

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

Policies adopted by the WIAA Executive Board are enclosed in a box.

The WIAA Executive Board has the authority to make editorial changes in the Washington Interscholastic Activities Association (WIAA) Handbook. Editorial changes may belong to, but are not limited to, one or more of the following categories:

1. Correction of typographical errors
2. Changes in wording that reflect current interpretations
3. Change in the RCW or WAC
4. The result of a court order
5. Health and safety issues

Editorial changes may be incorporated into the subsequent year's WIAA handbook until the print deadline date.

MISSION STATEMENT

Strengthening all students for life through participation in excellent, fair, safe, and accessible activities.

CORE PRINCIPLES

With integrity we will:

1. Ensure respect for all individuals and communities by valuing others, treating them with dignity, and promoting ethical behavior in all activities.
2. Provide a safe environment where participants pursue positive relationships and healthy activities.
3. Challenge all students to attain personal academic excellence through participation, competition, and teamwork. Provide access to equitable, fair, and diverse activities.
4. Strengthen character, build confidence, and maximize potential through sportsmanship, leadership, and service.

VISION STATEMENT

By 2018 all member Districts/Schools of the WIAA will demonstrate ownership of the mission and core principles.

Goal #1

To increase awareness of the benefits developed through participation in educationally-based activities in the Washington Interscholastic Activities Association.

Action Steps:

- Develop a multi-level communication plan that identifies target audiences for the mission, vision and core principles. Define the benefits of involvement and participation in WIAA activities.
- Create and implement a "WIAA 101" online workshop for (new) board members, superintendents, principals, AD's and coaches.
- Create and implement a "Healthy Culture Challenge."
- Develop an expectation for school boards to support the mission, vision and guiding principles annually – as part of WIAA membership.

Goal #2

To ensure a healthy culture that increases participation and involvement throughout the Washington Interscholastic Activities Association community.

Action Steps:

- Create a task force to define healthy culture and establish processes for implementation.
- Research existing "Healthy Culture" schools and compile "best practices."
- Develop an accountability system that addresses:
All schools, students, coaches, fans, officials, District Directors
- Establish a baseline of participation numbers for each member school and the technology to track the history of that participation.

CONSTITUTION

1.0.0 NAME OF ORGANIZATION

1.1.0 The name of this organization shall be the Washington Interscholastic Activities Association, hereinafter referred to as the Association, and this publication shall be its official Handbook.

PREAMBLE

Recognizing the authority of school districts' boards of directors in the State of Washington to plan, supervise and administer interscholastic activities; we, therefore, establish this constitution of the Washington Interscholastic Activities Association to provide for the welfare and protection of all students involved in interscholastic activities.

2.0.0 PURPOSE OF THE ASSOCIATION

2.1.0 **PURPOSE OF THE ASSOCIATION** - This Association shall plan, supervise and administer the interscholastic activities approved and delegated by the school districts boards of directors.

2.2.0 **GOALS OF THE ASSOCIATION** - To this end this Association shall:

- 2.2.1 Recognize that the primary responsibility of secondary schools is to educate youth;
- 2.2.2 Establish standards to insure the safety, health and general welfare of all participants;
- 2.2.3 Protect students, schools and personnel from exploitation by special interest groups;
- 2.2.4 Emphasize interscholastic activities as an integral part of the total educational process;
- 2.2.5 Formulate and maintain policies which will cultivate the ideals of good sportsmanship;
- 2.2.6 Design all activities to provide for fair and equal opportunities for all participants;
- 2.2.7 Promote uniformity of standards in interscholastic activities;
- 2.2.8 Provide a clear channel of communication for member school districts;
- 2.2.9 Recognize excellence in performance as a result of training and practice in the competitive process.
- 2.2.10 Encourage and promote diversity of its membership at all levels of the Association.

3.0.0 MEMBERSHIP

3.1.0 **CRITERIA FOR WIAA MEMBERSHIP** – Washington public or Washington State Board of Education approved private schools are eligible for WIAA membership.

3.1.1 **MEMBERSHIP OF THE ASSOCIATION** - The Washington Interscholastic Activities Association is a voluntary organization for member schools. Membership in the Association shall be open to any State of Washington school district. A district may enroll a high school or junior high and elementary school or a middle school having either a seventh grade, an eighth grade, or sixth, seventh and eighth grades if the school district elects to include sixth graders. A school district may be public, private, Charter, or tribal and a private school district shall be considered separate and distinct from a public school district.

3.1.2 The public, private, charter or tribal school(s) become members when so authorized by the school district board of directors.

3.1.3 All member school districts must annually complete the WIAA school district membership and WIAA School Board Resolution form prior to the second Friday in June.

3.1.4 All member schools must complete the School Member Update process prior to the second Friday in July.

3.2.0 **ASSOCIATION YEAR** - The fiscal Association year shall be from August 1 to July 31.

3.3.0 **MEMBERS' COMPLIANCE WITH THE RULES** - All member school districts of the Association must comply with the rules as stipulated in the Constitution and Rules and Regulations of the Association for interscholastic programs. Failure to adhere to the Rules and Regulations of the Association are grounds for imposing the penalties outlined in the article regarding rule violations and penalties of the Association Handbook. These rules shall not be waived by agreement or otherwise.

3.3.1 When a school becomes a member of WIAA and enrolls in a particular activity, all of its activities which come under Association jurisdiction must be included in that membership.

- 3.3.2 Each member school has a responsibility to educate its student-athletes, coaches, and other appropriate persons on state association rules, regulations, and policies that could affect them. Further, the member school should monitor its compliance with such state association information.
- 3.3.3 The school representative from each member high school is required annually to attend a WIAA Fall Workshop. In the situation that the school representative cannot attend, they must send an administrator from their school.
- 3.3.4 The school representative from each member high school is required annually to complete the WIAA online eligibility clinic by the end of the third week of the fall sports season.
- 3.3.5 Member school districts have the authority to make any rule more restrictive than those that follow.
- 3.3.6 **Member Schools' Compliance with the WIAA Rules** - Each member school shall comply with all applicable criteria. A school that fails to do so shall be subject to the violation process.

Unethical conduct by a prospective or enrolled student-athlete or a current or former staff member, which includes any individual who performs work for the athletics department even if they do not receive compensation for such work, may include, but is not limited to, the following:

- A. Refusal to furnish information relevant to an investigation of a possible violation of a WIAA regulation when requested to do so by the WIAA or the individual's school;
- B. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- C. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- D. Knowingly furnishing or knowingly influencing others to furnish the WIAA or the individual's school false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of a WIAA regulation;
- E. Receipt of benefits by a school staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- F. Failure to provide complete and accurate information to the WIAA, the WIAA Eligibility Committee or a school's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- G. Fraudulence or misconduct in connection with placement examinations;
- H. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- I. Failure to provide complete and accurate information to the WIAA, the WIAA Eligibility Committee or the school's athletics department regarding an individual's amateur status.

3.4.0 CROWD CONTROL- Students, school staff, and school boards of member school districts in all interscholastic relationships are obligated to practice and promote the highest principles of sportsmanship and ethics. Member school districts must maintain proper crowd control at all interscholastic contests and events.

3.5.0 THE SCHOOL VOTE - The school representative of each member shall have one (1) vote when voting by questionnaires, polls, WIAA District meetings or any other appropriate time. The local School Board shall list the representative(s) in WIAA matters on the annual WIAA membership form. The school representative shall be the member school's Athletic Director unless some other designee is authorized by the School Board via written notification to WIAA.

3.6.0 ESTABLISHMENT OF SERVICE FEES - Fees of the Association shall be established by the WIAA Executive Board and approved by a majority vote of the Representative Assembly at the spring meeting.

Service fees will be based on a flat fee tiered schedule.

3.6.1 High School Fees: The high school tier in which a school is placed is based upon its P223 enrollment figures (grades 9-11, prior to any deductions based upon the Free and Reduced Lunch count) utilized to determine its classification. A high school will remain within its designated tier during the four-year classification cycle.

<u>HS Tier</u>	<u>Enrollment</u>	<u>Fee per school</u>
HS-1	1-25	\$ 350.00
HS-2	26-50	\$ 600.00
HS-3	51-100	\$ 800.00
HS-4	101-200	\$1,100.00
HS-5	201-300	\$1,500.00
HS-6	301-450	\$1,900.00
HS-7	451-600	\$2,200.00

HS-8	601-800	\$2,400.00
HS-9	801-1000	\$2,700.00
HS-10	1001-1300	\$3,000.00
HS-11	1301-1600	\$3,400.00
HS-12	1601 +	\$3,800.00

3.6.2 Middle Level School Fees: The middle level school tier in which a school is placed is based upon its grade 7 & 8 combined enrollment count as reported to OSPI in the prior year.

<u>ML Tier</u>	<u>Enrollment</u>	<u>Fee per school</u>
ML-1	1-100	\$100.00
ML-2	101-250	\$150.00
ML-3	251-400	\$200.00
ML-4	401 +	\$250.00

3.6.3 Schools that combine in all WIAA-sponsored sports and/or all activities that the school offers shall be considered a full combine and shall be charged one (1) fee and shall receive only one (1) set of rules, passes and trophy. Schools that combine in one (1) or more, but not all, WIAA-sponsored sports and/or activities that the school offers shall be considered a partial combine **and** shall pay separate membership fees, receive separate sets of rules, supervisory passes and trophies.

3.6.4 Member school service fees and Labor and Industries (L & I) fees for Washington Officials Association (WOA) officials for regular and postseason contests are due by November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a \$100.00 late fee.

NOTE: The following fees are billed separately and are not included in the service fees listed above.
Officials Labor and Industries (L & I)

On July 7, 2020, the WIAA Executive Board approved that middle schools with an enrollment of 1-24 will receive a discount of \$100 on the Board established Officials L & I fee.

Wrestling weight management

WIAA fall workshop (high school only)

3.7.0 DIVISION OF THE ASSETS OF THE ASSOCIATION - In the event the Washington Interscholastic Activities Association should be dissolved or cease to exist, all assets, including the building and land, would be equally divided among the Association's member schools of that year.

4.0.0 CLASSIFICATION OF SCHOOLS

4.1.0 DATES FOR CLASSIFICATION OF HIGH SCHOOLS - All high schools with 26 or more students are to be classified according to enrollment in grades 9-11. (Schools new to the Association will take the average of their estimated enrollment for their first two years.)

4.1.1 The P-223 enrollment figures as sent to the Office of State Superintendent of Public Instruction will be used for classification purposes.

4.1.2 A school's classification is determined by the average monthly enrollment from January 1 through May 1, October 1 and twice the November 1 count of odd-numbered years and will be the basis for classification for the next four years. The next four-year cycle will begin with the 2020-21 school year.

4.1.3 The responsibility for investigating enrollment figures lies with the WIAA Executive Board and this may be invoked by any member school with the support of four (4) other member schools.

4.1.4 During the second year of the four year cycle, a school may appeal its determined classification. An appeal would be based on, but not limited to, circumstances involving significant change in enrollment during the first two years, history of declining enrollment, opening of a new school within the school district, or unforeseen circumstances beyond the control of the school. To appeal, a school must submit appeal paperwork to its current and - if applicable - new league, as well as its WIAA District Board. Appeals must follow WIAA handbook rule 4.4.0.

4.2.0 HIGH SCHOOL CLASSIFICATIONS - High schools shall be classified as "4A", "3A", "2A", "1A", "2B" and "1B". Every four (4) years the enrollment parameters for each classification shall be:

4A	1300+
3A	900-1299
2A	450-899
1A	225-449
2B	105-224
1B	1-104

- 4.2.1 In four-year high schools (grades 9-10-11-12), any students who are repeating the 11th grade shall be deducted from the school's 9-11 WIAA enrollment figures for that year.
- 4.2.2 Students must be counted in their school of residence unless they are enrolled in a separately established member school. Member schools in this situation must attempt to gain league affiliation and demonstrate a two (2) year history of participation in the number of WIAA sanctioned activities comparable to other WIAA member schools of the same enrollment.
- 4.2.3 A schools adjusted enrollment will be used to determine that schools classification.
- 4.3.1 A 2B, 1A, 2A, 3A or 4A school's free and reduced lunch data as reported to the Office of State Superintendent of Public Instruction (OSPI) annual reporting date of the reclassification year will be used to determine that school's adjusted enrollment. 2B, 1A, 2A, 3A or 4A schools with a free and reduced lunch count greater than the state wide average will have their Average Monthly Enrollment reduced.
- 4.3.2 Schools with a Free or Reduced lunch count greater than the state wide average will be adjusted as follows:
 - A. The reduction will match the percentage greater than the state wide average up to 40 percent (%) maximum.
 - B. A school could be moved down only one classification due to its adjusted enrollment.
- 4.4.0 OPTING FOR A HIGHER CLASSIFICATION** – A school may opt up to a higher classification. If a school chooses to opt up, it must be for all sports and activities under WIAA jurisdiction. Schools must notify the WIAA office of their intent to opt up on or before the second Friday in January of the reclassification year.
 - 4.4.1 The same timeline applies for 1B and 2B to petition up for football only.
 - 4.4.2 The same timeline applies for schools to petition down for football only.
 - 4.4.3 The same timeline applies for 1B or 2B schools to opt up in boys soccer only.
- 4.5.0 CLASSIFICATION FOR ALL-BOY SCHOOL or ALL-GIRL SCHOOL** - In an all-boy or all-girl school, the adjusted enrollment is doubled to determine classification for athletics.

4.6.0 COMBINED PROGRAMS - DEFINITION - Students from more than one WIAA member school competing as one team.

- A. Schools that combine in all WIAA-sponsored sports and/or all activities that the school offers shall be considered a full combine and as one (1) school whose name will include all schools involved in the combine with a dash between each school's name, and are required to notify the WIAA office of the combine during the classification process.
- B. Schools that combine in one (1) or more, but not all, WIAA-sponsored sports and/or activities that the school offers shall be considered a partial combine and as separate schools.
- C. The process of approval for high school combined programs requires the following steps:
 - 1. Verification of each school's enrollment by the WIAA office, and
 - 2. Approval of each school board of school(s) involved, and
 - 3. Approval of the league(s) involved, and
 - 4. Approval of the WIAA District(s) involved, and
 - 5. Appropriate action of the WIAA Executive Director.
 - a. Any combination for team or individual sports or activities between a 1B, 2B, 1A and/or a 2A school will be permitted provided all steps above have been completed.
 - b. A combination between any 1B, 2B, 1A, or 2A school with either a 3A or 4A school must be approved at least through the levels described above in steps 2,3, and 4, and then by the WIAA Executive Director.
 - c. Member schools may combine for individual sports for regular season play and coop for postseason play. This option is not available for team sports.
 - d. Combined programs will not be allowed for team sports or activities for 3A and 4A schools (whether 3A with 3A, 3A with 4A, or 4A with 4A.)
 - e. Combined programs will not be allowed for individual sports for post-season play for 3A or 4A schools (whether 3A with 3A, 3A with 4A, or 4A with 4A.)
 - f. No competition will be allowed until the WIAA Executive Director has taken the appropriate action.
 - g. The WIAA Executive Board will review each action taken by the Executive Director.
 - h. Program approval shall coincide with the classification/allocation cycle.
- D. The combined teams' classification is determined by combining the enrollments of the schools.
 - 1. The total 9-11 grade enrollment of the schools involved will determine the classification for that sport.
 - 2. The name used for the team must indicate the schools involved, unless all schools involved mutually agree otherwise.
- E. Either school district may terminate the program(s) providing written notification is given.
- F. The WIAA Office must be notified at the start of each classification cycle regarding the status of each program.
- G. The process of approval of middle school programs requires the following steps:
 - 1. Verification of each school's enrollment by the WIAA office, and
 - 2. Approval of each school board of school(s) involved, and
 - 3. Approval of the league(s) involved

4.7.0 COOPERATIVE PROGRAMS - DEFINITION - Students from more than one WIAA member school sharing resources, but competing as representatives of their home school in individual sports/activities.

- A. The WIAA Executive Director is authorized to coordinate all requests for cooperative programs, contingent upon written confirmation of approval from both school districts, league (s), and WIAA District(s).
- B. Following the determination of classifications, approval for the cooperative program will be for the next two (2) year allocation period.
- C. Either school district may terminate the program(s) providing notification is given prior to January 1 of the year preceding the termination of the program(s).
- D. The WIAA Office must be notified annually on the status of each program via the WIAA membership form.
- E. Individuals score separately for their representative school.
- F. The process of approval of middle school cooperative programs requires the following steps:
 - 1. Approval of each school board of school(s) involved, and
 - 2. Approval of the league(s) involved.

- 4.8.1 **APPEAL OF DETERMINED CLASSIFICATION** - A school may appeal its determined classification to the District Directors Appeals Board.
- 4.8.2 A decision of the District Directors Appeals Board may be appealed to the WIAA Executive Board.
- 4.8.3 The initial appeal must be filed no later than the second Friday in January of the classification year.
- 4.9.0 **COMPETITION OUTSIDE OF CLASSIFICATION** - Any school that chooses to play in school athletic competition outside of its own classification throughout the season may do so; however, unless granted an exception as in Article 4.9.0 they may not participate in post-season play outside their classification.
- 4.10.0 The WIAA Executive Board may modify classification policies and procedures as deemed necessary.

5.0.0 ACTIVITY DISTRICTS

PHILOSOPHY OF THE ACTIVITY DISTRICT: *In an effort to serve the membership more efficiently and due to the sheer size and scope of the Washington Interscholastic Activities Association, it is necessary to share the responsibilities and authority in the administration of policies and procedures of the Association and encourage local authority and involvement as much as possible.*

- 5.1.0 **THE ACTIVITY DISTRICT** - The Washington Interscholastic Activities Association shall consist of Activity Districts, each representing a geographical area of the State, and each functioning as an operational subdivision of the Association. Activity Districts shall be periodically studied by the WIAA Executive Board, and established by the Representative Assembly.
 - 5.1.1 The WIAA Executive Board shall periodically direct a study of WIAA Activity Districts to determine any need for redistricting, including without limitation, any changes in the number of such districts, their geographic locations and boundaries, and membership in such district. The WIAA Executive Board may initiate such study at any time it determines, from information available or in response to requests from member schools, that such a study is necessary. Such a study shall, however, be made at least once in every ten (10) years.
 - 5.1.2 The WIAA Executive Board shall report the results of the study and make any proposals covering redistricting to the Representative Assembly. Changes approved by the vote of the Representative Assembly shall go into effect the next school year.
- 5.2.0 **MEMBERSHIP OF THE ACTIVITY DISTRICT AND LEAGUES** - All member school districts shall be designated as school districts. All school districts shall be members of and subject to the rules and regulations of the Activity District in which they are located.
 - 5.2.1 The member schools of WIAA have the authority to form league(s) for activity competition so long as such league is in compliance with WIAA handbook regulations.
 - 5.2.2 Disputes concerning league alignment between individual schools and league(s) shall be referred to their WIAA District Board for resolution.
 - 5.2.3 In cases where WIAA District Board(s) are unable to resolve league alignment disputes, these disputes shall be appealed to the District Director's Appeals Board for mediation.
 - 5.2.4 Ultimate authority to resolve league alignment(s) shall be vested in the WIAA Executive Board.
 - 5.2.5 Changing League Alignment - Schools that change league alignment shall not alter allocations during the second year of an allocation cycle.
- 5.3.0 **ACTIVITY DISTRICT RESPONSIBILITIES** - The Activity District has responsibilities delegated by the WIAA and may have a constitution, and rules and regulations for the operation of the Activity District.
- 5.4.0 **CONFLICT OF RULES** - Activity District rules shall not supersede nor conflict with any provision of the Constitution or the Rules and Regulations of this Association. When there is a conflict, the Washington Interscholastic Activities Association Constitution and the Rules and Regulations shall prevail.
- 5.5.0 **CHANGING ACTIVITY DISTRICT** - Creation of new Activity District(s) may be pursuant to and in the same manner provided for in the Constitution.
 - 5.5.1 A member school desiring to change from one activity district to another shall submit a written request and provide rationale to the WIAA Executive Board for approval.
 - 5.5.2 A request to change activity districts, if granted by the WIAA Executive Board, shall take effect in the next classification period.

6.0.0 REPRESENTATIVE ASSEMBLY

PHILOSOPHY OF THE REPRESENTATIVE ASSEMBLY: *To remain a viable and responsive organization it is necessary to have a clearly defined system that identifies the process by which existing rules and regulations can be changed to continue to support the goals of this Association and assure that every member school has a voice. A primary function of the Representative Assembly is to adopt rules and regulations that are proposed by the membership*

- 6.1.0 LEGISLATIVE PROCESS OF REPRESENTATIVE ASSEMBLY** - The legislative authority of the Washington Interscholastic Activities Association shall be vested in separate high school and middle level Representative Assemblies composed of duly elected representatives.
- 6.2.0 HIGH SCHOOL LEGISLATIVE BODY** - The high school Representative Assembly is a legislative body having the authority and jurisdiction to consider any and all questions that may arise in the interest of activity relations among member high schools in the State of Washington. The high school Representative Assembly shall have thirty-five (35) elected members.
- 6.3.0 MIDDLE LEVEL LEGISLATIVE BODY** - The middle level Representative Assembly is a legislative body having the authority and jurisdiction to consider any and all questions that may arise in the interest of activity relations among the member middle level schools in the State of Washington. The middle level Representative Assembly shall have eighteen (18) elected members.
- 6.4.0 REPRESENTATIVE ASSEMBLY AND THE WIAA EXECUTIVE BOARD** - The Representative Assemblies are empowered to pass legislation and to direct the WIAA Executive Board to carry out its policies.
- 6.5.0 REPRESENTATIVES FROM ACTIVITY DISTRICTS** - The representatives shall be elected pursuant to procedures adopted by their respective Activity Districts. Such elections shall be held and the Association office notified of the duly elected representative.
- 6.6.0 QUALIFICATIONS FOR A REPRESENTATIVE** - Each of these representatives must be either a school board member, school superintendent, assistant superintendent of schools, administrative assistant, principal, vice principal, activities director, coach or teacher within a member school of a member school district at the appropriate level.
- 6.7.0 REPRESENTATIVES FROM EACH ACTIVITY DISTRICT** - Each WIAA District shall determine the means to elect the Representatives from that District.
- 6.8.0 APPLICATION OF THE ALLOCATION FORMULA** - A modified Allocation Formula will be used to determine the number of representatives from each WIAA District.
- 6.8.1 ALLOCATION FORMULA MODIFICATIONS FOR HIGH SCHOOL REPRESENTATIVES - The following modifications to the Allocation Formula will be utilized in determining the number of representative assembly members from each WIAA District.
- A. MINIMUM NUMBER OF HIGH SCHOOL REPRESENTATIVES
1. Districts with only one (1) classification of schools will be allotted one (1) representative, regardless of the number of schools in that classification.
 2. Districts with two (2) or more classifications of schools will be allotted at least two (2) representatives.
- B. MAXIMUM NUMBER OF HIGH SCHOOL REPRESENTATIVES - Districts will be allotted no more than one (1) less representative than the number required to defeat an amendment.
- 6.8.2 MIDDLE LEVEL REPRESENTATIVES - Each WIAA District shall have two representatives.
- 6.9.0 REGULAR MEETING** - There shall be one Representative Assembly meeting for each Assembly during the school year. The place and time of the meeting shall be determined by the WIAA Executive Board before the close of the preceding year.
- 6.9.1 The WIAA Executive Director shall prepare the agenda for each of the Assemblies and assign proposed amendments to the appropriate Assembly.
- 6.9.2 Both Assemblies must approve an issue or amendment that affects all member schools by a sixty (60) percent (60%) affirmative vote of the appropriate Assembly (11 of the 18 middle level, 21 of the 35 high school or 32 of the 53 combined).
- 6.10.0 SPECIAL MEETINGS** - Special meetings of either or both Representative Assemblies may be called by a majority of the WIAA Executive Board.
- 6.11.0 RULES FOR MEETINGS** - Unless otherwise specified in the WIAA Constitution all meetings of the Representative Assembly shall be conducted in accordance with Robert's Rules of Order.
- 6.12.0 QUORUM** - Two-thirds of the membership of the Representative Assembly constitute a quorum. A quorum is necessary to conduct the business of the Representative Assembly.
- 6.13.0 PRIVILEGES AT REPRESENTATIVE ASSEMBLY MEETINGS** - A representative of any member school of the Association may have the privilege of the floor at the Representative Assembly, but only duly elected members may vote.
- 6.14.0 VACANCY OF OFFICE** - A member of the Representative Assembly shall vacate that position when elected to the WIAA Executive Board.
- 6.15.0 PRESIDING OFFICER** - The President or designee of the Association shall preside at the meetings of the Representative Assembly.

6.16.0 EXPENSES FOR ASSEMBLY MEMBERS - Expenses for delegates to the Representative Assembly shall be paid as determined by the WIAA Executive Board.

7.0.0 PROPOSED HANDBOOK RULES CHANGES (AMENDMENTS)

7.1.0 DEFINITION OF AN AMENDMENT – An amendment is defined as a proposed change to the WIAA Constitution, rules and/or regulations.

7.2.0 PROCESS FOR THE SUBMISSION OF PROPOSED AMENDMENTS - Amendments must be submitted on the appropriate form and may be proposed by one of the following:

7.2.1 A single member school's administrator authorized by their school board to handle Association matters.

- A. The sponsoring school must have at least four (4) other schools sign and support the proposed amendment on the appropriate form. The form must be signed by the originating school's superintendent.
- B. The proposed amendment must then be presented to the league for review. When the sponsoring schools are from different leagues, each league is to review the proposed amendment and each league may attach a statement to the form expressing concern or support. A league may require resubmission of the amendment if it is to be revised.
- C. The proposed amendment must then be presented to the WIAA Activity District Board for review. When the sponsoring schools are from different WIAA Activity Districts, each WIAA District Board is to review the proposed amendment; and each Board may attach a statement to the form expressing concern or support. A WIAA District Board may require resubmission of the amendment if it is to be revised.
- D. The proposed amendment will then be submitted by the WIAA District Director to the WIAA Executive Director with the amendment form signed by the appropriate league and WIAA District(s). All accompanying statements are to be included.
- E. The sponsors may submit the proposed amendment form signed by the appropriate league and WIAA District(s). All accompanying statements are to be included.

7.2.2 The WIAA Executive Board.

- A. The WIAA Executive Board can approve a two-year trial of a new activity/sport based upon documentation of the following criteria:
 1. 20% of the WIAA member schools commit to adding the activity/sport during the first year of the trial. All current WIAA rules would be mandated for participants.
 2. Reasons for requesting the WIAA to sanction the activity/sport.
 3. Estimated costs per year to WIAA member schools, leagues, WIAA districts and the Association.
 4. Benefits to WIAA member schools and students due to adding the activity/sport.
 5. Estimated increase in student participation due to adding the activity/sport.
 6. Additional information as deemed appropriate.
 7. If 40% of the WIAA member schools offer the activity/sport during the second year of the trial, the activity would be sanctioned by the Association.

7.2.3 The Washington State School Directors Association.

7.2.4 The proposed amendment is to be submitted to the WIAA Executive Director with the amendment form signed by the chairperson of the sponsoring committee or by the president of the WIAA Executive Board.

7.3.0 REPRESENTATIVE ASSEMBLY ACTION – Amendments are approved by the Representative Assembly by a sixty percent (60%) affirmative vote of the appropriate Assembly (11 of the 18 middle level, 21 of the 35 high school or 32 of the 53 combined).

7.3.1 Redistricting proposals resulting from a WIAA Executive Board directed study shall be presented during the meeting of the Representative Assembly.

7.3.2 **CHANGING WORDING OF AN AMENDMENT** - The wording of a proposed amendment may be changed by a sixty percent (60%) vote of the members of the Representative Assembly members attending the meeting, provided the intent of the proposed amendment is not altered.

7.4.0 DUE DATE FOR AMENDMENTS - The completed form must be submitted to the WIAA office by **October 15**.

7.5.0 DISTRIBUTION OF PROPOSED AMENDMENTS - The WIAA Executive Director is responsible for distributing copies of all proposed amendments.

- 7.6.0 INTERSCHOLASTIC ACTIVITIES COMMITTEE (IAC)** - A Washington State School Directors Association (WSSDA) Special Committee for WIAA will review on behalf of WSSDA all proposals to be submitted to the WIAA Representative Assembly. WSSDA and WIAA will cooperate in the distribution and communication to school boards the results of the review. Individual committee members will communicate with and, where appropriate, attend WIAA District meetings.
- 7.7.0 PUBLISHING THE PROPOSED AMENDMENTS** - All proposed amendments are to be sent by the WIAA office following the Representative Assembly meeting. Reasons for and against the amendments are to be included.
- 7.8.0 EFFECTIVE DAY OF AMENDMENTS** - An amendment shall become effective on August 1 of the following school year, or on another date specified in the amendment.

8.0.0 WIAA EXECUTIVE BOARD

PHILOSOPHY OF THE WIAA EXECUTIVE BOARD: Every organization needs to identify the process for the democratic selection of Executive leaders who are dedicated to serving the general membership within the framework of the established goals and defined responsibilities of their office. Nine (9) members of the WIAA Executive Board are elected from the WIAA membership and the four (4) at-large members are selected by the Executive Board, giving them a mandate to administer the policies of the association and make decisions that are in the best interest of the entire state.

- 8.1.0 MEMBERSHIP** – The executive authority of this Association shall be vested in an Executive Board consisting of thirteen members, one (1) each from the nine (9) Activity Districts and four (4) members selected by the WIAA Executive Board on a rotation basis for a three-year term from three (3) regions. Region A will consist of Districts 1 and 2; Region B from Districts 3 and 4; and Region C from Districts 5, 6, 7, 8 and 9. Qualification for selection is based on item 8.3.0.
- 8.2.0 TERM OF OFFICE** – Each member shall be elected for a term of three (3) years beginning August 1 during the first year of the term and concluding with the summer meeting during the third year of the term. Board members may be re-elected. Each WIAA District shall determine the means to elect the Executive Board member from that District and members will be elected by the following schedule: Districts 2, 8, 9 in 2022; Districts 1, 3, 7 in 2023; Districts 4, 5, 6 in 2024; and succeeding years in a similar manner.
 - 8.2.1 The deadline for submission of District executive board members to the WIAA office is March 1.
 - 8.2.2 Four (4) region members shall be selected in order to provide representation to historically marginalized groups/populations on the Executive Board. Districts 1 and 2 are represented by Region A; Districts 3 and 4 are represented by Region B; Districts 5, 6, 7, 8 and 9 are represented by Region C; all Districts are represented by the combined district position. Each region will have one (1) representative, with the fourth representative selected from any of the districts by the following schedule: the state-wide combined district representative in 2022; Region A representative in 2023; and Region B and Region C representatives in 2024.
 - 8.2.3 Standing region members must announce by March 15 if they intend to seek reappointment.
 - 8.2.4 The deadline for submission of region nomination forms is April 15.
 - 8.2.5 Region members will be selected by the full Executive Board by May 1.
- 8.3.0 QUALIFICATIONS** – Each of these members shall be either a district or building level administrator, athletic director, activities director, coach or teacher within a member school district or a school director who sits on the WSSDA IAC committee. The individual(s) must represent and be a member of their WIAA activity district.
- 8.4.0 PROCEDURE FOR ELECTION** –The nine (9) Executive Board members representing their respective WIAA Districts are elected by the Representative Assembly.
 - 8.4.1 In the case of more than one (1) nomination from an Activity District, the Executive Director of the WIAA shall mail ballots to all the schools of the Activity District concerned.
 - 8.4.2 A simple majority of the number of total votes submitted by that Activity District will determine the candidate to be submitted to the Representative Assembly.
- 8.5.0 PROCEDURES FOR VACANCIES** – Should a vacancy occur on the WIAA Executive Board, the vacancy shall be filled by the WIAA District in which the vacancy occurred and such elected representative shall take office immediately. Should a vacancy occur for an at-large position, the Executive Board shall request nominations from each of the regions and make the appropriate appointment.
- 8.6.0 PRESIDING OFFICER** - The President of the Association shall preside at the meetings of the WIAA Executive Board.
- 8.7.0 MEETINGS** - The WIAA Executive Board shall meet upon the call of the President or on a petition of five (5) members of the WIAA Executive Board.
- 8.8.0 RULES FOR MEETINGS** - All meetings of the WIAA Executive Board shall be conducted in accordance with Robert's Rules of Order.
- 8.9.0 QUORUM** - Two-thirds of the WIAA Executive Board is a quorum. A quorum must be present to conduct WIAA Executive Board business.
- 8.10.0 FLOOR PRIVILEGES** - Any member of the Association may have the privilege of the floor at WIAA Executive Board meetings, but only duly elected members may vote.

- 8.10.1 Should an elected member of the Board be unable to attend a regular or special meeting of the WIAA Executive Board, the WIAA Activity District shall be represented by an elected alternate who shall have the same floor and voting privileges as the regular member.
- 8.10.2 The process and procedures for electing the alternate to the WIAA Executive Board shall be adopted by each WIAA District Board and shall include Article 8.3.0 qualifications, 8.13.0 responsibilities, service on Board hearing committees, and notification to the WIAA office prior to the meeting, The pro tem membership is in effect for any meeting and the person will complete and perform such duties as shall be assigned by Board action during such meeting.
- 8.11.0 HONORARY MEMBERS OF WIAA EXECUTIVE BOARD** - The duties and privileges of the honorary members shall be to attend WIAA Executive Board meetings and to participate in the discussions and business of the Association without voting privileges. Honorary members shall include representatives of the Washington State School Directors Association (WSSDA), Washington Secondary School Athletic Administrators Association (WSSAAA), Washington Association of Secondary School Principals (WASSP), Association of Washington Middle Level Principals (AWMLP), Washington Association of School Administrators (WASA), Washington State Coaches Association (WSCA), Washington Officials Association (WOA), Washington Federation of Independent Schools (WFIS), Washington Tribal Schools, and a representative of the Fine Arts and Leadership programs under WIAA jurisdiction. The Fine Arts position will rotate every three (3) years among the Washington Music Educators Association (WMEA), the Washington State Forensic Association (WSFA), and the Washington Thesians Association (WTA).

8.12.0 RESPONSIBILITIES OF WIAA EXECUTIVE BOARD - The WIAA Executive Board shall have the following responsibilities:

- 8.12.1 Direct general management of funds and business of the Association;
- 8.12.2 Hear and decide all protests and questions not specifically defined by the Association's Handbook;
- 8.12.3 Act as an appeal body for schools, leagues, and WIAA Districts;
- 8.12.4 Mediate cases where WIAA District Board(s) are unable to resolve disputes between leagues or two or more Districts;
- 8.12.5 Establish a yearly calendar of events including the beginning and ending dates for each sport or activity season;
- 8.12.6 Determine allocations, management, sites, dates, formats, schedules and rules and regulations for Regional and State events;
- 8.12.7 Waive and modify rules and regulations as may be deemed necessary;
- 8.12.8 Adopt annually a Policy Handbook which provides guidelines and procedures for the operation of the WIAA office;
- 8.12.9 Appoint a Fact Finder to investigate alleged WIAA rule(s) violations.
- 8.12.10 Take disciplinary action against a member school that violates a rule or regulation;
- 8.12.11 Perform other functions as assigned by the Representative Assembly;
- 8.12.12 Select the Executive Director and approve the selection of other administrative staff members.
- 8.12.13 Waive and modify the constitution when emergent, time-sensitive matters are deemed necessary. In order to invoke this rule, the following steps must be taken:
 - 8.12.13.1 The WIAA Executive Board must notify all Representative Assembly members of the emergent situation no less than two (2) school days prior to initiating action. The WIAA Executive Board must also request that Representative Assembly members respond to either grant approval for action or deny the request by the WIAA Executive Board.
 - A. For approval to be granted, a majority of Representative Assembly members responding within the notification period must approve the use of the emergency power in writing, either via email or other approved communication format.
 - B. The notification period is defined as the date of notification of Representative Assembly members to one (1) day prior to the proposed date of action by the WIAA Executive Board.
 - 8.12.13.2 If action is approved, any proposed change by the WIAA Executive Board cannot be approved until it has gone through three (3) readings during at least two (2) open WIAA Executive Board meetings.
 - A. The meetings where the changes are read must include an opportunity for public comment on the proposed changes.
 - 8.12.13.3 Any changes implemented using this power must be submitted to the Representative Assembly at either their next annual meeting or a special meeting for review. The representative assembly must take action to either:

- A. Approve and adopt the emergency action of the board as part of the WIAA constitution.
- B. Reject the action and revoke its implementation.
- C. Amend the action.

8.13.0 ASSOCIATION OFFICERS AND PROTESTS – *If any one of the WIAA Executive Board members is directly involved in a protest, the Board member shall be immediately disqualified. The President may appoint a person to take the place of such member while deciding that case.*

8.13.1 *The Board President is a voting member of the Executive Board.*

8.13.2 *Board Conflict of Interest – WIAA Executive Board members must recuse themselves from voting on an issue that would constitute a conflict of interest or the appearance of such.*

Such issues would include, but not be limited to, any issue that could provide any possible personal or professional gain due to the outcome of a decision.

Conflict of interest would also include any Executive Board member who has voted on an appeals issue that has been acted upon at a league or a district level or any Executive Board member whose school is directly involved in an appeal.

8.14.0 DUTIES OF EXECUTIVE DIRECTOR - The Executive Director's duties shall include the following:

- 8.14.1 Prepare an annual budget for WIAA Executive Board action;
- 8.14.2 Disburse funds of the Association upon the order of the WIAA Executive Board;
- 8.14.3 Prepare an annual financial report which shall be audited by a competent accountant;
- 8.14.4 Supervise Association business and personnel, which includes hiring staff and managing the WIAA office;
- 8.14.5 Interpret the rules and regulations of the Association as approved by the WIAA Executive Board;
- 8.14.6 Manage the WIAA office;
- 8.14.7 Make final decisions in eligibility cases appealed to the WIAA Office;
- 8.14.8 Carry out any other duties as assigned by the WIAA Executive Board.

9.0.0 COMMITTEES

PHILOSOPHY OF COMMITTEES: *The strength of any organization is reflected by its willingness to seek out the opinions of its myriad constituencies. The identification and establishment of committees provides a flow of informed opinion and information for the association and the membership. The communication and decision making process is enhanced when the goals of this organization are incorporated in all committee recommendations.*

9.1.0 ESTABLISHMENT OF COMMITTEES - The WIAA Executive Board may establish or abolish special committees as deemed necessary.

9.1.1 The WIAA Executive Board shall appoint members to serve on special committees.

9.1.2 *Executive Committee- The WIAA Executive Committee shall be appointed annually by the Board president. The committee shall be comprised of the WIAA Executive Board president, vice president, each sub-committee chairperson and selected vice presidents. Additional members may be appointed should a diverse school size and the regional/at-large positions not be represented from the aforementioned members.*

The Executive Committee shall meet at the president’s discretion, but in particular when a decision must be made that is beyond the scope of the Executive Director’s authority and the Executive Board is not scheduled to meet.

9.1.3 *Independent Review Committee – The Independent Review Committee will be appointed annually by the WIAA Executive Board in cooperation with the State Principals Association (AWSP), the State Superintendents Association (WASA), and the State School Directors Association (WSSDA). WIAA member schools have access to this committee. The committee will:*

- A. *Ensure rules compliance and equity.*
- B. *Follow due process procedures outlined in this handbook.*
- C. *Be comprised of five (5) to seven (7) representatives from WIAA Affiliate Organizations (AWSP, WASA, WSSDA, and other qualified members as needed) that reflect the diversity of WIAA membership.*
- D. *Review an appeal of a WIAA Executive Board decision by a WIAA member school or by referral from the WIAA Executive Board and determine whether a hearing is appropriate/necessary:*
- E. *If the appeal is heard, the committee will either*
 - 1) *Affirm the decision of the WIAA Executive Board, or*
 - 2) *Send the decision back to the WIAA Executive Board with recommendations to modify the decision, or*
 - 3) *Send the decision back to the WIAA Executive Board with a recommendation to overturn the decision.*

F. Any action taken by the Independent Review Committee will be sent to the Executive Board for final action.

- 9.2.0 SPECIAL COMMITTEES** - Special committees are appointed by the WIAA Executive Board or by Representative Assembly action. Their responsibilities shall include the following:
- 9.2.1 Review all items appropriate to their individual field of activity, including proposed amendments and other committee reports.
 - 9.2.2 Solicit input from each WIAA District.
 - 9.2.3 Report their findings and recommendations to the WIAA Executive Board and Representative Assembly.
 - 9.2.4 Submit amendments for Representative Assembly action when appropriate.
- 9.3.0 WIAA DISTRICT DIRECTORS COMMITTEE** - Each WIAA District Director is a member of this Committee.
- 9.3.1 Each WIAA Activity District shall have their director as a member of this committee or a designee selected by the WIAA District's Executive Board.
 - 9.3.2 The WIAA Executive Director, as authorized by the WIAA Executive Board, shall determine the scheduled meetings.
 - 9.3.3 Duties of the District Directors
 - A. Supply and/or relay information as needed to/from the WIAA office;
 - B. Meet with the WIAA staff as requested;
 - C. Act as an Appeals Board in the following situations:
 - 1. Violations of WIAA rules by member schools.
 - 2. A member school's determined classification.
 - 3. Appeals of decisions rendered by a WIAA district board.
 - 4. Disputes between districts.
 - D. Oversee and complete district qualifying events within the designated timeline.
- 9.4.0 TERM OF COMMITTEE** - Special committees expire on August 31, unless reappointed by the WIAA Executive Board or unless continued by Representative Assembly action.
- 9.5.0 SPECIAL COMMITTEE MEETINGS** - Special committees shall meet as often as necessary, as determined by the chairperson and WIAA Executive Director.
- 9.6.0 EXPENSES** - Special committee members, when attending regularly scheduled meetings, shall be paid at a rate determined by the WIAA Executive Board. These claims are to be approved by the Executive Director.
- 9.7.0 HONORARY MEMBERS** - All Honorary members of special committees shall be provided the right to attend and to speak, but not to make motions or to vote. The Executive Director or an assistant shall serve as an honorary resource person for each committee. WIAA Executive Board members are appointed to special committees. The WSSDA Executive Board may appoint a school director(s) to serve in an ex-officio capacity according to Robert's Rules of Order.
- 9.8.0 COMMITTEE MINUTES** - A summary of each committee meeting will be written and sent to each committee member, the WIAA Executive Board and the WIAA District Directors.

COMMUNICATION ARTS AND LEADERSHIP RULES AND REGULATIONS

10.0.0 RULES GOVERNING THE SANCTIONING PROCESS FOR INTERSTATE AND INTERNATIONAL FINE ARTS CONTESTS

***PHILOSOPHY OF SANCTIONING PROCESS:** As a member of the National Federation of State High School Associations (NFHS), the WIAA supports the Federation's goals of promoting uniformity of standards in interstate activities, protecting students and schools from exploitation by special interest groups and providing a clear channel of communication for member state associations.*

- 10.1.0** WIAA, being a member in good standing of the National Federation of State High School Associations, accepts the rules of the organization, as now or hereinafter amended, for all intrastate, interstate (including Canada and Mexico) and international contests. Member school districts must observe the following important rules governing these contests:
- 10.1.1 For all intrastate contests, meets and tournaments, regardless of the number of schools involved, each participating school must obtain permission to attend from their local school board.
 - 10.1.2 In all interstate contests, meets and tournaments, each participating school shall follow the contest, meet and tournament rules of the state association of which it is a member, or rules which have been approved by the state association for interstate competition.