



## WASHINGTON OFFICIALS ASSOCIATION BY-LAWS

### ARTICLE 1 – MEMBERSHIP

- Section 1. Any persons desiring membership in the WOA must present his or her application approved by the Presiding Officer or Secretary of an Association or Board, to the WOA office with the stipulated fee as well as a completed Criminal History Background Check. An Association or Board is the organization that is recognized by the WOA as having the responsibility for training and assigning officials for interscholastic athletic events.
- Section 2. Qualifications for **registered** membership:
- A. Current registration with WOA
  - B. Membership in one recognized association/board in any one sport
  - C. Anon-disqualifying Criminal History Background Check on file with the WOA
  - D. This qualification allows officials to be assigned middle school/junior high contests only
- Section 3. Qualifications for **certified** membership:
- A. In addition to meeting the requirements in Section 2, officials must complete the WIAA/WOA online rules clinics
  - B. Must annually pass the current WOA approved test in that sport with a score of 70% or higher
  - C. Meet the meeting attendance requirements of the local Association/Board
  - D. Only certified officials can be assigned high school contests
- Section 4. Officials from Idaho and Oregon are allowed, to officiate high school games in Washington without joining the WOA provided there are not sufficient numbers of certified WOA members available from the Association/Board to service all schools in their service area.

### ARTICLE II – DUES/REGISTRATION

- Section 1. The annual dues for each registered official will be determined by the WOA Executive Board.
- Section 2. No new registrations will be accepted for allocation purposes after the conclusion of the sport's respective state tournament.
- Section 3. For the purpose of officially registering at the state level of WOA, an official's registration will be considered accepted when the sport-specific eligibility period is added to the official's profile in the statewide officiating database.

### ARTICLE III – UNIFORMS

- Section 1. Officials shall wear the uniform as approved by the WOA.

Section 2. Uniform exceptions may be requested by Associations/Boards to the WOA Executive Board thirty (30) days prior to the event/contest/or season for which the request is made.

#### **ARTICLE IV – ASSOCIATION/BOARD RESPONSIBILITIES**

Section 1. Each Association/Board will be required to establish meeting attendance requirements and to maintain meeting attendance records.

Section 2. Each Association/Board shall be responsible for assigning officials to contests of WIAA member schools assigned to their service area. A list of schools shall be on file in the WOA office and updated as necessary.

A. Service shall be defined as assigning and providing officials as requested.

B. Service areas shall be defined as the listing of WIAA member schools within a specific area which are serviced by a particular Association/Board. Service areas are not necessarily geographical, nor determined by league or WIAA District affiliation, but are based upon the history of providing officials to service schools as programs were added.

Section 3. Each Association and Board shall be responsible for enforcing the appropriate uniform for the individual sports.

Section 4. An Association will assign officials to all boys' contests and Boards will assign officials to all girls' contests. An Association and a Board can, by separate majority vote of each group's membership, combine the services of officers, Constitution and By-Laws, assigning secretary, or any other function of the two organizations deemed beneficial to both the Association and Board.

Section 5. Neither the Association/Board nor the officials from an Association/Board shall request, offer or solicit officiating services to any member schools not listed as a member of their service area.

A. Should the servicing Association/Board of the schools be unable to provide the number of registered officials required for contests, it shall be the duty of the servicing Association/Board to assist the schools in finding qualified officials to work the contests.

B. If an official's "exchange" program has been set up, it is the responsibility of the servicing Association/Board to arrange the assignments.

Section 6. If officials from an outside Association/Board are contacted by members schools not listed as a member of their service area, the Association/Board is obligated to immediately contact the servicing Association/Board for approval to work the contest(s).

Section 7. Each Association/Board that has a dispute over membership of a service area with schools of competing Associations/Boards must submit in writing to the WOA a request to meet with the interested parties. The procedure for resolution of such dispute is outlined in the By-Laws.

Section 8. Criminal Background Checks are required on all members. The information received shall be handled as confidential information. (Criminal Background Checks will be reprocessed as deemed necessary by WOA or as requested by a local Association/Board.)

Section 9. Associations/Boards are encouraged to urge their members to obtain a proper physical exam prior to each sports season.

- Section 10. Each Association/Board is responsible for compliance with the established administrative policies and procedures of WOA. Noncompliance will subject the Association/Board to, but will not be limited to, the following penalties as determined by the WOA Executive Board:
- A. Letter of reprimand
  - B. Probation (length of time and restrictions determined on a case by case basis)
  - C. Fine (amount determined on a case by case basis)
  - D. Loss of state tournament allocation(s)
  - E. De-certification

#### **ARTICLE V – TESTS AND ATTENDANCE REQUIREMENTS**

- Section 1. Officials must annually take and pass the WOA approved rules test with a score of 70% or higher to be certified.
- Section 2. An official must meet the local Association/Board meeting requirements for the sport(s) in which he/she was registered.
- Section 3. Each Association and Board determines the number of meetings necessary to educate and train officials to meet the standards established by the WOA.
- Section 4. Prior to the start of each sport season, completion of a WIAA/WOA online rules clinic is required of each official who plan to officiate varsity or postseason contests.

#### **ARTICLE VI – TRANSFER OF MEMBERSHIP**

- Section 1. Each Association/Board shall accept into full membership any official who is a transfer from another Association/Board, provided the official is a member in good standing of the WOA. The official who is transferring from an Association/Board to another must present written evidence of prior membership in said Association/Board and clearance from his/her former local Secretary.
- Section 2. An Association/Board may appeal the transfer of an official if they feel there are extenuating circumstances that should prevent the transfer from being approved. Appeal of a transfer is covered under Article IX Section 4.
- Section 3. No transfers will be final, no tournament allocations will be affected, nor the transferring official be considered registered until approval of the local Association/Board and an official Membership Transfer form has been filed in the WOA office,

#### **ARTICLE VII – EXPENSES**

- Section 1. WOA Executive Board members' expenses to all called meetings shall be paid at a rate determined by the WOA Executive Board.

#### **ARTICLE VIII – FEES AND AGREEMENTS**

- Section 1. All contest fees are established by the WOA Executive Board, in cooperation with the WIAA Executive Board and are listed in the WOA handbook.
- Section 2. All fees shall be negotiated by the WIAA/WOA Agreement Review Committee.
- Section 3. A copy of the statewide agreement between the WOA and WIAA is contained in the WOA Handbook.

## ARTICLE IX – DUE PROCESS/MISCONDUCT

- Section 1. All Associations and Boards must incorporate into all local Constitutions and By-Laws, the Officials' Due Process/Grievance Procedures. These procedures and forms are found in the Assigning Secretaries Handbook. A copy of the Association/Board Constitution and By-Laws shall be on file in the WOA office.
- Section 2. If any one of the WOA Executive Board members is directly involved in a protest or dispute, the Board member shall be immediately disqualified from those proceedings. The President or designee may appoint a person to take the place of such member while deciding that case.
- Section 3. **LOCAL ASSOCIATION/BOARD PROCEDURES** – Each Association/Board, or designee(s), having reasonable cause to believe that an official is ineligible to officiate in an interscholastic activity under the rules and regulations of the WOA, or has committed misconduct, shall provide the official with notice of his/her ineligibility either by certified mail or by delivering said notice in person. Procedures and forms are found in the WOA Handbook. The notice shall: (a) specify the reason(s) for the alleged ineligibility and the violation; (b) advise the official of his/her opportunity to request a hearing at the local level in order to contest the reason(s) for or the allegation(s) of such alleged ineligibility; (c) state that a written petition for a hearing must be postmarked or received by the local association/board, or its designee, on or before the expiration of the seventh (7<sup>th</sup>) calendar day after notification of ineligibility; (d) specify how the petition for hearing can be served upon the local association/board or its designee; and (e) provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein. An official making petition for a hearing with the local association/board may not officiate any interscholastic activity for a period of fourteen (14) calendar days from the date the petition is received by the local association/board. If an association/board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date of the petition, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.
- Section 4. **REGIONAL PROCEDURES** – If, after granting a fair hearing, an association/board has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing at the regional level and (b) state that a written petition for a hearing with the Regional Committee must be postmarked to the WOA Executive Director on or before the expiration of the seventh (7<sup>th</sup>) calendar day after the local hearing. The WOA Executive Director will then assemble the Regional Committee. If the Regional Committee fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the Regional Committee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.
- A. Ruling** – After hearing the evidence, the Regional Committee and the person presiding at the hearing shall render a written decision within fourteen (14) calendar days.
- B. Right of Appeal** – Following the decision of the Regional Committee, the official may appeal. This appeal must be in writing and be postmarked within seven (7) calendar days to the WOA Executive Director.

Section 5.

**STATE PROCEDURES** - If, after granting a fair hearing, a Regional Committee has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing with the WOA Executive Board and (b) state that a written petition for a hearing with the WOA Executive Board must be postmarked or received by the WOA Executive Director or designee on or before the expiration of the seventh (7<sup>th</sup>) calendar day after the regional hearing. If the WOA Executive Board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the petition is received by the WOA Executive Director or designee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. **Ruling** – After hearing the evidence, the WOA Executive Board shall render a written decision within fourteen (14) calendar days.
- B. **Right of Appeal** – The decision of the WOA Executive Board is final.

The WOA Executive Board has the initial authority to rule in eligibility matters under the following conditions: 1) A local association/board has exhausted their due process procedure and an official appeals to the Regional Committee and then to the WOA Executive Director; 2) A local association/board has failed to take action on a misconduct which falls under the context of this article; 3) As a result of a criminal history background check, an official has been found to have committed/violated one of those acts listed on the criminal history background check form; or 4) The misconduct involved the actions of an association/board or any officer/assignor affiliated with or employed by a local association/board in any sport. The WOA Executive Director or designee shall be notified in writing by the local association/board of any official suspended locally due to misconduct or violation of WOA rules and regulations.

An official found to have committed an act of misconduct by the WOA Executive Board may be suspended for not less than one year. A second proven misconduct on the part of an official may result in termination from the WOA.

In the event that action is taken against an association/board officer, assigning secretary, or WOA Executive Board member, the remainder of the WOA Executive Board shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

Section 6.

**MISCONDUCT** – Misconduct can be charged for but is not limited to the following:

1. Using abusive language or distasteful gestures.
2. Degrading fellow WOA members, local association/board officers, assigning secretaries, WOA Executive Board members, or WOA staff.
3. Providing unwarranted or derogatory press releases and/or interviews.
4. Using mood-altering substances the day of the game that could substantially impair judgment (i.e. alcohol, drugs, or even certain prescription drugs).
5. Undercutting or altering the established WIAA/WOA officials contest fees.
6. Failing to show up for a contest previously accepted.
7. Violating any section of the WOA Constitution and By-Laws.

8. Intentionally deviating from enforcement of WIAA or WOA approved rules or mechanics.
9. Failing to wear the approved WOA uniform.
10. Being charged with a felony criminal act or a misdemeanor act involving use or distribution of mind or body altering drugs, theft or acts involving moral turpitude (emergency suspension before the hearing is permissible if serious charges warrant it).
11. Being convicted of a criminal act.
12. Soliciting or officiating a contest, not authorized by the local association/board, involving WIAA member schools.
13. Obligating themselves to any person affiliated with any contest they might be assigned to officiate.

Section 7. The WOA Executive Director has the authority to resolve any dispute that cannot be decided at the local level, whether it is between WIAA member schools and one Association/Board or between two Associations/Boards. Any such dispute may be submitted in writing to the WOA for resolution. The process for resolving the dispute will be determined by the WOA Executive Director. Should binding arbitration be necessary, the affected parties shall be responsible for obtaining and paying the cost of services of a binding arbitrator who is a neutral party.

#### **ARTICLE X – FORMATION OF A NEW ASSOCIATION/BOARD**

- Section 1. The Executive Boards of WIAA and the WOA must approve the organization.
- Section 2. The area in which a new Association/Board is being formed must contain approximately ten member schools that will use officials from this new Association/Board, and each bordering Association/Board must be notified.
- Section 3. No new Association/Board will be chartered after September 1 of a given year, unless otherwise approved by the WOA Executive Board.

#### **ARTICLE XI – ASSOCIATION/BOARD VOTING**

- Section 1. Each individual Association/Board shall be entitled to one (1) vote per 1-75 member officials, or portion thereof, two (2) votes for 76-150, three (3) votes for 151-225, etc. on Constitutional votes or elections of officers.
- Section 2. In no event shall any Association/Board have less than one vote.
- Section 3. No individual may represent more than one Association/Board for voting purposes. No proxy voting is allowed.

#### **ARTICLE XII – TOURNAMENT OFFICIALS**

- Section 1. The names of those certified officials recommended for State tournaments will be submitted to the WIAA for consideration by each recognized Association/Board.

- Section 2. Certified officials submitted to the WIAA for State Tournament consideration must have worked at the varsity level a minimum of half the allowable regular season games per sport (e.g. football – 5 games, basketball – 10 games, etc.)
- A. Certified officials wanting consideration in both boys and girls basketball must have worked the minimum number of contests in both sports to qualify.
  - B. Football officials must have worked a minimum of three (3) varsity contests at the specific position for which they have been submitted.
- Section 3. Certified officials submitted to the WIAA for state tournament consideration must officiate a postseason event in that sport prior to the state tournament. (This means an official going to a boys’ State basketball tournament must work a boys’ postseason event, and vice versa.)
- Section 4. In addition to the requirements set forth in sections 1, 2, and 3 of this article, Certified officials submitted to state tournament consideration must have current Post Season Endorsement under the approved and adopted RTO program for that sport.
- Section 5. Certified officials submitted to the WIAA for state tournament consideration must be available to officiate throughout the duration of the tournament.

### **ARTICLE XIII – DUTIES OF THE WOA EXECUTIVE DIRECTOR**

- Section 1. The WOA Executive Director’s duties are set by the WOA Executive Board and shall include the following:
- A. Disburse funds of the Association upon the order of the WOA Executive Board.
  - B. Prepare an annual budget for WOA Executive Board Action.
  - C. Prepare an annual financial report to be approved by the Executive Board and sent to all Associations/Boards each year.
  - D. Supervise Association business.
  - E. Interpret the rules and regulations of the Association as approved by the WOA Executive Board.
  - F. Make decisions on issues not directly addressed by the WOA Constitution and By-Laws, or that deals with a unique situation that in the WOA Executive Director’s opinion needs to be rectified immediately. Any such decisions will be reviewed by the Executive Board during the next regularly scheduled meeting.
  - G. Keep the Executive Board aware of issues that may need to be addressed or that have impact on the Association.

### **ARTICLE XIV – AMENDMENTS OF BY-LAWS**

- Section 1. Amendments of the By-laws can be made by a majority vote of the WOA Executive Board at an official meeting.