted in the manner described above, the (name) _____ Committee shall schedule a hearing as expeditiously as possible. Written notice of the time and place of the hearing shall be delivered to the petitioner in person or by certified mail, with return receipt requested, no later than three (3) calendar days prior to the date of the hearing. The hearing may be open or closed upon request of the petitioner.

The petitioner may represent himself/herself or be represented by such other person as he/she may desire. The Petitioner shall have the opportunity to testify, present and cross examine witnesses, as well as to introduce affidavits, exhibits and such other evidence as may be deemed relevant and material by the Committee.

The (name) _____ Committee may continue the hearing once for a reasonable period of time when in the judgment of the Committee such a continuance is determined to be necessary to a fair and proper disposition of the petition.

A tape recording or verbatim record of the hearing shall be made in connection with each petition considered by the (name) _____ Committee.

VIII. (name) _____ COMMITTEE - THE DECISION - At the conclusion of the hearing and after a full and complete consideration of the evidence presented in support of the petition, the (name) _____ Committee shall either (a) grant the petition, (b) deny the petition, or (c) take the petition under advisement for a period not to exceed two (2) calendar days. The decision of the (name) _____ Committee shall be written and shall include specific findings and conclusions which support the particular determination. A copy of the decision of the (name) _____ Committee shall be delivered to the petitioner in person or sent by certified mail, with return receipt requested, within two (2) calendar days following the date of the hearing.

The decision of the (name) _____ Committee shall be based solely upon the facts and arguments presented during the hearing.

In the case of a decision of the (name) _____ Committee to deny the petition for eligibility, the Petitioner shall be provided, in addition to a copy of the written decision, copy of the procedure and forms required in order to appeal to the Regional Committee.

When the (name) _____ Committee denies the petition, the official is ineligible for (sport) _____.

IX. APPEAL TO THE WOA REGIONAL COMMITTEE - Any official aggrieved by a decision from the (name) _____ Committee may appeal to a Regional Committee using the same procedure as previously stated beginning **6.16** - _____ **Committee - The Petition.**

- X. APPEAL TO THE WOA EXECUTIVE BOARD -** Any official aggrieved by a decision of the (name) _____ Regional Committee may appeal to a panel of the Executive Board of the WOA. The Executive Board shall be divided into two panels for the purpose of hearing and deciding appeals. Panel 1 shall consist of those members elected from Region 1, 2, 3, and 4. Panel 2 shall consist of those members elected from Regions 5 and 6. A majority of at least three (3) members is necessary to hear and decide an appeal. Any member of the panel who has previously been involved either as a witness, advisor or decision-maker in an appeal prior to its reaching the Executive Board shall disqualify himself/herself and the remaining members of the panel or 50 percent of them may appoint either the (name) _____ or an (name) _____ to hear and decide the appeal as a panel member.

Upon receipt of a notice of appeal in the form and matter provided herein, the Executive Board may, upon the written request of the petitioner-appellant, stay the decision of the (name) _____ Regional Committee. A decision to stay the decision of the (name) _____ Regional Committee shall be written and delivered to the petitioner-appellant in person or by certified mail, with return receipt requested, no later than five (5) calendar days following the date of receipt of the notice of appeal.

- XI. APPEAL TO THE WOA EXECUTIVE BOARD - THE NOTICE OF APPEAL -** An aggrieved official wishing to appeal the decision of the (name) _____ Regional Committee shall file a notice of appeal with the Chairman of the Executive Board on or before the tenth (10th) calendar day following the date of receipt of the written decision of the (name) _____ Regional Committee denying the petition. Failure to file a notice of appeal in the form and manner described herein shall be deemed a waiver of the right to appeal, and the decision rendered by the (name) _____ Regional Committee shall constitute the final determination in the case. The notice of appeal shall (a) be written, (b) be signed by the petitioner-appellant, (c) set forth the specific error(s) complained of which form the basis of appeal, and (d) be accompanied by such completed forms as the Executive Board of the WOA may prescribe as now or hereafter amended.

An appeal to the Executive Board shall require the Board to schedule a hearing to commence on or before the tenth (10th) calendar day following the date of receipt of the written notice of appeal. Written notice of the time and place of the hearing shall be delivered to the petitioner-appellant in person or by certified mail, with return receipt requested, no later than five (5) calendar days prior to the date of the hearing.

- XII. EXECUTIVE BOARD - THE HEARING -** The hearing before the Executive Board shall be limited to a review of the record of the hearing conducted before the Committee.

In the review of the record the decision of the Executive Board shall be based solely upon the record of the hearing conducted by the (name) _____ Regional Committee and may include additional evidence oral or written when in the opinion of the Executive Board, such evidence is deemed relevant and material to a fair and proper disposition of the appeal. Upon receipt of additional evidence by the Executive Board, the parties shall be afforded a reasonable opportunity to contest such evidence.

A tape recording or verbatim record shall be made of the hearing.

- XIII. EXECUTIVE BOARD - THE DECISION -** The decision rendered by the Executive Board shall be written and shall include specific findings and conclusions which support the particular determination. The decision of the Executive Board shall either affirm or reverse the decision of the Regional Committee solely upon the facts and additional evidence, if any, presented in each case.

A copy of the written decision of the Executive Board in each case shall be delivered to the petitioner-appellant in person or by certified mail, with return receipt requested, as expeditiously as possible but in no case later than five (5) calendar days following the date of the conclusion of the hearing.

Any official who remains aggrieved by a decision of the Executive Board may appeal to the Superior Court.



OFFICIALS' GRIEVANCE PROCEDURES

- I. **GRIEVANCE PROCEDURE** - The following sections are the procedures for a duly registered official to initiate a grievance against policy and procedures of a local Association/Board in relationship to his/her duties as a sports official.
- II. **PURPOSE** - The purpose of these provisions is to prescribe in detail the procedure whereby an official wishes to initiate a grievance against his/her officials Association/Board.
- III. **DEFINITIONS** - A **grievant** shall mean a registered, active member official making an allegation of a violation, misinterpretation, or misapplication of the specific Association/Board adopted policies and/or constitution.

A **grievance** shall mean an allegation by a grievant that a specific provision (or a lack of a provision) in the policies and/or constitution of the Association/Board has been violated, misinterpreted, misapplied (or simply not addressed.)

Days shall mean calendar days, unless otherwise specified in these procedures.
- IV. **LIMITATIONS** - All formal grievances shall be initiated by a grievant within five (5) days of the date such grievance is discovered or reasonably should have been discovered. A grievance not presented in accordance with the foregoing shall be considered waived by the grievant and will be denied. The grievance procedures herein shall be the method by which grievances are resolved.
- V. **INFORMATION PROCEDURES** - A grievant shall attempt to resolve the situation by an informal conference with the appropriate Association/Board officer(s) or designee(s).

Two (2) days shall be allowed for this informal process and possible resolution.

A grievance involving more than one member, shall be dealt with as one grievance, unless separate and specified allegations are evidenced by the grievance.
- VI. **FORMAL PROCEDURE** - Within the time period the grievant shall present in writing the specified allegations on the proper forms. The date for a hearing will be set within five (5) days after receipt of the written allegations. A decision on the grievances shall be within two (2) days. A written decision to the grievant shall be forthcoming within three (3) days following the hearing.

The Association/Board Grievance Committee shall hear the grievance.
- VII. **APPEAL** - If the decision of the Grievance Committee is not accepted, or the decision fails to meet the above deadlines, or the grievance procedures have not been adhered to, the grievant shall have five (5) days to file an appeal.

An appeal hearing shall be set by the Regional Grievance Committee within ten (10) days upon receipt of the appeal.

The appeal shall be heard by the Regional Grievance Committee. A decision of this committee shall be forthcoming within two (2) days and a written resolution to the grievant shall be sent within five (5) days following the conclusion of the hearing.

VIII. APPEAL- If the decision of the Regional Grievance Committee is not accepted, or the decisions fails to meet the above deadlines, or the grievance procedures have not been adhered to, the grievant shall have five (5) days to file an appeal.

An appeal hearing shall be set by the WOA Executive Board Grievance Committee within ten (10) days upon receipt of the appeal.

The appeal shall be heard by the WOA Executive Board Grievance Committee. A decision of this committee shall be forthcoming within two (2) days and a written resolution to the grievant shall be sent within five (5) days following the conclusion of the hearing.

WOA Appeals Process for Situations Involving an Association/Board

1. The WOA Commissioner investigates potential misconduct involving a local association/board.
2. The WOA Commissioner notifies the local association/board of a potential violation and schedules a meeting for a local hearing panel.
3. A local hearing panel, consisting of three representatives (three non-sport specific representatives, if football, then three non-football representatives) to hear the potential violation.
4. The decision of the local hearing panel may be appealed to a regional appeal panel.
5. The regional appeal panel will consist of three representatives (three non-sport specific representatives, if football, then three non-football representatives).
6. The decision of the regional appeal panel may be appealed to the WOA Executive Board.
7. WOA Executive Board rulings are final.

The WOA Commissioner shall appoint the necessary hearing panel members in consultation with the WOA Contact for the respective associations/boards. Panel members must be rotated and no one association/board may be utilized more than once until all potential associations/boards have been used and/or declined. A record of whom and the number of times a representative from an association/board has served on this panel shall be kept track of by the WOA Commissioner for review upon request.

OTHER INCLUSIONS IN THE GRIEVANCE BYLAWS

1. **REPRESENTATION AT HEARINGS** - Spell out who may be allowed to be present at the hearing and whether open or closed by choice of grievant or hearing body.
2. **DELIBERATIONS DURING EXECUTIVE SESSION** - Is grievant allowed to be at these sessions?
3. Will there be any time limit exceptions. Must spell out allowable exceptions.
4. There must be a statement of no reprisals for filing a grievance.
5. Copies of grievances shall be maintained in the Association/Board grievance file (not in the grievant's file) with copies to the WOA Grievance Committee file located in the WIAA office.
6. In processing and filing grievances, the proper forms shall be used.

FORMS:

[Eligibility Form 1: Local Association/Board to Official](#)

[Appeal Form 2: Official to Local Association/Board](#)

[Eligibility Form 3: Local Association/Board to Official](#)

[Appeal Form 4: Official to Regional Committee](#)

[Eligibility Form 5: Regional Committee to Official](#)

[Appeal Form 6: Official to WOA Executive Board or Commissioner](#)

[Eligibility Form 7: WOA Executive Board or Commissioner to Official](#)

Consistent with the above rule, please be advised that the undersigned has reasonable cause to believe that you are presently ineligible to officiate in an interscholastic activity _____ (name of interschool activity) under the rules of the WOA for the following specific reasons:

Please be advised that you have a right to request a hearing before the _____ Committee for your Association/Board in order to contest the above reason(s) for alleged ineligibility. Failure to request hearing with in three (3) business days following the date of receipt of this written notice of alleged ineligibility shall be deemed a WAIVER of the right to a hearing and the appeal procedures which govern determinations of eligibility under the standards established by the WOA.

Attached to this written notice you will find the necessary forms which must be completed and forwarded in a timely manner to the _____ Committee in order to contest the reason(s) of alleged ineligibility set forth in this written notice.

This petition must be mailed to the Secretary of the _____ Committee for your Association/Board whose name and address is: _____

Dated this _____ day of _____, 20__.

President Assoc./Bd. or his/her Designee

Signature of Official

Date

(Assoc./Bd. should retain a copy of this form or record the official date of its completion.)



**WASHINGTON OFFICIALS ASSOCIATION
(From Official to Local Association / Board)**

2

Notice of Appeal to the _____

The person(s) subscribing their names below hereby appeal the decision of the _____ Committee to the _____

This notice of appeal is submitted pursuant to the appeal procedures established by the Washington Officials Association and set forth in the _____ of Rules and Regulations, and is based upon the facts stated and/or alleged as follows:

Name of (Petitioner/Appellant) _____

Present Address _____ Zip _____

Association/Board _____

Date upon which the petitioner/appellant received the written decision of the _____
_____ Committee which denied eligibility _____
_____.

The following written information must accompany this NOTICE OF APPEAL:

(a) A copy of the written decision of the _____ Committee.

(B) An explanation of the specific error(s) complained of by the petitioner/appellant which form the basis of the subject appeal.

Dated this _____ Day of _____, 20____.

Signature of Petitioner/Appellant
or Attorney Representative

This NOTICE OF APPEAL must be mailed to:

PLEASE NOTE THAT FAILURE TO ESTABLISH FACTS AND PROVIDE COPIES OF DOCUMENTS AS REQUIRED BY THIS NOTICE OF APPEAL WILL PREVENT THE _____ BOARD FROM EXERCISING JURISDICTION AND CONDUCTING A HEARING ON THE MATTER.

SHOULD THE PETITIONER/APPELLANT WISH TO REQUEST A STAY OF THE DECISION OF THE _____ COMMITTEE, SUCH A REQUEST MUST BE WRITTEN AND ATTACHED TO THIS NOTICE OF APPEAL WHEN MAILED TO THE _____.



**WASHINGTON OFFICIALS ASSOCIATION
(Association/Board to Official)**

3

**From _____ Committee
Notice of Hearing, date and time
for the local Official Association**

To:

Official _____

The following notice of hearing is hereby provided pursuant to the petition submitted to the _____ Committee by _____ dated _____, 20__, and received by the _____ Committee on _____, 20__.

Please be advised that at _____ (a.m.) (p.m.) on _____ 20__, at _____ a hearing will be conducted by the _____ Committee pursuant to the procedures set forth in the Rules and Regulations of the Washington Officials Association.

Signature of _____ Committee

Date



**WASHINGTON OFFICIALS ASSOCIATION
(From Official to Regional Committee)**

4

Notice of Appeal to the _____

The person(s) subscribing their names below hereby appeal the decision of the _____ Committee to the _____

This notice of appeal is submitted pursuant to the appeal procedures established by the Washington Officials Association and set forth in the _____ of Rules and Regulations, and is based upon the facts stated and/or alleged as follows:

Name of (Petitioner/Appellant) _____

Present Address _____ Zip _____

Association/Board _____

Date upon which the petitioner/appellant received the written decision of the _____
_____ Committee which denied eligibility _____
_____.

The following written information must accompany this NOTICE OF APPEAL:

(a) A copy of the written decision of the _____ Committee.

(B) An explanation of the specific error(s) complained of by the petitioner/appellant which form the basis of the subject appeal.

Dated this _____ Day of _____, 20____.

Signature of Petitioner/Appellant
or Attorney Representative

This NOTICE OF APPEAL must be mailed to:

PLEASE NOTE THAT FAILURE TO ESTABLISH FACTS AND PROVIDE COPIES OF DOCUMENTS AS REQUIRED BY THIS NOTICE OF APPEAL WILL PREVENT THE _____ BOARD FROM EXERCISING JURISDICTION AND CONDUCTING A HEARING ON THE MATTER.

SHOULD THE PETITIONER/APPELLANT WISH TO REQUEST A STAY OF THE DECISION OF THE _____ COMMITTEE, SUCH A REQUEST MUST BE WRITTEN AND ATTACHED TO THIS NOTICE OF APPEAL WHEN MAILED TO THE _____.



**WASHINGTON OFFICIALS ASSOCIATION
(Regional Committee to Official)**

5

**Notice of Hearing by
Washington Officials Regional Committee**

To:

Official _____

The following notice of hearing is hereby provided pursuant to the notice of appeal submitted by _____ dated _____, 20__, and received by the _____ on _____, 20__.

Please be advised that at _____ (a.m.) (p.m.) on _____ 20__, at _____ a hearing will be conducted by the _____ pursuant to that body's Handbook of Rules and Regulations.

Signature of Chairman

Address

Date



WASHINGTON OFFICIALS ASSOCIATION
(From Official to _____ State Executive Board
or _____ Commissioner) *please check one*
6
Notice of Appeal to the _____

The person(s) subscribing their names below hereby appeal the decision of the _____ Committee to the _____

This notice of appeal is submitted pursuant to the appeal procedures established by the Washington Officials Association and set forth in the _____ of Rules and Regulations, and is based upon the facts stated and/or alleged as follows:

Name of (Petitioner/Appellant) _____

Present Address _____ Zip _____

Association/Board _____

Date upon which the petitioner/appellant received the written decision of the _____ Committee which denied eligibility _____

The following written information must accompany this NOTICE OF APPEAL:

(a) A copy of the written decision of the _____ Committee.

(B) An explanation of the specific error(s) complained of by the petitioner/appellant which form the basis of the subject appeal.

Dated this _____ Day of _____, 20____.

Signature of Petitioner/Appellant
or Attorney Representative

This NOTICE OF APPEAL must be mailed to:

PLEASE NOTE THAT FAILURE TO ESTABLISH FACTS AND PROVIDE COPIES OF DOCUMENTS AS REQUIRED BY THIS NOTICE OF APPEAL WILL PREVENT THE _____ BOARD FROM EXERCISING JURISDICTION AND CONDUCTING A HEARING ON THE MATTER.

SHOULD THE PETITIONER/APPELLANT WISH TO REQUEST A STAY OF THE DECISION OF THE _____ COMMITTEE, SUCH A REQUEST MUST BE WRITTEN AND ATTACHED TO THIS NOTICE OF APPEAL WHEN MAILED TO THE _____.



WASHINGTON OFFICIALS ASSOCIATION
(_____ State Executive Board or _____ Commissioner to Official)
please check one

7

**Notice of Hearing by
Washington Officials Association Executive Board of Directors**

To:

Official _____

The following notice of hearing is hereby provided pursuant to the notice of appeal submitted by _____ dated _____, 20____, and received by the _____ on _____, 20____.

Please be advised that at _____ (a.m.) (p.m.) on _____ 20____, at _____ a hearing will be conducted by the _____ of the _____ pursuant to that body's Handbook of Rules and Regulations.

Signature of Chairman

Address

Date