

**CO-OP AGREEMENT BETWEEN
WIAA MEMBER SCHOOLS, LEAGUES, AND DISTRICTS
AND
WOA ASSOCIATIONS AND BOARDS**

Parties: The Parties to this Co-Op 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 Executive Director.

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, 2020 through July 31, 2024, 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 Executive Director.
- 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 middle school/junior high contests.
 - b.** Certified officials as defined by the WOA By-Laws shall be permitted to work high school contests.
- 4. Contest Fees:** Shall be in accordance with the established WIAA / WOA fee schedule.
- 5. Administrative Fee:** Administrative fees are included in the agreed upon contest fees.
- 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. Invoicing:** As part of the co-op, schools will be invoiced a WOA membership fee within 60 days of the start of the season based on the fee schedule agreed upon by the WIAA and WOA. Upon completion of the regular season, the school will receive a reconciliation report outlining the number of contests and either the amount owed, or the credit being applied to the upcoming season. Payment is due within 45 days of the invoice date.
- 8. Change Fee (Schools):** There is no change fee charged to the schools. Excessive non-weather related schedule changes in a given sport by a member school shall be reviewed by the WIAA Executive Director and WOA Executive Director.

9. Late Fee (Schools): No late fees will be charged. If payment has not been received within 45 days of the invoice date, services will be interrupted until payment has been received. If discrepancies in the invoice arise, it is the responsibility of the school administrator to contact the WOA prior to the due date to reconcile the invoice.

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

11. Late Cancellation Fee (Schools): The full contest fees and mileage 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.

12. 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 Executive Director 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. This provision is not in place if only one official is requested or assigned to a contest.

13. Regular Season Mileage and Additional Fees:

- a. Travel fees are listed on the approved travel chart.
- b. One travel fee shall be paid per official per site per day
- c. Schools shall pay the current cash price for 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 \$10.00 per hour per official.
- d. Schools shall pay lodging expense and \$20.00 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 \$10.00 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 Mileage and Additional Fees (Leagues / Districts):

- a. Travel Fees for postseason contests at a site that is serviced by the respective Association/Board shall be the same as section 13.
- b. Travel Fees 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) = \$18 per official
 - (2) Zone 2: 36-95 miles (round trip) = \$50.00 per crew
 - (3) Zone 3: 96-150 miles (round trip) = \$75.00 per crew
 - (4) Zone 4: 151 + miles (round trip) = \$100.00 per crew

- c. Leagues or districts shall pay the current cash price for 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 \$10.00 per hour per official.
- d. Leagues or districts shall pay \$10.00 meal per diem to officials traveling 100 or more miles one-way.
- e. Leagues or districts shall pay lodging expense and \$20.00 meal per diem when an overnight stay is agreed to by the assigner and district director/tournament manager prior to the assignment being made or the roundtrip mileage is greater than 300 miles.

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

17. 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.

18. 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.

19. 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 Executive Director.

20. 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 \$8.00 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 following the regular contest at the middle school/junior high level. The fee for the fifth quarter is 25% of the contest fee.
- d. **Football:**
 - (1) A fifth quarter may be played following the regular contest at the sub varsity level and middle school/junior high level. The fee for the fifth quarter is 25% of the contest fee.
- e. **Gymnastics:**
 - (1) The first amount listed on the contest fee chart is for meets using a traditional format. The second amount listed on the contest fee chart is for meets using a modified traditional format.
 - (2) Regular Season – Fee is for up to 40 competitors. Add an additional \$.50 per competitor for more than 40 competitors.
 - (3) Postseason – Fee is for two events. Add an additional \$14.00 for every additional 10 competitors.
 - (4) Add \$8.00 to the finalized fee when only one judge is available at the high school level.
 - (5) 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 \$8.00 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 \$8.00 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; add \$11.25 for every additional 4 performances.

i. Volleyball:

- (1) Add \$8.00 to the varsity fee or \$4.50 to the sub-varsity fee when using one official at the high school level.
- (2) Add \$20.00 to the varsity fee when playing 5/5; add \$15.00 to the sub-varsity fee when playing 3/5; add \$30.00 to the sub-varsity fee when playing 5/5.
- (3) 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 \$50.00 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. For tournaments exceeding eight hours, the rate will be 1 ½ times the hourly rate.
- (6) Wrestling Tournament Assigning Configuration: 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.

21. Mutual Understanding:

a. School:

- (1) Schools shall provide contact information for at least two building personnel, as well as the head coach for each sport.
- (2) Varsity schedules shall be submitted at least 90 days prior to the start of the season. Sub-varsity and middle school schedules shall be submitted at least 15 days prior to the first contest.
- (3) Schedule change requests more than 72 hours prior to the game shall be submitted online after confirming availability of officials with the assigner. Schedule change requests within 72 hours of a confirmed contest shall be communicated by calling/emailing the assigner to verify the change can be accommodated prior to confirming the changes.
- (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. WIAA has verified that the WOA officials have general liability coverage and that the WOA conducts background checks on all officials. No additional agreements are needed between schools and local associations/boards.
- b. 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 Executive Director for resolution.
- c. 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 Executive Director for resolution.
- d. 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.
- e. 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.
- f. Nothing in this Agreement shall interfere with the independent judgment and discretion of officials assigned to a contest.