



**West Central District III**  
OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

# CONSTITUTION

2010-11



## Regulations and Bylaws

### Athletics-Activities-Fine Arts

### League Membership

- Narrows 3A/4A -
- Nisqually 1A -
- North Olympic 1B -
- Olympic 1A/2A/3A -
- Seamount 2A/3A -
- South Puget Sound 4A -
- South Puget Sound 2A/3A -
- Independents-



# West Central District III

OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

## 2010-11 CONSTITUTION

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# **Constitution of the West Central District III of the W.I.A.A.**

## **Article 1- Name of Organization**

- 1.1** The name of this organization shall be the West Central District III (**WCD 3**) of the Washington Interscholastic Activities Association (**WIAA**).

## **Preamble**

Recognizing the authority of school district board of directors in the WCD 3 to plan, supervise and administer interscholastic athletic activities, we therefore establish this constitution for the WCD 3 of the WIAA to provide for the welfare and protection of all students involved in interscholastic activities within WCD 3 of the WIAA.

## **Article 2- Purpose of the Organization**

- 2.1** This organization is organized exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of section 501(c) of the Internal Revenue Code (911157246).
- 2.2** This organization shall plan, supervise and administer the interscholastic activities approved and delegated by the school district's boards of directors of WCD 3.
- 2.3** This organization shall maintain and conduct a program of interscholastic amateur sports competition, and promotes and preserves a wholesome atmosphere of good sportsmanship among its member schools.
- 2.4** The goals of this organization are to approve, develop and direct interscholastic activities for students of member schools and to assure their protection against exploitation by special interest groups.
- 2.5** A goal of this organization will be to stress the cultural values, the appreciation and the skills involved in all activities.
- 2.6** A goal of this organization is to promote a balance of academic, athletic, and other co-curricular experiences that meet the generally accepted aims of American education. Persons on the board should attempt to reflect cultural diversity and gender balance.
- 2.7** A goal of this organization is to emphasize interscholastic activities as an integral part of the total education process.
- 2.8** A goal of this organization is to formulate policies to cultivate the ideas of good sportsmanship.

- 2.9 A goal of this organization is to design all activities to provide fair and equal opportunities for all participants.
- 2.10 A goal of this organization is to promote uniformity of standards in interscholastic activities.
- 2.11 A goal of this organization is to provide a clear and open channel of communication for member schools in this organization.
- 2.12 A goal of this organization is to recognize individual and group excellence in performance as a result of training and practice in competitive process in schools within the WCD 3.

### **Article 3- Membership**

- 3.1 **Membership of this organization:** WCD 3 of the WIAA is a voluntary organization for member schools. Membership in the organization shall be open to any school within WCD 3.
- 3.2 The **public or non-public schools** may become members when so authorized by the school district board of directors and accepted by the member schools of WCD 3.
- 3.3 **Members compliance with the rules:** All members of the WCD 3 must comply with the rules as stipulated in the constitution and the rules and regulations of the organization. They also must comply with the rules and regulations of the parent organization, the WIAA. These rules shall not be waived by agreement or otherwise.
- 3.4 **Responsibilities of the Principal:** The principal or designee as authorized by the school board/superintendent shall be responsible to the organization for the interscholastic event pertaining to athletics as well as non-athletic activities of his/her school. In addition, the principal shall be responsible for insuring that the school is properly represented at all interscholastic events and he/she shall be responsible for conduct of the teams and other persons for his/her school.
- 3.5 **Responsibilities of School Representative:** It is the obligation of students, school staff and school boards from member school districts in all interscholastic relationships to practice and promote the highest principles of ethics and competition. It is the obligation of all member schools in the WCD 3 to maintain proper crowd control at all interscholastic contests and events.
- 3.6 **The School Vote:** The principal of each member school or designee as authorized by the school board/superintendent shall have one (1) vote when responding to questionnaires, polls, and WIAA concerns or in any WCD 3 balloting.

## Article 4- League Membership

- 4.1 The member schools of WCD 3 have the authority to form league(s) for activity competition and representation. The local school board authorizes schools of their school district to form/join membership league(s). Schools not belonging to a league shall be listed as “independents”.
- 4.2 League alignment is an option of WCD 3 member schools.
- 4.3 The Executive Board may establish committees to conduct studies regarding realignment and development of leagues.
- 4.4 It is expected that the parties involved will first deal with disputes concerning league alignment between schools and league(s). If a resolution cannot be reached, the school and league(s) may be referred to the WCD 3 Executive Board.

## Article 5- Executive Board Membership

### 5.1 Executive Board Representation

- 1. The Board must recognize a league for representation.
- 2. A league must have a minimum of two schools.
- 3. Leagues up to 6 schools will have one representative.
- 4. For leagues greater than 6 schools, a factor of 4 will be used for representation.  
Example: A league with 8 schools will have 2 reps, 12 schools = 3 reps, 16 schools = 4 reps, 20+ schools = 5 reps.
- 5. A round-off method will be used for an in-between number of schools.  
Example: 10 schools = 2.5, which when rounded off becomes 3.
- 6. If a league reduces its number of schools during a new WIAA classification cycle, the representative will carry out their term.

5.2 The Executive Board of the Organization shall include voting member as listed:

Group	Supt/Principal/VP (or designee*)	Athletic Director (or designee*)	<u>Total</u>
Narrows League (3A/4A)	2	2	(4)
Nisqually League (1A)	1	1	(2)
North Olympic League (1B)/ Independents		1	(1)
Olympic League (1A/2A/3A)	1	1	(2)
Seamount League (2A/3A)	1	1	(2)
South Puget Sound League (2A/3A)	2	2	(4)
South Puget Sound League (4A)	2or3	2or3	(5)
Middle Level Representative	1	1	(2)
Superintendent at Large			(1)
WA State Coaches Association			(1)
WA Athletic Administrators Association			(1)
WA Officials Association			(1)
WA State School Directors Association			(1)
Total Board Members.....			<u>27</u>

\* Designee is a replacement for Board member term and will be designated by the representative league.

**5.3** Should a recognized classification and/or league not be provided representation on the WCD 3 Board by Article 5.1, that classification or league will elect an ex-officio member whose position would expire if the classification or league were given permanent representation by WCD 3.

**5.4** The term of office of WCD 3 Executive Board members will be four (4) years.  
[Listed year represent the year (spring) the position is up for re-election.]

<b>Group</b>	<b>Supt./Principal/VP (or designee)</b>	<b>Athletic Director (or designee)</b>
Narrows League (3A/4A) Position #1 & #2	(1) 2013	(2) 2013
Position #3 & #4	(3) 2014	(4) 2013
Nisqually League (1A) Position #1 & #2	(1) 2013	(2) 2012
North Olympic League (1B)/ Independents Position #1	(1) 2011	
Olympic League (1A/2A/3A) Position #1 & #2	(1) 2011	(2) 2012
Seamount League (2A/3A) Position #1 & #2	(1) 2011	(2) 2013
South Puget Sound League (2A/3A) Position #1 & #2	(1) 2011	(2) 2012
Position #3 & #4	(3) 2013	(4) 2013
South Puget Sound League (4A) Position #1 & #2	(1) 2011	(2) 2011
Position #3 & #4	(3) 2012	(4) 2012
Position #5		(5) 2013
Middle Level at Large Position #1 & #2	(1) 2013	(2) 2011
Superintendent at Large	2011	
WA State Coaches Association	As per association	
WA Athletic Administrators Association	As per association	
WA Officials Association	As per association	
WA State School Directors Association	As per association	

**5.5** The Executive Board members from the **Middle Level Principals, Superintendents, WOA, WSCA, WSSAAA, and WSSDA** will be elected by their respective groups.  
 The leagues will elect Executive Board Members from their Superintendents, Principals (Administrators), and Athletic Directors.

**5.6** Vacancies on the Executive Board shall be filled for the balance of the term by an appointee of the league or group affected.

- 5.7 WIAA Representative Assembly Delegates** will be selected by the WCD 3 Executive Board for a two-year period at the **August** board meeting. These delegates will be selected from membership of the WCD 3 Executive Board.

**2010-12**

Narrows League (3A/4A)	1
Nisqually League (1A)/No. Oly (1B)	1
Olympic League (1A/2A/3A)	1
Seamount League (2A/3A)	1
SPSL (2A/3A)	1
SPSL (4A)	1
Middle School	2
WCDIII President	0/1

An alternate will be determined by Director endorsement with first consideration to the President-Elect.

- 5.8** WIAA Executive Board member(s) will be nominated by the WCD 3 Executive Board **or** by any WCD 3 league or recognized group. The Executive Board will give such nominees full consideration.

**Article 6- Duties of the Executive Board**

- 6.1** It shall be the responsibility of the WCD 3 Executive Board to conduct the business of the WCD 3 and disseminate information to member schools.
- 6.2** The officers shall be: President and President Elect to be elected by and from the Executive Board. The officers shall be elected by the Executive Board at the **May** meeting and will officially take office on **July 1** of that year.

**Duties of the President**

- 6.2.1** Preside over Executive Board meetings.
- 6.2.2** Call special meetings as necessary.
- 6.2.3** Appoint Executive Board members to chair each standing committee, including all activities sponsored by the association, finances, commercial advertising, eligibility, and constitution.
- 6.2.4** Assume other duties as designated by the Executive Board.

**Duties of the President Elect**

- 6.2.5** Assume the duties of the President in the absence of the President.
- 6.2.6** Assume the duties of the Director in the absence of the Director.
- 6.2.7** Assume other duties as assigned by the President and/or Board.

- 6.3** The Executive Board shall select an Executive Secretary/Treasurer (hereafter referred to as Director) to conduct organizational business as delegated by the Executive Board. The Director shall receive a salary to be determined annually by the Executive Board.

## Article 7- Meetings

- 7.1 The **regular meetings** shall be scheduled and approved by the Executive Board at the June meeting for the coming school year. The President as needed may call special meetings.
- 7.2 **General District meetings** shall be established at the direction of the Board.
- 7.3 **A majority plus one (1) shall constitute a quorum** for conducting and voting on organizational business.
- 7.4 All meetings of the Executive Board shall be conducted in accordance with **Roberts Rules of Order**.

## Article 8- Finances

- 8.1 **Annual service fees** of the organization may be established annually by the Executive Board of WCD 3.
- 8.2 The establishment of service fees may be based on the following criteria:
  - 8.2.1 Service rendered by the organization to its school participants.
  - 8.2.2 Number of activities in which a school participates.
  - 8.2.3 Number of students served based on **October 1** enrollment.
- 8.3 Special assessments may be levied by the Executive Board.
- 8.4 The Director shall disperse the funds of the WCD 3 upon approval of the Executive Board.
- 8.5 The Director shall annually submit a financial report to the Executive Board. A Certified Public Accountant will annually perform a financial statements review of the West Central District III and prepare the IRS 990 Tax Return.
- 8.6 The **association year** shall be from August 1 to July 31.
- 8.7 **Internal Revenue Code:** Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by any organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code.
- 8.8 **Dissolution:** Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which has established its tax exempt status under section 501(c) (3) of the Internal Revenue code or to a state or local government where the assets shall be used for public purpose.

## **Article 9- Amendments**

### **Amendment Procedure:**

- 9.1** Proposed amendments to this constitution shall be submitted in writing by **April 1<sup>st</sup>** to the WCD 3 Director, signed by the league/group representative. These proposed amendments will be forwarded to the WCD 3 Constitution Committee for consideration/recommendation.
- 9.2** The Constitution Committee of the WCD 3 Executive Board shall meet annually in April and submit recommended changes to the Board for approval by the June meeting.
- 9.3** The adoption of a proposed amendment, under 9.1, shall be two-thirds (2/3) majority of the votes of the Executive Board provided that a written copy of the proposed amendment has been presented to the Director not less than 30 calendar days prior to the meeting; and provided further that it shall be the duty of the Director to provide each member school with a copy (minutes) of the proposed amendment at least 14 calendar days prior to the meeting at which it is to be offered.
- 9.4** All interpretations of constitutional questions rest with the Executive Board.

## **Article 10- Regulations and Bylaws**

- 10.1** The regulations and bylaws of the WCD 3 shall be the same as those in the WIAA handbook unless specifically changed or abridged by WCD 3 Executive Board action.
- 10.2** In matters of eligibility, WCD 3 shall abide by the WIAA regulations in the handbook and WCD 3 supplemental requirements.
- 10.3** Regulations and Bylaws may be established and/or amended by the following procedures:
  - 10.3.1** A proposed Regulation or Bylaw shall be submitted in writing, signed by the league representative, to the Director.
  - 10.3.2** Regulations and Bylaws may be established or amended by a majority vote of the Executive Board at any regular meeting.

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# **Regulations & Bylaws**

## **West Central District III of the W.I.A.A.**

### **Bylaw A- Board Operations**

- A.1 Association Year/Fiscal Year:** August1-July31
- A.2 Executive Board Meetings:** The Executive Board of the WCD 3 shall have a minimum of ten (10) monthly meetings.
- A.3 Annual Budget:** The finance committee shall submit a proposed budget for the coming year, to the Executive Board, for consideration, at the **June** meeting.
- A.3.1 Receipts:** (source of)  
Service Fees, District Tournaments, WIAA Reimbursement, Commercial Advertising Fees, Miscellaneous.
  - A.3.2 Disbursements:**  
Executive Board, Association Expenses, District Tournaments, Committee Meetings, School Reimbursements.
  - A.3.3 Unallocated Funds:**  
At the discretion of the Executive Board, unallocated funds may be distributed to member schools depending on the financial position of the Association. The Executive Board shall determine the method of distribution.
  - A.3.4 Investments:**  
The Executive Board shall be empowered to invest all available funds in high yield certificates when desirable. Investment reports will be given to the WCD 3 Executive Board on a regular basis.
  - A.3.5 Cash Reserve:**  
The association shall retain a minimum cash reserve fund, as recommended by the Finance Committee, to be not less than \$60,000.00.
- A.4 Service Fees:** Service Fees may be established by the Executive Board. The Finance Committee will annually review and make recommendations regarding enacting a service.)
- A.4.1** Schools that neglect to pay their annual WCD 3 membership Service Fees within thirty (30) days upon receipt of the service fee form will be denied all Association service fees, including reimbursement for tournament expenses until fees are received by the Director.
- A.5 Directory:** The Director shall prepare and publish annually a directory listing all secondary schools, their appropriate personnel, phone numbers, e-mail and school addresses.
- A.6 Sports Syllabus:** A sport syllabus, including tournament managers, instructions, shall be developed for each activity sponsored by the WCD 3. The chairperson of each activity and the Director will be responsible for keeping the syllabus current as related to WIAA changes and/or WCD 3 Executive Board actions.

## **A.7 Appeals:**

- A.7.1** School appeals and disagreements, within or between leagues, are to be resolved by authority of each league(s) wherever possible.
- A.7.2** Appeals and disagreements occurring at WCD 3 events shall be resolved by the event director and/or games committee. Game/contest appeals are to be handled by the games committee. Appeal of judgment calls by officials will not be heard, unless there has been a misapplication or misinterpretation of a rule or game condition that may have had an undue or unfair affect on the outcome of the game or event.
- A.7.3** If a member school administrator is dissatisfied with the decision of the league(s) or district tournament directors/games committee or rule interpretations 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:
  - A.7.3.1** The facts and reasons for appeal are submitted in the writing signed by the school principal or superintendent to the WCD 3 Director. within five (5) calendar days following the decision.
  - A.7.3.2** There shall be a Special Appeals Committee appointed by the President in each case submitted.
  - A.7.3.3** Each committee will be composed of five (5) or more WCD 3 Executive Board members who will not be from the league and/or schools involved.
  - A.7.3.4** The hearing procedures shall be conducted according to article 28.0-28.3 of the WIAA Handbook.
  - A.7.3.5** The Appeals Committee shall make the final decision regarding appeals in executive session.
- A.7.4** In cases where the WCD 3 Executive Board is unable to resolve appeals and disagreements they may be appealed to the District Directors' Appeals Board. The WIAA Executive Board shall hear appeals of decisions rendered by the District Directors' Appeals Board as stated in the WIAA Handbook.
- A.7.5** **Sanctions/penalties:** The Executive Board reserves the right to review league sanctions/penalties imposed on member schools for violating a WIAA rule. They will take no additional action unless the decision is appealed to the Board.

## **A.8 Executive Board Member Expenses:**

- A.8.1** Executive Board members shall be responsible for their travel expenses. In unusual situations, the WCD 3 will reimburse members for travel expenses, upon Executive Board approval.
- A.8.2** When mileage is reimbursed, it shall be done at the established IRS approved rate.
- A.8.3** The WCD 3 will accept the financial obligations for meals for Executive Board members and guests attending WCD 3 Executive Board meetings.

## **A.9 Annual Finance Report:** The Director will coordinate preparation of an annual financial report as required by the IRS.

## **A.10 Cooperative and Combined Programs:** The Director is authorized to render a decision on requests for **cooperative** and **combined** programs according to article 4.6.0 and 4.7.0 of the WIAA Handbook.

## **A.11 Passes:**

- A.11.1** The Executive Board may issue lifetime passes to individuals who have made exemplary contributions to the students and schools of the WCD 3.
- A.11.2** WCD 3 Executive Board members shall receive a pass to WCD 3 activities.

## **A.12 District Liability Insurance:** In cooperation with the WIAA, the WCD 3 provides liability insurance coverage for elected representatives, committee members, and district tournament personnel.

## Bylaw B- Committees

- B.1 Standing Committees:** A member of the WCD 3 Executive Board shall serve as chairperson of each Standing Committee.
- B.1.1** The chairperson shall select Committee members for that activity.
  - B.1.2** Committee Make-up: Each league and/or classification should be represented on the committee.
- B.2 Eligibility Committee:**
- B.2.1** The Eligibility Chairman shall be appointed by the WCD 3 Executive Board.
  - B.2.2** The Eligibility Committee shall be composed of at least five (5) members selected by the Eligibility Chairman and approved by the WCD 3 Executive Board.
  - B.2.3** The Eligibility Committee shall meet prior to each sport's season. The chairperson may call additional meetings.
  - B.2.4** The Eligibility Committee should have representation from each league.
- B.3 Finance Committee:** The committee shall include the President, President-Elect, and Past President.
- B.4 Expenses:** Committee member's expenses shall be paid at the rate or amount determined by the Executive Board.

## Bylaw C- Commercial Advertising

- C.1** WCD 3 of WIAA maintains exclusive broadcasting rights to **all District** tournament and playoff-level events. WCD 3 also has the right to require payment from the broadcaster(s).
- C.2** Radio and television stations requesting permission to broadcast WCD 3 tournament or playoff contests must complete an application form and have written authorization from the WCD 3 Director or designee.
- D.2.1** Upon request of the Executive Board and/or the Director, the Commercial Advertising committee may review request for radio and/or television broadcasting rights.
- C.3** Authorization may be granted following the Executive Board's satisfaction consultation with the tournament or game manager and assurance that facilities are available.
- C.3.1 Priority Order of Authorization:**
    - a.** Stations that normally covers participating teams.
    - b.** Stations representing host community.
    - c.** Stations that cover geographical region.
- C.4** All requests to broadcast contest will be reviewed for equity purposes
- C.5** All contests will be played on the date and time as scheduled. Contest times will not be rescheduled.
- C.6** Radio and/or television stations will be required to pay a rights fee to broadcast said contests.
- C.5.1** All stations receiving feed from the original stations must pay the same rate. Total fee for all stations must be prepaid or paid at the game site by the originating station.
- C.7 Promotional Time:** In addition to paying a scheduled rights fee to broadcast WCD 3 contests, stations receiving affirmative authorization must agree to

promote the contest in question no less than 15 times during or preceding the week of the contest at no cost to WCD 3.

- C.8 Commercial Advertising:** Commercial Advertising for any WCD 3 Activity must be in good taste and be approved by the Executive Board or Director.
- C.9 Cancellation:** The WCD 3 reserves the right to cancel the agreement at any time if stations violate any section of this policy.
- C.10 Committee:** The WCD 3 Executive Board will maintain a standing committee to review the Commercial Advertising policy and procedures and make recommendations to the Executive Board.
- C.11 Liability Coverage:** Radio and or TV stations broadcasting WCD 3 events must carry liability insurance, and provide the WCD 3 with a copy of their liability coverage before the start of the broadcast. (\$50,000 minimum coverage)

#### **Bylaw D- West Central District III Allocations**

- D.1 Allocations:**  
The Executive Board will determine the number of teams and/or individuals participating in a WCD 3 tournament/event.

#### **Bylaw E- Awards**

- E.1 WCD 3 Awards:** The WCD 3 may provide appropriate awards to sport champions and individual performers after being recommended by the Sport/Activity Chairman and Award Committee, with approval by the Executive Board. First and second place teams and qualifying individuals will be presented with awards.
- E.2 Meritorious Awards:** Meritorious awards shall be presented to persons who have contributed considerable time and effort to the WCD 3 and/or WIAA according to established criteria.
  - E.2.1** The President shall appoint a Meritorious Awards Committee of three (3) members of the Board.
  - E.2.2** Each recipient shall receive an emblematic award (e.g. trophy, plaque).
  - E.2.3** Any member school or recognized WCD 3 organization may nominate a potential recipient.
  - E.2.4** A two-third (2/3) majority vote of the Executive Board will be required for confirmation.
- E.3 Past President's Plaque:** A past President's Plaque will be presented to the outgoing President following completion of his/her term of office.

## Bylaw F- Tournaments

- F.1 Interscholastic Athletic Competition:** Schools within WCD 3 shall compete within the WCD 3 unless significant hardship can be demonstrated and approved by the Executive Board.
- F.2 Authorized Tournaments/Activities:** WCD 3 shall conduct district tournaments in the following activities for the purpose of determining a district champion and entries to WIAA sanctioned state tournaments.
- F.2.1 Authorized Tournaments/Activities:**
- |                               |                                       |                                |
|-------------------------------|---------------------------------------|--------------------------------|
| <b>Baseball</b> (if required) | <b>Forensics/Debate</b> (if required) | <b>Tennis, b/g</b>             |
| <b>Basketball, b/g</b>        | <b>Golf, Boys/girls</b>               | <b>Track, b/g</b>              |
| <b>Bowling, girls</b>         | <b>Gymnastics, girls</b>              | <b>Volleyball, girls</b>       |
| <b>Cross Country, b/g</b>     | <b>Softball, girls</b>                | <b>Wrestling</b> (if required) |
| <b>Dance/Drill</b>            | <b>Swimming, b/g</b>                  |                                |
- F.3 Entry Fees:** There shall be no individual or team entry fees to participate in a WCD 3 sponsored tournament unless authorized by the Executive Board.
- F.4 Admission Prices:** Admission fees will be charged to attend all WCD 3 sponsored tournaments as determined by the WCD 3 Executive Board. The Executive Board will annually approve admission fees.
- F.5 Tournament Dates, Times and Sites:** The Executive Board shall approve District tournament dates, times and sites. 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.
- F.5.1** In the event of an **emergency** affecting tournament/playoff sites, dates or times, and there is not sufficient time to refer the matter to the entire Executive Board for resolution, the **Sport Chairperson and/or an Executive Board Member, the site/tournament director and WCD 3 Director** shall be authorized to make the necessary adjustments.
- F.5.2** 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 the forfeiture of the contest.
- F.5.3** Tournament/playoff contests canceled on Saturday will be rescheduled for the next playable date.
- F.5.4** Participation on Sunday in any WCD 3 sanctioned event cannot be expected or 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 a Sunday.
- F.5.5** Every effort shall be made to avoid scheduling tournament/playoff activities during the hours that college entrance exams are conducted.
- F.6 Tournament Receipts: the WCD 3 shall retain all net receipts from district-sponsored tournaments**
- F.6.1** Tournament deficits will be the responsibility of the WCD 3.
- F.7 Football and Soccer Receipts:** The **net receipts** from **football and soccer** playoffs, (first round and quarterfinals) shall be sent to the Director.
- F.7.1** The district shall retain all first round and quarterfinal profits.
- F.8 Accounting Procedures:**
- F.8.1** Tournament/Event Managers shall deposit all receipts in the WCD 3 bank account (**Exempt number: 911157246**).
- F.8.2** Completed financial forms are due in the WCD 3 office one (1) week after the event concludes.
- F.8.3** All bills, including workers and official's fees, will be paid by the WCD 3 Director once invoice has been received.

**F.9 Reimbursement-Tournament Expenses:** WCD 3 schools, whose teams or individuals participate in WIAA sanctioned state tournaments, including forensics/debate and music, will be reimbursed for expenses incurred for the participation, **according to the most current reimbursement formula.**

- F.9.1** Other activities may be reimbursed as determined by the WCD 3 Executive Board.
- F.9.2** The Director upon receipt of a properly completed WCD 3 Reimbursement Form will make reimbursement payments.
- F.9.3** Claims will not be honored if received in the WCD 3 office after the annually posted due date.

**F.10 Passes:**

- F.10.1** League passes will not be accepted during tournament play.
- F.10.2** WCD 3 Executive Board passes, WCD 3 Lifetime Passes, WSSAAA (A.D.'s), and WSCA (Coaches) passes will be honored at all district activities.
- F.10.3** Superintendents and Board Members of participating schools may be added to the school's supervisory list.
- F.10.4** Tournament managers will issue passes or use pass lists as directed by the WCD 3 Director for participating team members, coaches and managers. The number to be admitted shall be established in the Tournament Manager's Instructions. Teams eliminated from a WCD 3 tournament may be admitted to other tournament games in that classification upon request from the Principal or Athletic Director to the game manager.
- F.10.5** A pass list will be used to admit competing school supervisors unless supervisory passes are printed and distributed by the tournament manager. Schools are to notify the tournament manager prior to the tournament game as to who will be assigned supervisory duties.

**F.11 Cheerleaders:** The advisor and cheerleaders in uniform of participating schools will be admitted free.

- F.11.1** Cheer and song leaders will comply with the WIAA Handbook.

**F.12 Dance/Drill Teams:** The advisor and Dance/Drill teams in uniform, who are rescheduled to perform during half time, will be admitted free.

- F.12.1** Arrangements for performances must be made with the Tournament Manager prior to game day.
- F.12.2** Dance/Drill Teams will comply with the WIAA Handbook.

**F.13 Bands:** The Director and identified Band members of participating school,

- F.13.1** Half-time performances must be arranged with the tournament manager prior to game day.
- F.13.2** The number of band members admitted is included in the Tournament Manager's instruction.
- F.13.3** The tournament Manager has complete control over the volume of amplified instruments. *NO* microphones may be used with amplified instruments.
- F.13.4** All music instruments shall be retained in the bleachers or other designated areas as directed by the Tournament Manager.

**F.14 Concessions/Programs:** The WCD 3 maintains ownership of all WCD 3 sponsored events and too, those events assigned by the WIAA Office/Executive Board.

- F.14.1** The host site (school) may sell concessions and other appropriate items approved by the event manager/ WCD 3 Director.
- F.14.2** All items for sale must be of acceptable quality and sold at reasonable prices.
- F.14.3** All non-school organizations or agencies are prohibited from selling concession items or items of any kind at the event site, before, during, or following the event.
- F.14.4** Advertising in WCD 3 sponsored events programs must be approved by the Director and Sports Chairman, and be in compliance with WCD 3 Bylaws. Such advertising must comply with WCD 3 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.
- F.14.5** The host school/site, for the events, assumes all expenses for the sale of concessions or items and/or programs when not provided by the WCD 3. Net revenues, if any, shall be retained by the host school/site. If the host school does not wish to sell concessions, their rights may be assigned to another WCD 3 school upon request.

## F.15 Officials:

- F.15.1** The WCD 3 Executive Board does not rate or rank officials. This activity is the sole responsibility of each individual official association.
- F.15.2** The tournament manager is responsible for contracting the official's association assigning secretary and request officials for those contests being hosted.

## F.16 Tournaments/Events

**F.16.1 WCD 3 Tournament Philosophy:** The post-season climaxes the regular season by bringing the best teams or individuals together to compete for district championships and the opportunity to advance to the state tournament. Qualifying for the post season requires a high level of achievement during the regular season. Leagues are urged to establish qualifying standards that reward the regular season accomplishments of their participants.

### F.16.2 Tournament Definition:

**F.16.2.1** To be considered a *full* WCD 3 event, it must meet the following criteria:

- a. WCD 3 is responsible for the revenue/debit.
- b. WCD 3 manages the Tournament/Event.
- c. The tournament/event leads to advancement to Regional/State.
- d. All WCD 3 schools within a classification are represented.

**F.16.2.2** To be considered *part* of a WCD 3 event, it meets the following criteria:

- a. Any qualifying sub-district playoff, pigtail, "mini-playoff", etc., which occurs between two teams representing two different leagues, and leads to a WCD 3 Tournament/Event.

**F.16.2.3** To *not* be a West Central District III Tournament/Event (i.e. a league maintains the event) the following occurs:

- a. The WCD 3 committee for that sport recommends that the format, structure, and financial arrangements be left with the member league(s). The WCD 3 committee must give consideration to the following factors:
  - Time for the playoffs to occur
  - Alternate seasons issues
  - Historical/traditional issues
- b. The WCD 3 Executive Board approves the recommendation of the WCD 3 committee for that sport, regarding the format, structure, and financial arrangements being left with the member league(s).

## F.17 Miscellaneous Tournament Practices:

- F.17.1 School Supervisors:** School supervisors have primary responsibility for crowd control.
- F.17.2 Disruptive 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 that the disruptive behavior is under control.
- F.17.3 Signs:** The school banner will be the only sign permitted at tournament contests.
- F.17.4 Noisemakers:** Artificial and/or mechanical noisemakers are not permitted.
- F.17.5 Reentry Passes:** Adult Reentry Passes are discouraged. Student Reentry Passes are prohibited.
- F.17.6 National Anthem:** The national anthem is to be played whenever possible; otherwise use the flag salute.
- F.17.7 Confetti:** Confetti will *not* be allowed. Schools who violate this policy may be assessed a clean-up fee by the Tournament Manager.
- F.17.8 Solicitations:** Solicitations by schools or non-school organizations will *not* be allowed.
- F.17.9 Towels:** Participating schools will provide their own towels. The host school shall provide towels for officials.
- F.17.10 Game Ball:** The sport syllabus will state who shall provide the game ball.
- F.17.11 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.
- F.17.12 Radio/TV Coverage:** All requests must be submitted to the Director for approval.
- F.17.13 Spectator Behavior:** The WCD 3 will follow all WIAA fan/spectator behavior policies
- F.17.14 Admission Charged:** Admission will be charged until the end of contest.