

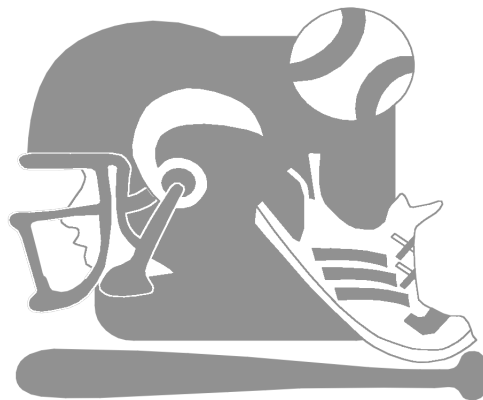
**NORTH CENTRAL WASHINGTON
DISTRICT VI**

OF

W.I.A.A.



RULES AND REGULATIONS



REVISED
September 2009

ATHLETICS – MUSIC - FORENSICS

TABLE OF CONTENTS
RULES AND REGULATIONS

Article	Rules and Regulations	Page
1	Board Operations 1.1 Association Year 1.2 Executive Board Meetings 1.3 Budget 1.4 Service Fees 1.5 Directory 1.6 Sport Syllabus 1.7 Appeals 1.8 Executive Board Expense 1.9 CPA Service 1.10 Lifetime Passes 1.11 District Liability Insurance	4
2	Committees 2.1 Standing Committees 2.2 Eligibility Committee 2.3 Committee Expenses	5
3	Music 3.1 Music Activities 3.2 Music Events	5
4	Radio/Television 4.1 District Rights 4.2 Authorization 4.3 Rights Fees 4.4 Radio Fees 4.5 Television Fees 4.6 Payment of Fees 4.7 Promotional Fees 4.8 Commercial Advertisement 4.9 Cancellation	6
5	Reimbursement 5.1 Tournament Reimbursement 5.2 District Reimbursement 5.3 State Reimbursement	7
6	Awards 6.1 Trophies/Medals/Ribbons 6.2 Meritorious Awards 6.3 2A-3A-4A Awards 6.4 Past President Plaques	7
7	Tournaments 7.1 Competition 7.2 Tournaments Authorized 7.3 Admission Prices 7.4 Tournament Dates/Sites 7.5 Tournament Receipts 7.6 Tournament Expenditures	8

- 7.7 Accounting Procedures**
- 7.8 Passes**
- 7.9 Cheerleaders**
- 7.10 Drill Team**
- 7.11 Bands**
- 7.12 Concessions/Programs**
- 7.13 Officials**
- 7.14 Tournament Managers Fees**
- 7.15 Miscellaneous Tournament Practices**

RULES AND REGULATIONS

NORTH CENTRAL WASHINGTON DISTRICT VI OF THE W.I.A.A.

ARTICLE I – BOARD OPERATIONS

- 1.1 **Association Year/Fiscal Year:** August 1 – July 31.
- 1.2 **Executive Board Meetings:** The executive board of the North Central Washington District VI shall meet six (6) times per year.
- 1.3 **Annual Budget:** The District Director shall submit a proposed budget for the coming year, to the executive board, at the September meeting.
 - 1.3.1 **Receipts:** (Source of) Service Fees, District Tournaments, WIAA Reimbursement, Radio/TV Fees, and Miscellaneous.
 - 1.3.2 **Disbursements:** Executive Board, Association Expenses, District Tournaments, Committee Meetings, and School Reimbursements.
 - 1.3.3 **Unallocated Funds:** The executive board will return all unallocated funds in excess of \$33,000.00 to its member schools.
 - 1.3.4 **Investments:** The District Director shall be empowered to invest all available funds in high yield certificates when desirable. Investment reports will be given to the North Central Washington District VI Executive Board on a regular basis.
 - 1.3.5 **Cash Reserve:** The association shall retain a minimum cash reserve in the amount of \$30,000.00.
- 1.4 **Service Fees:** Service fees (dues) for membership in the organization shall be assessed if cash reserves at the end of the fiscal year fall below the required \$33,000.
- 1.5 **Directory:** The District Director shall prepare and distribute annually a directory listing all secondary schools, their appropriate personnel, phone numbers and school addresses via the website.
- 1.6 **Sports Syllabus:** A sports syllabus, including tournament managers, tournament sites, dates, times, tournament format, and tournament guidelines shall be developed by the chairperson of each activity.
- 1.7 **Appeals:**
 - 1.7.1 School appeals and disagreements, within or between leagues, are to be resolved by authority of each league(s) whenever possible.
 - 1.7.2 The event director and/or games committee shall resolve appeals and disagreements occurring at the North Central Washington District VI events. Game or contest appeals are to be handled by the games committee. Appeal of judgment calls of officials will not be heard, unless there has been a misapplication or misinterpretation of a rule or game condition which may have had an undue or unfair affect on the outcome of the game or event.
 - 1.7.3 If a member school administrator is dissatisfied with the decision of the league(s) or district tournament directors/games committee or rule interpretation relative to the provisions of the WIAA handbook and such school is an aggrieved and affected party, such party may appeal the decision and request a formal hearing provided that:
 - 1.7.3.1 The facts and reasons for appeal are submitted in writing signed by the school principal or superintendent to the Director of the North Central Washington District VI within five (5) calendar days following the decision.
 - 1.7.3.2 There shall be a special appeals committee appointed by the president for each case submitted.
 - 1.7.3.3 Each committee will be composed of five (5) or more North Central Washington District VI Executive Board members who will **not** be from the league and/or schools involved.
 - 1.7.3.4 The hearing shall be conducted according to the WIAA handbook.
 - 1.7.3.5 The hearing shall be conducted outside of a District 6 Board meeting.

- 1.7.3.6 The hearing shall be conducted with the two parties presenting without the other being present.
- 1.7.3.7 The appeals committee shall make the final decision regarding appeals in executive session
- 1.7.3.8 In cases where the North Central Washington District VI Executive Board is unable to resolve appeals and disagreements, they shall be appealed to the WIAA Executive Board for mediation as stated in the WIAA Constitution rules and regulations.
- 1.7.4 **Sanctions/Penalties:** The Executive Board will review and take action on league sanctions/penalties imposed on member schools for violating a WIAA rule.

1.8 Executive Board Member Expenses:

- 1.8.1 Executive Board members will be reimbursed for their travel expenses. Mileage will be reimbursed at the rate established by the WIAA.
- 1.8.2 The North Central Washington District VI will accept the financial obligation for meals for executive board members and guests attending North Central Washington District VI executive board meetings.

1.9 CPA Service:

- 1.9.1 The District Director is authorized to employ the services of a CPA to assist in preparing annual reports required by the IRS.

1.10 Lifetime Passes: The executive board may issue lifetime passes to individuals who have made exemplary contributions to the students and schools of the North Central Washington Activities Association.

1.11 District Liability Insurance: In cooperation with the Washington Interscholastic Activities Association, the North Central Washington District VI provides liability insurance coverage for elected representatives, committee members and district tournament personnel.

ARTICLE 2 – COMMITTEES

2.1 Standing Committees:

- 2.1.1 The Executive Board president at the last meeting of the year shall select committee members and committee chairpersons.
- 2.1.2 Committee makeup: Each league or classification shall be represented on the committee.
- 2.1.3 Committee size: Committees shall have at least three (3) members but not more than five (5) members.
- 2.1.4 Committee meetings: Each committee will meet at least once (1) during the year and no more than two (2) times.

2.2 Eligibility Committee: Shall be composed of at least five (5) members selected by the president.

- 2.2.1 Eligibility Chairperson: The executive board will appoint the eligibility chairperson and provide \$750.00 for his/her services.
- 2.2.2 The eligibility committee shall meet prior to each sport season if necessary. The chairperson may call additional meetings.

2.3 Committee Expenses: Committee members will be reimbursed for mileage at the WIAA rate and meal allowance will be provided.

ARTICLE 3 – MUSIC

3.1 Music Activities: The North Central Washington District VI will be responsible for music activities for those schools within North Central Washington District VI.

3.2 Music Events: North Central Washington Honor Festival – The Honor Festival is held once every two (2) years. It is scheduled on the even years.

North Central Washington Sole Ensemble Contest – consists of North Central Washington large group middle school and North Central Washington large group high school.

- 3.2.1 **Contests:** The music committee is responsible for establishing dates, sites, and times of contests.
- 3.2.2 **Dates and Budget:** Requests will be presented to the executive board by the music committee chairperson at the September executive board meeting.
- 3.2.3 **Guidelines:** The music committee shall establish North Central Washington District VI music contest guidelines.
- 3.2.4 **Admission Fee:** There will be an admission fee for the North Central Washington Honor Festival. The fee will be set by the North Central Washington Executive Board.
- 3.2.5 **Entry Fees:** There will be an entry fee for the Honor Festival, Solo Ensemble and Large Group contests. These fees will be set by the North Central Washington Executive Board.
- 3.2.6 **Committee Expense:** Reimbursement for mileage at the North Central Washington District VI meetings will be at the rate established by the executive board, and meal allowances will be provided for the music committee meetings.

ARTICLE 4 – RADIO/TELEVISION

- 4.1 North Central Washington District VI maintains exclusive broadcasting, televising rights to all district tournaments and play off events. Ancillary to this right is the right to require payment from the broadcaster or televisor.
- 4.2 Radio and television stations requesting permission to broadcast or televise North Central Washington District VI tournaments or play off contests must have approval of the North Central Washington District VI Director or the game manager of the event.
- 4.3 Radio and/or television stations will be required to pay rights fees to broadcast a North Central Washington District VI event.
 - 4.3.1 All stations receiving feed from the original station must pay the same rate.
 - 4.3.2 All delayed broadcasts will pay the same rate as live broadcasts.
- 4.4 **Web cast fee per contest:** \$25.00.
- 4.5 **Radio fee per contest:** \$50.00
- 4.6 **Television fee per contest:** \$500.00 live - \$125.00 delayed.
- 4.7 **Payment of fees:** All fees shall be prepaid at the game site prior to the start of the contest. Checks are payable to North Central Washington District VI.
- 4.8 **Promotional Time:** In addition to paying scheduled rights fees to broadcast North Central Washington District VI contests, stations receiving affirmative authorization must agree to promote the contest in question no less than fifteen times (15) times during or proceeding the week of the contest at no cost to North Central Washington District VI.
- 4.9 **Commercial Advertising:** Commercial advertising must be in good taste and be acceptable to North Central Washington District VI.
- 4.10 **Cancellation:** The North Central Washington District VI reserves the right to cancel the agreement at any time if the stations violate any section of this policy.

ARTICLE 5 – REIMBURSEMENTS

- 5.1. **North Central Washington District VI End of the Year Fiscal Reimbursement:** All moneys in excess of \$33,000.00 at the end of the fiscal year will be reimbursed to schools participating in North Central Washington District VI sporting activities. **(Formula)** Total number of participants participating in North Central Washington District VI tournaments and playoffs divided into the excess moneys over \$33,000.00 at the end of the fiscal year. Reimburse each member school the amount of the participating value for each participant participating in North Central Washington District VI events.
- 5.2 **WIAA State Reimbursement:** All North Central Washington District VI moneys received from the state association for participation in state tournaments will be reimbursed to the member schools using the state formula.

ARTICLE 6 – AWARDS

6.1 **North Central Washington District VI Awards:** The North Central Washington District VI will provide appropriate awards to sports champions and individual performers.

- 6.1.1 **Trophies:** Trophies will be presented to the District champions. In cases where the district is combined with another district the highest placing District VI school shall be awarded the championship trophy.
- 6.1.2 **Medals:** Medals will be presented to individual members of district championship teams, for all classifications, for football, volleyball, cross country, basketball, baseball, softball, soccer, bowling and golf. Individual medals will be presented for wrestling, tennis and golf.

<u>Activity</u>	<u>Number of Medals</u>
Football 1B	35
Football 2B	40
Football 1A	50
Football 2A	60
Football 3A & 4A	65
Volleyball	14
Cross Country	7 Team 1 W/R District Champion
Basketball	12
Wrestling	14 1 per weight
Bowling	7
Baseball	20
Softball	20
Golf	5 Team 1 W/R District Champion
Tennis	1 Single/1Double
Track - Boys	23 – W/R
Track – Girls	27 – W/R
Soccer	22

6.1.3 **Ribbons:** Individual Ribbons will be presented in the following sports:

<u>Sports</u>	<u>Number of Ribbons</u>
Wrestling	2 through 6 – 14 ribbons
Golf	2 through 10
Cross Country	2 through 10
Track	2 through 8
Tennis	2 through 4

- 6.2 **Meritorious Awards:** Meritorious awards shall be presented to persons who have contributed considerable time and effort to the North Central Washington District VI and/or WIAA according to established criteria.
- 6.2.1 Recommendations for meritorious awards will be made at the yearly March board meeting.
 - 6.2.2 Each recipient will receive a plaque and a North Central Washington District VI lifetime pass.
 - 6.2.3 A majority vote of the executive board will be required for confirmation.
- 6.3 **2A, 3A and 4A Awards:** North Central Washington District VI will pay their share of the cost of District awards.
- 6.4 **Past President Award:** A past president plaque will be presented to the outgoing president following completion of his/her term of office.

ARTICLE 7 – TOURNAMENTS

- 7.1 **Interscholastic Athletic Competition:** Schools within North Central Washington District VI shall compete within the North Central Washington District unless significant hardship can be demonstrated and approved by the executive board.
- 7.1.1 Players eligible to compete in North Central Washington District sponsored tournaments: (WIAA Handbook Rule) “In order for a student to participate in post season and state tournament playoffs, the student must be a member of a school squad and have been included on a school’s eligibility roster for at least 50% of a regular season for that sport.”
- 7.2 **North Central Washington District VI Tournaments/Activities:** North Central Washington District VI shall conduct district tournaments in the following activities for the purpose of determining a district champion and entries to WIAA sanctioned tournaments.
- 7.2.1 **Authorized Tournaments/Activities:**
Football, Volleyball, Basketball, Wrestling, Baseball, Softball, Soccer, Track, Golf, Cross-Country, Swimming, Tennis, Bowling, and Music.
- 7.3 **Entry Fees:** Entry fees will be required only for the following sports: Tennis, Golf, and in special situations Cross Country.
- 7.3.1 The fee shall be \$10 per participant to a maximum of \$50 per boys and \$50 per girls team.
- 7.4 **Admission Prices:** Admission prices will be charged to attend all North Central Washington District VI sponsored tournaments as determined by the North Central Washington Executive Board. Admission fees will be reviewed annually by the executive board.

7.4.1 **Admission Fee Schedule:**

	<u>Adults</u>	<u>Students with ASB Card</u>
*Football	\$7.00	\$5.00
Volleyball	\$7.00	\$5.00 Multiple Matches
	\$6.00	\$4/00 Single Match
Soccer	\$5.00	\$4.00 Single Game
	\$7.00	\$5.00 Multiple Games
Swimming	\$7.00	\$5.00 All Day
Cross Country	\$6.00	\$4.00 Single-Classification Event
	\$7.00	\$5.00 Multi-Classification Events with Separate Events
Basketball	\$7.00	\$5.00 Multiple Games
	\$6.00	\$4.00 Single game
Wrestling	\$12.00	\$9.00 All Tournament
	\$7.00	\$5.00 All Day
	\$5.00	\$4.00 Single Session
Track	\$7.00	\$5.00 All Day
Baseball	\$7.00	\$5.00 Multiple Games
	\$5.00	\$4.00 Single Game
Softball	\$7.00	\$5.00 Multiple Games

	\$5.00	\$4.00 Single Game
Golf	\$10.00 per participant up to \$50.00 for each boys and each girls team	
Tennis	\$10.00 per participant up to \$50.00 for each boys and each girls team	

Dance/Drill \$7.00 \$5.00 All Day

*Admission price set by the WIAA.

7.3.2 Students **without** ASB cards will be charged adult prices.

7.3.3 Students under 12 and senior citizens will pay same fee as student with an ASB card.

7.4 **Tournament Dates, Times and Sites:** Tournament dates, times and sites shall be approved by the executive board. All district tournaments must be conducted following the termination of the league schedule and during the week prior to the opening date of the state tournament.

7.4.1 In the event of an emergency affecting tournament/play off sites, dates, times and there is not sufficient time to refer the matter to the entire executive board for resolution, the District President, President Elect and District Director shall be authorized to make the necessary adjustments.

7.4.2 If **emergency** conditions affect a participating school, but not the tournament, the principal or designee must notify the site/tournament manager. Failure to notify the site manager may result in forfeiture of the contest.

7.4.3 Tournament/play off contests canceled on Saturday will be rescheduled for the next playable date.

7.4.5 Participation on Sunday in any North Central Washington District VI sanctioned event cannot be required of any school (without prior permission and approval of each participating school). Nor can any penalty or forfeiture be imposed for not participating on Sunday.

7.5 **Tournament Receipts:** All tournament receipts for North Central Washington District VI events will be sent to the District Director.

7.5.1 North Central Washington District VI moneys shall not be co-mingled with any ASB funds.

7.6 **Tournament Expenditures:** All tournament expenditures for North Central Washington District VI will be sent to the District Director.

7.7 **Accounting Procedures:** The district director shall deposit all revenue in a bank approved by the North Central Washington Executive Board. The District Director will be responsible for paying all expenditures. All financial transactions for North Central Washington District VI will be maintained by the District Director in one set of books.

7.8 **Passes:**

7.8.1 League passes will not be accepted for tournament play.

7.8.2 North Central Washington District VI passes and lifetime passes will be honored at all district activities.

7.8.3 North Central Washington District VI special passes will be issued to all superintendents, board members of a district with a high school participating in District VI and WIAA events, high school principals, high school athletic directors and North Central Washington Executive Board members.

7.8.4 Tournament managers will issue passes or use a pass gate list for participating team members, coaches and managers. The number to be admitted shall be established in the tournament guidelines. Teams eliminated from a tournament will be admitted to other tournament games in that classification.

7.8.5 A pass list will be used to admit competing school supervisors unless the tournament manager issues supervisory passes. Number of supervisors will be indicated in the tournament guidelines. Schools are to notify the tournament manager prior to the tournament games who will be assigned supervisory duties.

7.8.5 Coaches and Athletic Directors who are members of their respective professional associations will be admitted to all District VI events provided they produce their membership card and photo ID prior to entry.

7.9 Cheerleaders: The advisor and cheerleaders in uniform will be admitted free.

7.9.1 Cheer and song leaders must comply with the safety standards adopted by the WIAA.

7.10 Drill Teams: The advisor and drill team in uniform, who is scheduled to perform at halftime, will be admitted free.

7.11 Band: The director and band members of participating schools, as identified by the band director will be admitted free.

7.11.1 Performances must be arranged with the tournament manager prior to the tournament.

7.11.2 Tournament managers have complete control over the volume of amplified instruments. No microphones may be used with amplified instruments.

7.11.3 All music instruments shall be retained in the bleachers or other designated area as directed by the tournament manager.

7.12 Concessions/Programs: The North Central Washington District VI maintains ownership of all North Central Washington sponsored events and to those events assigned by the WIAA office/Executive Board.

7.12.1 The host site (school) may sell concessions.

7.12.2 All items for sale must be acceptable quality and sold at reasonable prices, not to exceed prices of similar items sold at league contests.

7.12.3 All non-school organizations or agencies are prohibited from selling concessions of any kind or any other item at the event site, before, during or following the event.

7.12.4 Advertising in North Central Washington sponsored events programs must be approved by league and district. Such advertising must comply with North Central Washington Executive Board policy: that is, there shall be no advertising of tobacco products, alcoholic beverages, or other products deemed inappropriate for use by interscholastic sports participants or students attending these events.

7.12.5 The host school/site for the event assumes all expenses for the sale of concessions. Net finances, if any, shall be retained by the host school/site. Leagues or district will be responsible for the sale of programs.

7.13 Officials:

7.13.1 The District Director is responsible for sending out ballots to member schools for district tournament officials for football, volleyball, and basketball.

7.13.2 The District Director is responsible for contacting the officials assigning secretary to request officials for wrestling, baseball and softball.

7.13.3 Game fees will be \$5.00 over the regular season contest fees in that classification.

7.13.4 Mileage fees will be the WIAA rate.

7.14 Tournament Site Managers Fees:

Football 1B/2B Games	\$135.00 per game
Football 2A/3A/4A Games	\$175.00 per game
Volleyball	\$60.00 per game
Volleyball	\$30.00 per round
Cross Country	\$75.00
Basketball	\$60.00 per single game
	\$30.00 per multiple games
Wrestling	\$150.00 one day tournament
	\$180.00 two day tournament
Track	\$150.00
Baseball	\$60.00 per single game
	\$30.00 per multiple games
Softball	\$60.00 per single game

	\$30.00 per round
Tennis	\$100.00
Golf	\$50.00
	\$25.00 (assistant managers – 3 only)
Soccer	\$50.00 per single game
	\$25.00 per additional game
Swimming	\$150.00 two day tournament

7.15 Miscellaneous Tournament Practices:

- 7.15.1 **School Supervisors:** School supervisors have primary responsibility for crowd control.
- 7.15.2 **Crowd Behavior:** The tournament manager has the authority to stop a contest as a result of unacceptable crowd behavior. The contest may continue once the manager has reasonable assurance the disruptive behavior is under control.
- 7.15.3 **Signs:** The official school banner will be the only sign permitted at tournament contests.
- 7.15.4 **Noisemakers:** Artificial and/or mechanical noisemakers are **not** permitted.
- 7.15.5 **Pass Outs:** Adult pas outs are discouraged. **Student pass outs are prohibited.**
- 7.15.6 **National Anthem:** The National Anthem is to be played whenever possible; otherwise the flag salute will be used.
- 7.15.7 **Confetti:** Confetti will **not** be allowed. Schools violating this policy may be assessed a clean up fee by the tournament manager.
- 7.15.8 **Solicitations:** Solicitations by school or non-school organizations will **not** be allowed.
- 7.15.9 **Towels:** Participating schools will provide their own towels. The host school will provide towels for officials.
- 7.15.10 **Game Balls:** North Central Washington District VI will provide game balls for tennis, baseball, and softball. Host schools will provide game balls for basketball and volleyball. Participating schools will provide the balls for football and soccer.
- 7.15.11 **Squad Size:** The number of participants in each sport shall be the same as established by the WIAA unless the executive board grants an extension.
- 7.15.12 **Radio/Television Coverage:** All requests must be submitted to the North Central Washington District VI Director or executive board for approval.
- 7.15.13 **Spectator Standing:** Continuous standing by students and their supporters during a game will **not** be permitted if that activity has a negative affect on the normal operation of the contest. The decision will be at the discretion of the site manager.