



## **ASSOCIATION / BOARD ASSIGNER GUIDELINES**

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

### **JOB DESCRIPTION**

The assigner is an important figure and occupies a key position in the relationship of the officials, local association / board, the schools of the area in which they serve and the WOA staff. The assigner must be a person of integrity and ethics - one whose impartiality is not questioned.

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

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

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

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

### **ASSIGNER'S GENERAL DUTIES**

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

### **EJECTION REPORTS**

- A. Assigner must be contacted immediately following an ejection.
- B. Assigners are responsible for submitting the ejection report to the WOA.
- C. Ejection reports must be forwarded to the WOA within 24 hours after the contest.

## **COMMUNICATION WITH SCHOOLS**

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

## **ASSIGNMENT OF OFFICIALS TO CONTESTS**

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

## **SUGGESTED PROCEDURE FOR LOCAL ASSOCIATION / BOARD MEETINGS**

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

## **STATE ASSOCIATION ASSISTANCE**

- A. Rules books and other publications for each registered official will be mailed at no cost to the association / board (ordered online). Additional books are supplied upon request. Publications are \$7 each in addition to the number of registered officials determined at the end of each sport season.
- B. The WOA tests will be available online. Scores will be recorded on the registration report.
- C. The WOA Handbook is available online.
- D. Rules interpretations requested by an assigner will be available in each sport during normal office hours.
- E. State Rules Clinics in baseball, basketball, football, gymnastics, soccer, softball, spirit, volleyball, and wrestling will be conducted online.
- F. Each assigner will receive a nomination form from the WIAA office along with the number of allocations prior to each state tournament.
- G. Change of Contact, Transfer of Official, Meritorious Service Award Application and Ejection Reports are available online.

- H. The WOA will investigate any complaints received regarding mistreatment of officials by coaches, fans or schools.

### **REGISTRATION OF OFFICIALS**

#### **WOA Registration Dues – Returning Officials**

Registration for returning officials is non-refundable after the sport-specific due date.

#### **Fall Sports (Football, Volleyball, Fall Soccer):**

Registration payment for returning officials due: September 5

Credit/Deletion deadline for returning officials: September 15

Payment will be considered past due and charged a 20% late fee if not paid by: December 8

#### **Winter Sports (Basketball, Wrestling, Gymnastics, Spirit):**

Registration payment for returning officials due: November 28

Credit/Deletion deadline for returning officials: December 8

Payment will be considered past due and charged a 20% late fee if not paid by: March 23

#### **Spring Sports (Baseball, Softball, Spring Soccer):**

Registration payment for returning officials due: March 13

Credit/Deletion deadline for returning officials: March 22

Payment will be considered past due and charged a 20% late fee if not paid by: June 1

#### **WOA Registration Dues – New Officials**

Registration for new officials will be due at the time of registration and is non-refundable.

Payment will be considered past due and charged a 20% late fee if not paid by the established due date of the respective sports season.

#### **Patches, State Tournament Passes, Additional Sets of Books**

Payments for miscellaneous charges are due at the time the items are ordered (additional books will be invoiced at the end of the regular season).

Payment will be considered past due and charged a 20% late fee if not paid by the established due date of the respective sports season.

#### **Registration Fees:**

- A. Registration fee is: \$65 per official (paid during their first season of the year)  
\$30 per officials per sport
- B. Registration fees cover the following:
1. NASO Membership
  2. General Liability Insurance
  3. Rules Publications
  4. WOA clinic expenses
  5. WOA executive expenses
  6. Phone and supplies
  7. WOA Executive Board and Annual Conference expenses
  8. Officials recognition programs

#### **Tests:**

- A. Tests are available online.
- B. Officials must score 70% or higher to pass the online test.

#### **Clinics:**

- A. Rules clinics will be conducted online
- B. The Registration report will record the completion of the clinic.

**Transfers:**

- A. Assigners shall facilitate the transfer of a WOA member by providing information in regard to the level worked and if dues have been paid for the season. This can be done utilizing the Transfer of Membership form or electronically.
- B. Officials transferring from a different state are considered new officials.
- C. Reciprocity with Idaho and Oregon only applies when there is a shortage of officials within a service area. Assigners must receive permission from the WOA prior to assigning a non-WOA official to a WIAA contest.

**Rule Materials:**

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

**Meetings:**

- A. Each association / board determines the number of meetings necessary to educate and train officials to meet the standards established by the WOA.
- B. An official must meet their local association / board attendance requirement in order to be eligible for postseason contests.

**Billing and Invoices:**

- A. Invoices are available on the WOA Central Hub. Invoices will be finalized at the end of the regular season for the specific-sport.
- B. The invoice will reflect charges and credits for the current season.
- C. All bills must be paid in full by the end of each sport season.
  - 1. **Fall - December 8**
  - 2. **Winter - March 23**
  - 3. **Spring - June 1**
- D. Payments not made by the due date will be considered past due and charged a 20% late fee.

*Any questions regarding WOA registration should be directed to the WOA Executive Director.*

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