

2016-17 WIAA DEFINITION OF HARDSHIP

The student must provide information, in detail, as to what hardship condition, as defined below, prevented the student from complying with WIAA rules.

18.26.1 Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the student's, or where applicable, the parents' or legal guardian's control, that are deemed to have significantly influenced or contributed to the student's non-compliance to the eligibility regulation(s) involved. (The following criteria shall be used to determine if a hardship exists):

- A. A hardship exists when some unique circumstances concerning the student's physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit.
- B. There must be no reason to believe that the decision and/or the execution of the decision concerning the student's transfer was for athletic purposes.
- C. The circumstances must be totally different from those that exist for the majority or even a small minority of students (e.g., usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school's curriculum or extracurricular activities do not constitute a hardship).
- D. The burden of providing evidence that a hardship exists shall be borne by the student.
- E. There shall be a direct, causal relationship between the alleged hardship and the student's inability to meet the specific eligibility rule(s).

18.26.2 Exceptions to student eligibility regulations based upon a hardship shall be subject to the following limitations:

- A. Loss of eligibility in itself or an injury in itself that prevents the student from being able to participate are not to be considered hardships. In addition attending a school that does not offer interscholastic activities is not to be considered a hardship, nor shall it justify extending eligibility beyond the four (4) consecutive year period allowed.
- B. A hardship exception shall not be granted if there is sufficient evidence to make it reasonable to believe that the non-compliance to the eligibility rule in question was motivated by the student's parents or school's efforts to gain a desired athletic outcome or to intentionally circumvent a rule, or
- C. To grant additional eligibility based upon a hardship condition, a student must demonstrate that normal progression toward graduation has been significantly interrupted as a result of either a long-confining illness (which can include a learning disability), an injury, or a family hardship, and that the interruption prevented the student from graduating in four (4) consecutive years.

PLEASE READ THIS (STUDENT/PARENT/GUARDIAN GUIDLINES)

Many appeals are denied because the student, parents or school do not provide documents to support their claims of a hardship. The following are examples of documents that could be important in supporting an appeal:

FINANCIAL HARDSHIP

- Documents that demonstrate a family's loss of income due to employment or other issues (i.e. w-2 forms, pay stubs, income tax returns, letter from employer).
- Documents that demonstrate an increase in expenses (i.e. increase in private school tuition and additional cost, decrease in financial aid.
- Documents that demonstrate unexpected bills (i.e. medical bills or property losses).

HARASSMENT or DEPRESSION:

- Documents showing that a problem was present at school and attempts to address the problem were made i.e., letters from previous school's teachers, counselors, or administrators.
- Letters from licensed health care professionals documenting diagnosis and treatment for the student.
- Statements from security staff or police reports dealing with incidents of harassment. (social media blogs, messages, text, exchanges dealing with harassment incidents)

MOVEMENT BETWEEN PARENTS OR CHANGE IN THE FAMILY UNIT

- Documents showing that the birth parents are either **legally** separated or divorced.
- Document showing that a third party has been declared the legal guardian by a court action. A notarized letter is not enough!

MEDICAL PROBLEMS

- If you are claiming that a medical condition was the cause of a hardship, provide medical records or letters from a licensed health care professional to demonstrate and explain the impact of the condition.
- In the case of special needs student, provide IEP's/504's, school counselor, psychologists reports, and other school district evaluation tools.

******Remember, the burden of proof is up to the student and the family. The committee requires proof and cannot accept the student or the parent's word as fact. Provide documents that support your claims.**

2016-17 WIAA SCHOOL ELIGIBILITY CHECKLIST (TO BE COMPLETED BY ATHLETIC DIRECTOR)

Student Name _____ Date Appellant Notified Ineligible _____

Year of Eligibility 1 2 3 4 5

This checklist is designed for use by school personnel responsible for reviewing and verifying WIAA eligibility requirements. The checklist does NOT include criteria or standards established by individual schools or districts.

Regulation	Standard	Yes	No	Comment or Question
Physical Exam passed and filed 17.11.0	The physical examination shall be valid for twenty-four (24) consecutive months to the date unless otherwise limited by local school district policy or when the physician indicates the physical is only good for less than twenty-four (24) consecutive months.			
Age _____ 18.4.0 Birthdate _____	<p style="text-align: center;"><u>Fall</u> <u>Winter</u> <u>Spring</u></p> <p>HS under 20 Sept. 1 Dec. 1 Mar. 1</p> <p>JH under 16 June 1</p> <p>MS under 15 June 1</p>			
Regular member of member school. 18.5.0	Enrolled half-time or more, exclusive of interscholastic athletic activities. Enrollment date _____			
Scholarship 18.7.0	Maintain passing grades in a minimum of: 3 classes in a 4 period class schedule or the equivalent credits 4 classes in a 5 period class schedule or the equivalent credits 5 classes in a 6 period class schedule or the equivalent credits 6 classes in a 7 period class schedule or the equivalent credits 7 classes in an 8 period class schedule or the equivalent credits RUNNING START COURSES EQUIVALENT One- 5credit quarter course One high school credit One-3 credit semester course One high school credit			
18.7.1	Seniors on track to graduate may enroll in one less class than the minimum number of classes required for other students. They must maintain passing grades and cannot drop or withdraw from a class to remain eligible.			
Previous Semester 18.8.0	Student has met criteria for a previous semester/trimester.			
Regular Attendance 18.9.0	Student enrolled and in regular attendance the first 15 days of current semester (10 days for trimester).			
Residence 18.10.0	Student resides with parent(s) in this school district and school service area. A school district may be public or private and a private school district shall be considered separate and distinct from a public school district.			
Transferring Students 18.11.0	In order to be eligible for varsity competition, transferring students must meet the transferring student requirements of 18.11.1, 18.11.2, 18.11.3, or be granted a waiver under 18.13.0 and 18.26.3			
Season Limitations 18.14.0	After entering or being eligible to enter the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility.			
Sports Participation 18.26.3A	A transferring student has not participated at the school level or club/community equivalent in that sport for one (1) year prior to his/her transfer.			
Illegal Recruiting 24.0.0	Efforts to induce students to enroll or continue to be enrolled in a member school because of the students' special talent or skill is considered recruiting. Recruiting of students or attempted recruiting of students for athletic purposes is prohibited, regardless of their residence.			

2016-17 FORM CHECKLIST (TO BE COMPLETED BY APPELLANT/FAMILY)

Student's Name

Date Enrolled

Current School

Date Appellant Notified Ineligible

You have received this packet of information because you have been declared ineligible according to WIAA Rules and Regulations. The attached forms are to be completed and faxed or mailed to the WIAA District Eligibility Chairperson within the time limits stated below, and include all support documentation as listed below.

FORMS		TO BE COMPLETED BY	MANDATORY FOR
Form 1	What to Expect at the District Hearing	Student/Parent/Guardian	All Appellants
Form 2	Notice of Ineligibility – School Report	School Principal/Athletic Director	All Appellants
Form 3	Student Notification Preference	Student	All Appellants
Form 4	Student Information/Statement	School Principal/Athletic Director	All Appellants
Form 5	Parent/Guardian Statement	Parent/Guardian	All Appellants
Form 6, Part 1	Previous School Statement	School Principal/Athletic Director	Transferring Appellants
Form 6, Part 2	Current School Statement	Previous/Current School Administrator	All Appellants
Form 7	Graduation Plan	School Principal/Counselor	Season Limitation Appellants
	International/Cultural Exchange	School Principal/Athletic Director	All Exchange Appellants

*International/Cultural Exchange form must be submitted to the school's designated eligibility chairperson. Form can be found at the WIAA website.

ATTACHMENTS**INSTRUCTIONS****MANDATORY FOR**

Complete/Current Transcript

Must Be Attached With Appeal Forms

All Appellants

Other Supporting Documents

May Be Included With Appeal Forms

All Appellants

Please Print Appellant's Name

Signature of Appellant's Name

Date

Please Print Parent(s)/Guardian(s) Name

Signature of Parent(s)/Guardian(s)

Date

FORM 1: 2016-17 WHAT TO EXPECT AT THE WIAA DISTRICT ELIGIBILITY HEARING (TO BE COMPLETED BY APPELLANT/FAMILY/ATHLETIC DIRECTOR)

You may bring anyone to the hearing who wishes to speak on your behalf. Please note that if you intend to bring an attorney to the hearing you must notify the committee chairman by email at least 72 hours prior to the hearing date. Should legal counsel be brought to the hearing without prior notification, the committee chairman may postpone the hearing until such time as the committee can secure its own legal representation.

It is important that you come to the hearing prepared to present information and/or documentation that will support your claim of hardship. We cannot overstate the importance of you being able to “prove” your claim of hardship. While the hearing is not a trial and the committee wants to believe all statements made; your chance of approval is improved if you present information and/or documents that support your claim of hardship.

The Eligibility Committee will be made up of Athletic Directors and building administrators from schools within the Washington Interscholastic Activities Association. **All information presented to the committee at the hearing is treated with the highest degree of confidentiality.** However, any accusations will need to be validated and we will go to the source and address any issues you may state. The hearing will last approximately thirty (30) minutes.

What follows is a basic outline of the hearing procedures:

- The “hearing” portion of the appeal, by rule, will be tape recorded.
- The committee chairman will introduce themselves, ask for the student and guest to introductions and have the committee introduce themselves.
- The chairman will read an explanation of the WIAA’s definition of hardship into the hearing recorder.
- The student will be asked to explain, in detail, those events and situations that have created the hardship.
- Any individuals who may wish to speak regarding the appeal will be given an opportunity to address the Eligibility Committee and the student.
- The members of the Eligibility Committee will have an opportunity to ask questions.
- The student will be given an opportunity to make a closing statement.
- The committee chairman will make a closing statement.

Please note: **Request for appeals must be received by the District Eligibility Chair no later than three (3) school business days from the date the student received written notification of alleged ineligibility from the school district superintendent or his/her designee(s). (WIAA Rule 19.3.6)**

Fall:

Girls and Boys Cross Country
Football
Girls and Boys Golf
Girls and 1B/2B Boys Soccer
Girls Swimming and Diving
Girls and Boys Tennis
Girls Volleyball

Winter:

Girls and Boys Basketball
Girls Bowling
Girls Gymnastics
Boys Swimming and Diving
Girls and Boys Wrestling

Spring:

Baseball
Girls and Boys Golf
1A, 2A, 3A, 4A Boys Soccer
Softball
Girls and Boys Tennis
Girls and Boys Track and Field

Please Print Appellant’s Name

Signature of Appellant’s Name

Date

Please Print Parent(s)/Guardian(s) Name

Signature of Parent(s)/Guardian(s)

Date

Please Print Athletic Director Name

Signature of Athletic Director

Date

**FORM 2: 2016-17 NOTICE OF INELIGIBILITY AND PETITION FOR DISTRICT APPEAL HEARING
(TO BE COMPLETED BY APPELLANT/FAMILY/ATHLETIC DIRECTOR)**

Print Appellant Name

Name of School

Appellant's Age Appellant's Date of Birth

School District

Current Home Address Apt #

Year in School 9 10 11 12

City Zip + 4

Please indicate the WIAA activity(ies) that you anticipate participating in and/or continue to participate in:

Parent(s) Name

FALL: _____

WINTER: _____

Parent(s) Home Address (if different from above)

SPRING: _____

The undersigned has reasonable cause to believe that you are presently ineligible to participate in some or all interscholastic activities under the rules of the Washington Interscholastic Activities Association. The relevant WIAA rules are checked below:
 Age Limitation – Article 18.4 Student Member – Article 18.5 Scholarship – Article 18.7
 Previous Semester – Article 18.8 Transfer – Article 18.10/11/13 Season Limitations – Article 18.14*
 Other (Explain) _____

***NOTE: Season Limitation appellants must provide a written graduation plan (Form 7 in packet) signed by a school official, a complete transcript, current school progress report, and attendance record and/or current class schedule.**

Date Appellant notified of Ineligibility: _____ Who Notified Appellant: _____

Have you ever had an athletic appeal before? Yes No Date of Appeal: _____

Indicate reason for prior appeal: _____

Request for appeals must be received by the District Eligibility Chair no later than three (3) school business days from the date the student received written notification of alleged ineligibility from the school district superintendent or his/her designee(s). (WIAA Rule 19.3.0)

19.3.6 Failure to request a hearing in the manner hereinafter described within three (3) school business days following the date of receipt of the written notice of alleged ineligibility shall waive the right to a hearing and the appeal procedures that govern determinations of eligibility under the standards established by the WIAA.

Any students who wishes to contest the reason for his/her alleged ineligibility to participate in interschool activities under the eligibility standards established by the WIAA shall be afforded a fair opportunity to petition the appropriate governing board(s) of the WIAA to obtain a full and open review. I fully understand the basis of my appeal must be based on a hardship in which extenuating circumstances, beyond the student's, or where applicable, the parents' or legal guardian's control, that are deemed to have significantly influenced/contributed to the cause of my non-compliance to the eligibility regulation(s) involved.

By submitting Form 2, of the 2016-17 Student Eligibility Packet, I have met the WIAA Rule 19.3.0. In addition I understand that no hearing will be scheduled until I complete and submit the 2016-17 Student Eligibility Packet to the WIAA District Eligibility Chair.

Please Print Appellant's Name

Signature of Appellant's Name Date

Please Print Parent(s)/Guardian(s) Name

Signature of Parent(s)/Guardian(s) Date

Please Print Athletic Director Name

Signature of Athletic Director Date

**FORM 3: 2016-17 STUDENT NOTIFICATION PREFERENCE
(TO BE COMPLETED BY APPELLANT/FAMILY/ATHLETIC DIRECTOR)**

TO BE COMPLETED BY STUDENT: **ONLY SELECT ONE (1) OF THE THREE (3) OPTIONS BELOW:**

Please note if more than one checkbox is selected, all options selected will be disregarded and notification will only be sent to your Athletic Director.

This form will allow you, the student, to select how you would prefer to be notified of the District Eligibility Committees decision of your interscholastic eligibility status. Please seek assistance from your current high school athletic director and/or the WIAA

SCHOOL'S ATHLETIC DIRECTOR

The District Chairperson will email the current school's Athletic Director within five (5) school business days with the copy of the written decision. Should they not receive an email within the five (5) school business days, it is your responsibility to contact the eligibility chairperson to determine why an email was not received.

Email Address

Phone Number

CURRENT HOME MAILING ADDRESS

A copy of the written decision will be sent by certified mail within five (5) school business days. Please understand that if you are not home to sign/receive the letter it is your responsibility to go and retrieve the letter from your local post office. The first delivery date post marked on the letter will begin your ten (10) school business days to appeal to the WIAA Executive Director.

Address

Apt #

City

Zip+4

PRIMARY EMAIL ADDRESS

The District Chairperson will email you within five (5) school business days with the copy of the written decision. Should you not receive an email within the five (5) school business days, it is your responsibility to contact the eligibility chairperson to determine why an email was not received.

Email Address

Please Print Appellant's Name

Signature of Appellant's Name

Date

Please Print Parent(s)/Guardian(s) Name

Signature of Parent(s)/Guardian(s)

Date

Please Print Athletic Director Name

Signature of Athletic Director

Date

**FORM 4: 2016-17 STUDENT INFORMATION/PERSONAL STATEMENT
(TO BE COMPLETED BY APPELLANT)**

Name of Appellant

Date of Birth

Person(s) with whom Appellant resides _____ School district in which Appellant resides _____

Is person(s) listed above a legal guardian: Yes No If you selected NO please fill out the box below.

Indicate relationship of Appellant to person(s) with whom he/she resides: _____

Has legal guardian been court appointed? Yes No Date appointed _____

Submit certified copy of court order or letter of guardianship: _____

Date

Is support from parent(s) continuing to Appellant? Yes No

If residing with guardian other than parent(s), please indicate the number of months: _____ and Date: _____

Address of person(s) with whom Appellant resides _____

The following is my statement as to why, under the rules of the WIAA, I should be eligible for interscholastic competition. State in detail what hardship condition, as defined below, prevented student from complying with WIAA rules.

A hardship exists only when some unique circumstances concerning the student's physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit. Usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school's curriculum or extracurricular activities do not constitute a hardship. In addition, the WIAA has the ability to waive rules applicable to granting additional playing time and granting such is discretionary based on the individual facts and circumstances of each student.

If additional space is required, please attach and number any additional page(s). Please attach any documentation (e.g., transcript, medical reports, financial reports, police and court records or other materials) that supports the position of the petitioner.

ALL LETTERS SUBMITTED MUST BE DATED AND SIGNED.

Reporting rule violations by member schools - When a school or the WIAA staff becomes aware that a rule has been violated, the offending school principal (or designee) must report the infraction and any action taken by the school in writing within five (5) school business days to: 1) the superintendent of the offending school, 2) the league of school membership for review and action, and 3) the appropriate WIAA District. (WIAA Rule 25.1.0)

The offending school may appeal any league actions, first to the appropriate WIAA District for review and action and, following WIAA District action, to the District Directors and then to the WIAA Executive Board for review and action. (WIAA Rule 25.1.1)

If the participant/parent/guardian provides the school with false information which causes the school to declare the participant eligible, the participant will be declared ineligible for interscholastic competition for a period of one (1) year. The one (1) year penalty begins the day the determination is made that false information had been provided. The one (1) year penalty may be appealed to the WIAA Executive Director. (WIAA Rule 25.4.1)

Signature of Appellant

Date

FORM 5: 2016-17 PARENT STATEMENT TO BE COMPLETED BY PARENT/GUARDIAN/FAMILY MEMBER WITH WHOM APPELLANT RESIDES

Name of Parent(s)	Phone	Cell
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Address	Apt #	City	Zip+4
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Parent E-mail Address

It is my (our) request that my (our) son/daughter be eligible for interscholastic sports activities. It is my (our) understanding that this statement will become a part of the material presented to the Eligibility Committee to determine whether he/she will be eligible for interscholastic sports activities.

The following is my (our) statement as to why, under the rules of the WIAA, my (our) son/daughter should be eligible for interscholastic competition. State in detail what hardship condition, as defined below, prevented student from complying with WIAA rules.

A hardship exists only when some unique circumstances concerning the student’s physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit. Usual maturation problems or family situations that do not cause severe and abnormal emotional problems and academic or athletic deficiencies in a school’s curriculum or extracurricular activities do not constitute a hardship.

In addition, the WIAA has the ability to waive rules applicable to granting additional playing time and granting such is discretionary based on the individual facts and circumstances of each student.

Please attach any documentation (e.g., transcript, medical reports, financial reports, police and court records or other materials) that supports the position of the petitioner. **ALL LETTERS SUBMITTED MUST BE DATED AND SIGNED.**

Reporting rule violations by member schools - When a school or the WIAA staff becomes aware that a rule has been violated, the offending school principal (or designee) must report the infraction and any action taken by the school in writing within five (5) school business days to: 1) the superintendent of the offending school, 2) the league of school membership for review and action, and 3) the appropriate WIAA District. (WIAA Rule 25.1.0)

The offending school may appeal any league actions, first to the appropriate WIAA District for review and action and, following WIAA District action, to the District Directors and then to the WIAA Executive Board for review and action. (WIAA Rule 25.1.1)

If the participant/parent/guardian provides the school with false information which causes the school to declare the participant eligible, the participant will be declared ineligible for interscholastic competition for a period of one (1) year. The one (1) year penalty begins the day the determination is made that false information had been provided. The one (1) year penalty may be appealed to the WIAA Executive Director. (WIAA Rule 25.4.1)

Signature of Parent/Guardian/Family Member

Date

**FORM 6, PART 1: 2016-17 PREVIOUS SCHOOL STATEMENT
TO BE FILLED OUT BY PRINCIPAL/ATHLETIC DIRECTOR OF PREVIOUS SCHOOL**

Name of Student Requesting Eligibility Current School WIAA District #

THIS IS NOTIFICATION THAT A FORMER STUDENT AT YOUR SCHOOL WILL BE PETITIONING FOR AN ELIGIBILITY APPEAL HEARING. PLEASE SEND THIS FORM TO THE STUDENT’S CURRENT SCHOOL ATHLETIC DIRECTOR, AND TO THE APPLICABLE ELIGIBILITY CHAIR.

STEP ONE:

Previous School Name of Principal/Athletic Director

Student’s Last Date of Attendance

STEP TWO:

MANDATORY FOR REPLACEMENT YEAR/TRANSFER: STUDENT’S PREVIOUS PARTICIPATION IN ALL SPORTS FOR THE FOLLOWING GRADE LEVELS:

Sport	School	School Year	*Name of the Community/Club Sport
8 th	_____	_____	_____
9 th	_____	_____	_____
10 th	_____	_____	_____
11 th	_____	_____	_____
12 th	_____	_____	_____

It is my understanding that this statement will become part of the material presented to the Eligibility Committee concerning eligibility in interscholastic sports activities. This is my statement relative to the above-named student's request.

STEP THREE:

Are there any conditions of ineligibility that apply to this student (e.g., athletic code violations, school suspensions, scholastic, athletic transfers, or any other condition(s) the eligibility committee should be aware of prior to the district eligibility hearing, etc.)?

- No**, please sign and date.
- Yes**, please submit a statement on your schools letterhead, signed and dated. Statements need to be submitted to the applicable Eligibility Chair and the receiving school’s principal/athletic director.
- Yes**, I would like to attend the eligibility appeal hearing for this student.

District	Eligibility Chairperson	Email
District One:	Greg Erickson	Greg_Erickson@msd25.org
District Two:	Sam Jackson	sophsamjackson@gmail.com
District Three:	Jeff Miller	jmillerwcd3@comcast.net
District Four:	Don Farler	don.farler@tumwater.k12.wa.us
District Five:	Ric Palmer	rpalmer@bickleton.wednet.edu
District Six:	Michele Webb	michelerenewebb@gmail.com
District Seven:	Wayne McKnight	wwmcknight@hotmail.com
District Eight:	Herb Rotchford	herbertr@spokaneschools.org
District Nine:	Stephanie Wooderchak	swooderchak@waitsburgsd.org

Signature of Principal/Athletic Director at Previous School

Date

FORM 7: 2016-17 GRADUATION PLAN ONLY FOR SEASON LIMITATION APPELLANTS

(To be completed by Academic Counselor/Principal)

REQUIRED BY THE ELIGIBILITY COMMITTEE

Name of Student Requesting Eligibility

Current School

School District

Total of Credits Required by School for Graduation

Credits Student Has Earned to this Date

Credits Needed for Student to Graduate

Expected Graduation Date: month/date/year

School Organization: Trimester Semester Block Schedule

List specific classes/credits student needs to graduate. If more space is needed please attach to this form.

Class	Credit Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Total Credits the Student is Currently Enrolled In)

Plan Monitored By: _____

Title: _____ Telephone: _____

Monitor's E-Mail Address: _____

Date Student Will Complete Requirements: _____

Signature of Academic Counselor/Principal

Date

Signature of Athletic Director

Date

Signature of Appellant

Date

Please Print Parent(s)/Guardian(s) Name

Date

APPELLANT MUST ATTACH: a complete and current school progress report, attendance and/or current class schedule.