

NORTHEAST DISTRICT 7

ACTIVITIES ASSOCIATION

2020-2021

CONSTITUTION & BYLAWS

NORTHEAST DISTRICT 7 ACTIVITIES ASSOCIATION
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NORTHEAST DISTRICT 7 ACTIVITIES ASSOCIATION

MEMBER HIGH SCHOOLS AND LEAGUES

Northeast 1A League (NEA) Colville High School Deer Park High School Freeman High School Lakeside High School Medical Lake High School Newport High School Riverside High School	Northeast 2B League (NE2B) Asotin High School Colfax High School Davenport High School Jenkins High School (Chewelah) Kettle Falls High School Liberty High School Lind-Ritzville High School <ul style="list-style-type: none"> • Sprague High School • Washtucna High School • Kahlotus High School Northwest Christian High School Reardan High School St. George's High School Upper Columbia Academy Innovation HS Chesterson HS	Northeast 1B League (NE1B) Almira Coulee-Hartline High School Columbia High School Curlew High School Cusick High School Harrington High School Inchelium High School Mary Walker High School Northport High School Odessa High School Republic High School Selkirk High School Valley Christian High School Wellpinit High School Wilbur-Creston High School
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WIAA District 7 Activities Association Directory

Revised 10/15/19

District 7 Board of Control		
President WIAA; HS Rep Amendment Review	Jeff Pietz , Lakeside HS 5909 Hwy 291, Nine Mile Falls 99026 Hm – 10020 N Parkside Dr, Nine Mile Falls 99026 Email – jpietz@9mile.org	W – 509.340.4206 H – 509.714.6340 F – 509.340.4201 C – 509.714.6340
Vice President	Eric Nikkola , Reardan High School PO Box 225, Reardan 99029 H – 5111 S Menaul Ct, Spokane 99224 Email – enikkola@reardan.net	H – 509.921.6615 F - 509.796.4954 C – 509.944.1642 W -509.796.2701, x 332
District Director	Joe Richer HM – 3013 S. Winthrop Ln, Spokane, WA. 99203 Email – jricher904@gmail.com	School cell-509.655.1355
Eligibility Chair (Ex-Officio)	Nick Pease HM –1201 Pease Rd., Usk, Wa. 99180 Email – nickpease25@gmail.com	C –509.671.1782
Webmaster	Jeff Pietz , Lakeside HS 5909 Hwy 291, Nine Mile Falls 99026 Hm – 10020 N Parkside Dr, Nine Mile Falls 99026 Email – jpietz@9mile.org	W – 509.340.4206 H – 509.714.6340 F – 509.340.4201 C – 509.714.6340
NORTHEAST 1A LEAGUE		
President WIAA; HS Rep Amendment Review WSSAAA rep	Jeff Pietz , Lakeside HS 5909 Hwy 291, Nine Mile Falls 99026 Hm – 10020 N Parkside Dr, Nine Mile Falls 99026 Email – jpietz@9mile.org	W – 509.340.4206 F – 509.340.4201 C – 509.714.6340
HS Rep	Keith Stamps , Deer Park High School PO Box 550, Deer Park 99006 HM – 85812 E. Peone Rd Mead, 99021 Email – keith.stamps@dpsd.org	W – 509.468.3507 H – F – 509.468.3520 C – 509.990.1625

HS Rep	Kris Herda , Freeman HS 14626 S. Jackson Rd Rockford, 99030 HM – 1614 S. Limerick Dr Spokane Valley, 99037 Email – kherda@freemansd.org	W – 509.291.7232 H – F – 509.291.7337 C – 509.680.3480
LEAGUE CONTACT	Joe Richer HM – 3013 S Winthrop Ln, Spokane 99203 Email – jricher904@gmail.com	H – F – C – 509.655.1355
NE 1B League		
LEAGUE CONTACT MS Rep	Bruce Todd , Odessa SD PO Box 248, Odessa 99159 H – PO Box 150, Odessa 99159 Email – toddb@odessa.wednet.edu	W – 509.445.1125 H – 509.445.1497 F – 509.445.1598 C – 509.671.1782
HS Rep	Clark Pauls , Wellpinit High School 6270 Ford-Wellpinit Rd Wellpinit, Wa. 99040 cpauls@wellpinit.org	W- 509.258.4535 x 2210 H – F – C – 509.385.4847
HS Rep	Kelly Cain , Selkirk High School 10372 Hwy 31 Ione, Wa. 99139 kcain@selkirkschools.org	W – 509.446.3505 H – 509.446.4300 F – C – 509.850.2252
NE 2B League		
HS Rep	Loren Finley , Kettle Falls 735 S Meyers St, Kettle Falls 99141 HM – PO Box 1066, Chewelah WA 99109 Email – lfinley@kfschools.org	W – 509.738-6625, x 204 H – F – C – 509.690-8220
LEAGUE CONTACT League Secretary HS Rep	Ryan Peplinski , St. George’s High School 2929 W Waikiki Rd, Spokane 99208 HM – 28221 N Monroe Rd, Deer Park 99006 Email – ryan.peplinski@sgs.org	W – 509.464.8782 H – 509.994.8896 F – 509.467.3258 C – 509.994.8896
District 7 Vice-President League President	Eric Nikkola , Reardan High School PO Box 225, Reardan 99029 H – 5111 S Menaul Ct, Spokane 99224 Email – enikkola@reardan.net	W – 509.796.2701, x 332 H – 509.921.6615 F – 509.796.4954 C – 509.944.1642
MS Rep	Steve Kroiss , Kettle Falls Middle School PO Box 458, Kettle Falls, Wa 99414 skroiss@kfschools.org	W - 509.738.6014x312 C – 509-680-1494
WIAA Executive Board Rep (Ex-Officio)	Greg Whitmore , Lind-Ritzville High School 209 E Wellsandt Ave, Ritzville, 99169 Email – gwhitmore@lrschools.org	W – 509.659.5020 H – 509.659.1734 C – 509.347.6575
Superintendent (Ex-Officio)	Brian Talbott , Superintendent Nine Mile Falls HM – 9904 N Parkside Dr, Nine Mile Falls 99026 Email – btalbott@9mile.org	W – 509.340.4303 H – 509.413.2077 C – 509.688.7814
IAC (Ex-Officio)	Ron Cooper HM – 5320 S Craig Rd, Medical Lake 99022 Email – rcooper@mlsd.org	H – 509.244.2984 F – 509.270.2984
WOA (Ex-Officio)	Karl Johanson 800 NW Greyhound Way, Pullman 99163 Email – karlmjohanson@gmail.com	C – 509.330.1880 H – 509.334.5510
WOA (Ex-Officio)	Bob Francis 937 E 38 th Ave, Spokane 99203 Email – bfrancis@savravb.org	W – H – C – 509.230.5045
DISTRICT 7 OPERATIONS AND CORRESPONDENCE TO THE DISTRICT SHOULD BE DIRECTED TO: Joe Richer, District Director, 3013 S. Winthrop Ln., Spokane, Wa. 99203, jricher904@gmail.com		

NORTHEAST DISTRICT 7 ACTIVITIES ASSOCIATION

CONSTITUTION

Article I

Name of Organization

The name of this organization shall be the Northeast District 7 Activities Association, hereafter referred to as NE D7, as defined by the Washington Interscholastic Activities Association.

Preamble

Recognizing the authority of school district board of directors in the Northeast Washington District 7 to plan, supervise and administer interscholastic activities, we therefore establish this Constitution for the Northeast District 7 of the Washington Interscholastic Activities Association to provide for the welfare and protection of all students involved in interscholastic activities within the Northeast Washington District of the WIAA.

Article II

Purpose

Section 1 This organization shall plan, supervise and administer the interscholastic activities approved and delegated by the school district boards of directors of Northeast Washington District 7.

Section 2 The Constitution, Rules, and Regulations of the Washington Interscholastic Activities Association (WIAA) shall guide the operations of the NE D7.

Section 3 Robert's Rules of Order shall prevail at all meetings of the NE D7.

Section 4 This organization is organized exclusively for charitable, scientific, and literary or education purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Section 5 Goals of the NE D7:

1. To maintain and conduct a program of interscholastic amateur sports competition and promote and preserve a wholesome atmosphere of good sportsmanship among its member schools.
2. To approve, develop and direct interscholastic activities for students of member schools and to assure their protection against exploitation by special interest groups.
3. To stress the cultural values, the appreciation and the skills involved in all activities.
4. To promote a balance of academic, athletic, and other co-curricular experiences which meet the generally accepted aims of American Education.
5. To emphasize interscholastic activities as an integral part of the total educational process.
6. To formulate policies to cultivate the ideas of good sportsmanship.
7. To design all activities to provide fair and equal opportunities for all participants.
8. To promote uniformity of standards in interscholastic activities.
9. To provide a clear and open channel of communication for member schools in this organization.
10. To recognize individual and group excellence in performance as a result of training and practice in the competitive process in schools within Northeast Washington District 7.

Article III
Membership

- Section 1. Membership. All public school districts and non-public schools who are members of the WIAA and are located within the Northeast Washington District 7 shall be members of this association.
- A. Membership in the WIAA is a prerequisite for membership in the Northeast Washington District 7
- B. Changing Activity Districts requires approval of the WIAA Executive Board as provided by the WIAA regulations.
- Section 2 Members' Compliance with Rules and Regulations All member schools of WIAA District 7 must comply with the rules and regulations as stipulated in the Northeast Washington District 7 Constitution and By-Laws.
- Section 3. Responsibilities of School Representatives. Students, school staff, and school boards of member school districts in all interscholastic relationships are obligated to practice and promote the highest principles of sportsmanship and ethics. Member school districts must maintain proper crowd control at all interscholastic contests and events. (WIAA 3.4.0)
- Section 4. The School Vote. Each member school shall have one (1) vote when responding to questionnaires, polls, WIAA concerns or any other NE D7 balloting unless otherwise instructed..
- Section 5. Conflict of Rules. The Northeast Washington District 7 rules shall not supersede nor conflict with any provision of the Constitution or the Rules and Regulations of the Washington Interscholastic Activities Association. When there is a conflict, the WIAA Constitution and Rules and Regulations shall prevail. (WIAA 5.4.0)
- Section 6. Dissolution. C.9 **DIVISION OF ASSETS - In the event that the Northeast District 7 Activity Association should be dissolved or cease to exist, all assets would be equally divided among Association members.**

Article IV
Officers

- Section 1. Authority. The executive power of this Association shall be vested in an Executive Board.
- Section 2. Membership Each officer, with the exception of the District Director, shall be an employed certified staff member from a member school selected by the Executive Board and approved by the membership.
- Section 3 The President, Vice President, District Director and Eligibility Chairperson shall serve one-year terms to begin on August 1 and end July 31
- Section 4 The officers of this organization shall consist of: President, Vice President, and District Director(s).

Section 5. Qualifications. The President and Vice President shall be either a superintendent of schools, assistant superintendent of schools, administrative assistant, principal, vice principal, athletic director, activities director, coach or teacher within a member school district.

Section 6. Duties of the President.

- A. Preside over Executive Board meetings.
- B. Call special meetings as necessary.
- C. Assume other duties as designated by the Executive Board.

Section 7. Duties of the Vice President.

- A. Assume the duties of the President in the absence of the President.
- B. Assume the duties of the District Director in the absence of the District Director.
- C. Serve as the chairperson of the finance committee.
- D. Assume other duties assigned by the President and/or the Executive Board.

Article V Executive Board

Section 1 The NE D7 Board shall consist of 12 voting members as per V.1.A as well as a District Director, WIAA Executive Board Representative, WSSAAA Athletic Director Representative, Eligibility Chairperson and Ex-Officio representatives as per V.1.B. The District Director, WIAA Executive Board Representative, WSSAAA Representative, Eligibility Chairperson and Ex-Officio representatives are non-voting members. All League Representatives shall be elected by their respective league organization.

- A. Board Members - The number of representatives each league will have on the NE D7 Board is based on the number of schools in their league and the total number of students in the league
 - o Representation on the 12-member board will be as follows:
 - o Three (3) from the Northeast A League;
 - o Three (3) representatives from the NE 2B League;
 - o Three (3) representatives from the NE 1B League; .
 - o Three (3) middle level representatives on the NE D7 Board. One from each of the 3 leagues
 - o Terms - Terms of all league representatives will be staggered according to the schedule in Appendix A.
 - o The 12 Voting members elect the President, Vice President, WIAA Executive Board Representative, WSSAAA Athletic Director Representative and Eligibility Chairperson.
- B. Ex-Officio (non-voting) Members
 - o IAC
 - o Superintendent
 - o Officials - Region 6 (2)
- C. WIAA Representatives (rep Assembly) will be selected as follows:

- 2 HS representatives - Will include the President and an at-large position, selected from and by a vote of the Executive Board. The at-large representatives will be from a classification other than the president.
 - 3 HS representatives (when allowed) - Will include the President and a representative from each of the other two classifications, selected from and by a vote of the Executive Board.
 - MS representatives - will include a representative from the 1B/2B league and one from the NEA league. These are selected from and by a vote of the Executive Board.
- D. The District Director shall serve as the district's representative to the WIAA Board in the absence of the WIAA Executive Board member.

- Section 2. Term of Office. Each member shall be elected for a term of three years and begin on August 1.
- A. The representative members will be determined by the leagues and administrative associations they represent.
 - B. **The District Director** - is responsible to see that the final meeting in a given year of the Executive Board completes elections for NE D7 Executive Board positions. The term of office will begin August 1 of that year.
 - C. **WIAA Representative Assembly Delegates** - will be selected by the NE D7 Executive Board no later than the May meeting. WIAA representative terms are for two years.
 - D. **WIAA Executive Board Member** will be nominated and elected no later than the May meeting. The term of office is three years. Any vacancy during the term will be filled by the NE D7 Executive Board to complete the term of office.
 - E. **WIAA Executive Board Alternate** will be the District Director, or his designee, of the NE D7 Executive Board.

Section 3. Selection Procedure Representatives for the Executive Board shall be selected by their league/conference. In the case of selecting Middle Level representatives, the representatives shall be chosen by Middle Level conferences represented by the individual. The Executive Board shall be notified of all selections by the last board meeting.

Section 4. Procedures for Vacancies. Should a vacancy occur on the Executive Board, the vacancy shall be filled by the league or the middle school level in which the vacancy occurs and such elected representatives shall take office immediately. The association election procedure and guidelines are to be followed.

Article VI Meetings

Section 1 Virtual meetings by electronic means are permitted when deemed necessary by the Board. Members of the board may also virtually attend a meeting being held in a physical location if arrangements can be made. Committees may choose to meet by virtual means as well. The Board may go into executive session at any time.

Article VII
Amendments

- Section 1 This Constitution may be amended by the following procedure(s):
- A. Proposed amendments to this constitution shall be in writing to the Executive Board
 - B. Proposed amendments must be signed by a league representative or group representative to the NE D7 Executive Board.
 - C. To pass, proposed amendments must be approved by a three-fourths vote by the NE D7 Executive Board
 - D. Any constitutional changes that go into effect for the next year of the Northeast Washington District 7 must be submitted by April 1st.

Article VIII

Section 1 A. "By-Laws of the Constitution may be revised by a three-fourths majority vote of members present at any regular Executive meeting."

Article IX

Section 1 A. "Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code."

Article X
Voting

Section 1 At a general (all school) meeting, each member school represented shall have one vote.

Section 2 At a NE D7 meeting, only the 12 voting members will be allowed to vote.

Section 3 For committee meetings, each committee member, including ex-officio, shall have one vote.

Section 4 The President may call for an email vote by member schools when deemed necessary at the direction of the NE D7 Board.

Appendix A

Terms and election schedule for Board Representatives

Elect in 2020 / 2023	NEA Rep # 1	NE2B Rep # 1	NE1B Rep # 1	NEA MS Rep
Elect in 2021 / 2024	NEA Rep #2	NE2B Rep #2	NE1B Rep #2	NE2B MS Rep
Elect in 2022 / 2025	NEA Rep #3	NE2B Rep #3	NE1B Rep #3	NE1B MS Rep

Elect in 2020 / 2023	Jeff Pietz	Ryan Peplinski	Kelly Cain	NEA MS IEML
Elect in 2021 / 2024	Keith Stamps	Eric Nikkola	Clark Pauls	
Elect in 2022 / 2025	Kris Herda	Loren Finley	Steven Carson	Bruce Todd

Appendix B

WIAA Representatives for Rep Assembly & Winter Coalition

2020-2021

NEA HS	NE2B HS	NE1B HS	Middle School	Middle School
Jeff Pietz	Ryan Peplinski	Bruce Todd	Ryan Bodecker	?

NORTHEAST DISTRICT 7 ACTIVITIES ASSOCIATION

BY-LAWS

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**Bylaw A
Board Operations**

A.1 Association Year/Fiscal Year: August 1 - July 31

A.2 Annual Budget: The finance committee shall submit a proposed budget for the coming year, to the Executive Board, for consideration, by the **May** meeting.

- A.2.1 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 NE D7 3 Executive Board on a regular basis.
 - A.3.5 Final Account Balance:** The association shall retain a minimum cash reserve fund, as recommended by the Finance Committee, to be not less than \$15,000.
- A.3 Service Fees:** Service Fees may be established by the Executive Board.
- A.3.1** The Finance Committee will annually review and make recommendations regarding enacting a service fee.)
 - A.3.2** Schools that neglect to pay their annual NE D7 membership service fees within thirty (30) days upon receipt of the service fee form will be denied all Association benefits, including reimbursement for tournament expenses until fees are received by the District Director.
- A.4 Appeals**
- A.4.1** School appeals and disagreements, within or between leagues, are to be resolved by authority of each league(s) wherever possible.
 - A.4.2** Appeals and disagreements occurring at NE D7 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 be in accordance with the WIAA handbook, unless there has been a misapplication or misinterpretation of a rule or game condition that may have had an undue or unfair effect on the outcome of the game or event.
 - A.4.3** 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.4.3.1** The facts and reasons for appeal are submitted in the writing signed by the school principal or superintendent to the NE D7 Director within 3 business days following the decision.
 - A.4.3.2** There shall be a Special Appeals Committee appointed by the President in each case submitted.
 - A.4.3.3** Each committee will be composed of five (5) or more NE D7 Executive Board members who will not be from the league and/or schools involved.
 - A.4.3.4** The hearing procedures shall be conducted in accordance with the WIAA Handbook.
 - A.4.3.5** The Appeals Committee shall make the final decision regarding appeals in executive session.
 - A.4.3.6** The appealing school may be responsible for reimbursing NE D7 for any costs for the appeal. These costs will be determined by the Executive Board.
 - A.4.4** In cases where the NE D7 Executive Board is unable to resolve appeals and disagreements they may be appealed to the District Directors. The WIAA Executive Board shall hear appeals of decisions rendered by the District Directors as stated in the WIAA Handbook.
 - A.4.5 Sanctions/penalties:** The Executive Board reserves the right to review league sanctions and/or penalties imposed on member schools for violating a WIAA rule. They will take no additional action unless the decision is appealed to the Board.

Bylaw B Committees

- B.1 Committees, when needed, may be appointed each year by the President to supervise and direct the activities of each of the various activities within the district. Committees include:
 - B.1.1 Finance Committee
 - B.1.1.1 The President will appoint a Finance Committee each year to review and recommend all financial procedures.
 - B.1.1.2 The District Director will be assigned to meet with this committee.
 - B.1.1.3 The Executive Board vice president shall serve as the chairperson of the committee.
 - B.1.2 Constitution Review Committee
 - B.1.2.1 The President shall appoint members to this committee
 - B.1.2.2 The District Director shall be a member of the committee.
 - B.1.2.3 There shall be 1 representative from each HS league
 - B.1.2.4 There will be 1 MS representative
 - B.1.2.5 There can be other members appointed as the President sees fit.
 - B.1.2.6 The Constitution Review Committee will review the constitution annually
 - B.1.3 Officials Committee
 - B.1.3.1 The President shall appoint members to this committee to meet with WOA officials representatives to be designated by the two WOA Region 6 representatives.
 - B.1.3.2 Depending on the issue(s) of concern to be discussed, the membership of this committee may flex to enable representatives from both sides to maximize expertise on said issue(s).
 - B.1.3.3 The NE D7 Committee on Officials may cooperate with the District 8 Committee on Officials in discussions with representatives of WOA Region 6 officials on matters of mutual interest.
 - B.1.4 Eligibility Committee
 - B.1.4.1 The Eligibility Committee chairperson shall be appointed by the NE D7 Executive Board and be paid a stipend.
 - B.1.4.2 Committee Members - the eligibility committee shall have at least 5 members present.
 - B.1.5 Awards Committee
 - B.1.5.1 The President shall appoint members to this committee
 - B.1.5.2 This committee will be in charge of gathering nominees, selecting the recipient and obtaining any follow up information.
- B.2 The President may appoint persons from outside the membership of the NE D7 Executive Board as members of committees.

- B.3 The chairman of each committee of the Executive Board shall be either an elected or ex officio member of the NE D7 Executive Board.
- B.4 Each committee chairperson will give a report to the NE D7 Executive Board following their WIAA committee meeting.

Bylaw C Finance

- C.1 The Finance committee shall:
- C.1.1 develop the proposed budget for NE D7.
 - C.1.2 review and recommend the fees charged by the NE D7 including services, events, awards, etc.
 - C.1.3 review the annual financial report, audit and financial procedures of the Association and submit a report and recommendations to the Executive Board.
- C.2 FEES
- C.2.1 The fees of the NE D7 will be assessed to each league.
 - High School fees are a flat fee: \$500.00 per school plus \$2.00 per pupil 9-12 fee.
 - Middle level fees are a flat fee: \$100.00.
 - All fees are determined by the Budget Committee and District 7 Board.
 - C.2.2 The District Director will use the enrollment reports (OSPI P-223 for public) to assess fees.
- C.3 DISTRICT DIRECTOR STIPEND - The District Director shall be paid a yearly stipend determined by the NE D7 Executive Board.
- C.4 ELIGIBILITY CHAIRPERSON - The Eligibility Chairperson shall be paid a yearly stipend determined by the NE D7 Executive Board.
- C.5 MILEAGE - Mileage will be paid for the NE D7 Executive Board and/or members at a rate approved (currently 0.32/mile) by the Executive Committee to attend scheduled meetings. All members are encouraged to use school vehicles and/or carpool whenever possible.
- C.6 MEALS - Meals shall be paid for if necessary for the transaction of official business.
- C.7 VOUCHER SYSTEM - All billings shall be submitted to the District Director with the Voucher provided on the NE D7 website by the District Director. The District Director shall see that the necessary procedures are maintained and the Vouchers are supplied where needed. Vouchers must be signed by the Athletic Director.
- C.8 WIAA Revenue Sharing - Per WIAA policy and, in turn, revenue sharing to leagues based on budget share.

C.10 FINANCIAL REVIEW - The NE D7 Executive Board will have the books reviewed annually with a written annual final report prepared by a certified CPA and submitted by the District Director to the NE D7 Executive Board and the WIAA.

Bylaw D Awards

- D.1 Only 1st place team awards are provided for district event winners. NE D7 Awards include:
- D.1.1 Athletic Director of the Year
 - D.1.2 Administrator of the Year
 - D.1.3 Sportsmanship Award
 - 1 NEA School
 - 1 NE2B School
 - 1 NE1B School
 - D.1.4 Team Trophies

NORTHEAST DISTRICT 7 ACTIVITIES ASSOCIATION

TOURNAMENT REGULATIONS & GUIDELINES

SECTION 1 – MANAGEMENT OF DISTRICT EVENTS

The individual leagues are responsible for the management of all WIAA District 7 playoff contests and shall:

- confirm the playoff sites and dates for all NE D7 contests and tournaments.
- appoint and/or confirm the event manager for all NE D7 contests.
- be responsible for the financial reconciliation for all NE D7 contests

The NE D7 Executive Board shall approve the fees for event managers and event workers.

The Event Manager (Tournament Director) shall oversee the district contest/tournament. Duties shall include, but are not limited to:

- scheduling of officials
- finalizing game times and locations
- event staffing
- completion of all financial reports,
- report results to WIAA
- communicates with necessary stakeholders and event managers.

SECTION 2 – STAFFING

The NE D7 Event Manager will staff all positions for the postseason contest per the NE D7 tournament guidelines. Event workers are: announcer, clock operator, ticket staff (sellers & takers) and site supervisor. Other event workers may include: certified trainer, additional supervisors, clerical and security.

SECTION 3 – TOURNAMENT INFORMATION

The NE D7 Event Manager shall be responsible for preparing pre-tournament information and instructions for participating schools, coaches and athletic administrators. An electronic copy of these documents will be sent to the WIAA District 7 Web Master for posting to the district website. The tournament information shall include: tournament rules and procedures, admission prices and pass policy, travel instructions, district allocations to state, special regulations particular to the tournament and information on games committee.

SECTION 4 – TOURNAMENT FINANCIAL PROCEDURES

Financial Procedures

- A. Host school is responsible for startup money.
- B. Income from the district events shall be handled as outlined below:
 - a. Tournament Manager must submit a complete financial report, available on the league and/or website, after revenue and expenses have been finalized to the league treasurer within 3 business days of the event ending.
 - b. All Budgeted expenses (officials, facility rental, tournament workers, security, custodian) will be paid by the league treasurer.

Additional Broadcast or Supplemental Vendor Fees

Any broadcast fees or supplemental vendor (apparel, advertising, etc...) fees are to be collected by the tournament site manager. These fees need to be deposited according to NE D7 Financial Procedures and included in the financial report.

Tournament Director / Event Manager Fee Schedule

Tournament / game volunteers will be paid a minimum of \$15 per hour.

Section 17

Tournament/Playoff Manager Stipend Schedule

Baseball	Tournament Manager	\$150
Baseball	Home Site Manager	\$75
Basketball	Tournament Manager	\$150

Basketball	Site Manager	\$75 / day
Cross Country	Tournament Manager	\$150
Football	Single Game	\$150 (\$75 each add. game)
Golf	Tournament Manager	\$150
Soccer	Single Game	\$75 (\$50 each add. game)
Softball	Tournament Manager	\$150
Softball	Home Site Manager	\$75
Tennis	Tournament Manager	\$150
Track	Tournament Manager	\$150 / day
Volleyball	Tournament Manager	\$150
Volleyball	Site Manager	\$75 / day
Wrestling	Tournament Manager	\$150

Any deviation from the stated amounts needs to be submitted for approval by the NE D7 District Director in advance of the tournament.

Section 18

Tournament/Playoff Working Personnel Pay Schedule

Baseball based off of a 3 hour average game

- Ticket Seller \$45
- Announcer/Scorer \$45
- One Athletic Trainer \$25/hour as approved in advance

Basketball

- Ticket Taker \$30 per game
- Scorer \$30 per game
- One Timer \$30 per game
- One 30 Second Clock \$30 per game
- One Announcer \$30 per game

Cross Country

- Starter/ Timer \$30
- Chute Manager \$30
- One Recorder/Scorer \$30
- 1 to 2 Course Personnel \$30
- As needed Course Set-up \$15/hour
- One Athletic Trainer \$50 (2 hours) as app. in adv.

Football

- Ticket Takers - \$45

- Score Clock \$45
- One Announcer \$45
- Chain Crew (4) \$45

Softball (based off of a 2 hour avg. game)

- Ticket Taker \$30/session
- Announcer/Scorer \$30/session
- One Athletic Trainer \$25/hour as approved in adv.

Soccer

- Ticket Taker \$30
- Timer/ Scorer \$30
- Announcer \$30

Softball (based off of a 2 hour avg. game)

- Ticket Taker \$30/session
- One Announcer/Scorer \$30/session One Athletic Trainer \$25/hour as approved in adv.

Track

- Ticket Takers - \$15/hour
- One Starter - \$100
- Assistant Starter - \$75
- Marshal - \$45
- Clerk - \$45
- Announcer - \$75
- Head Timer/ Finish Judge - \$15/hour
- Computer Input - \$25
- Athletic Trainer \$25/hour as approved

Volleyball

- Ticket Takers - \$15/hour
- Scorer & Libero Tracker - \$25 / game
- Timer \$30
- Announcer - \$30

Wrestling

- Ticket Takers - \$15/hour
- Scorers - \$15/hour
- Timers - \$15/hour

***Any deviation from the stated amounts needs to be submitted for approval by the Northeast D7 Director in advance of the tournament. **All athletic trainers must be approved in advance. ***\$15.00/ hour rate to be calculated to the nearest quarter hour.**

Admission Prices

Admission fees shall be charged to attend all NE D7 Tournaments

	<u>ADULT</u>	<u>STUDENT W/ASB</u> <u>SENIOR (60+)</u> <u>VETERAN</u>
BASEBALL	\$7.00	\$5.00
BASKETBALL	\$7.00	\$5.00
FOOTBALL	\$7.00	\$5.00
SOCCER	\$7.00	\$5.00
SOFTBALL	\$7.00	\$5.00
TRACK	\$7.00	\$5.00
VOLLEYBALL	\$7.00	\$5.00
WRESTLING	\$7.00	\$5.00

Passes

- A. District 7 League scouting passes (with I.D.) will be honored. Faculty passes will not be honored.
- B. District Tournament passes will not be printed.
- C. Tournament Managers will issue passes or use a gate list for participating team members, coaches and managers. The number shall be established in the Tournament Manager's Instructions. Teams eliminated from a NE D7 Tournament may be admitted to other tournament games, in that classification
- D. 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.
- E. Current NE D7 passes, Washington State Coaches Association passes, WOA Observer passes and WIAA and WSSAAA Lifetime passes will be honored at all District Tournaments

SECTION 5 – TOURNAMENT ROSTERS/PASSES/PASS LIST & TICKET PRICES

Rosters – Rosters for Baseball, Basketball, Football, Soccer, Softball and Volleyball are to be set prior to the beginning of the district tournament.

SECTION 6 – TOURNAMENT GAMES COMMITTEE

For all postseason athletic events held within District 7, a games committee must be established to address protests and appeals that may arise, or other rulings the event /site manager deems necessary.

Games Committee Guidelines

- A. The committee is to be appointed prior to the starting of the tournament.
- B. The game manager will serve as the committee chairperson.
- C. Committee members may not be directly involved with the schools involved in the protest or appeal.
- D. The committee is to consist of a minimum of three and a maximum of five people. The committee members must include representation from the league(s) of participating schools. The committee member's names should be included in the Tournament Information Bulletin.
- E. Committee Members should be selected from: school district administration, head coach(s) from the sport and contest official.

SECTION 7 – CHEERLEADERS, DRILL, BANDS

Cheerleaders

- A. Cheerleaders of participating schools will be admitted free if they are in uniform.
 - The Site Manager may limit the number of cheerleaders.
- B. Cheerleaders must comply with the safety standards adopted by the WIAA.
- C. Cheerleader's performances must be arranged prior to game day.

Drill

- A. Drill teams scheduled to perform during half-time will be admitted free if they are in uniform.
- B. Drill team performances must be arranged with the Tournament / Site Manager prior to game day.

Bands

- A. Band members performing from participating schools will be admitted free.
 - *Note: The band director will provide a band member list to the site manager.*
- B. A visiting band may perform at the post season event with league and host school approval. The number of band members may be restricted.
- C. Band performances must be arranged with the Tournament / Site Manager prior to game day.
- D. The Tournament / Site Manager has complete control over the volume of amplified instruments. No microphones may be used with amplified instruments.
- E. All band instruments shall be retained in the bleachers or other designated areas as directed by the Site Manager.
- F. The Site Manager shall determine the seating location for bands.

SECTION 8 – AWARDS & AWARD POLICY

NE D7 will provide awards for district level events. They will be sent to the Tournament / Site Manager prior to the tournament. The number of awards for each tournament has been set by District 7 Board policy. Awards beyond the district level will be provided by state or league policy.

Award Guidelines

- A. The type and number of awards presented at District 7 events will be consistent for all classifications as set by the District 7 Executive Board.
- B. Team Award: A first place District award will be provided to the winning team.
- C. **Individual Awards** are not provided/funded by NE D7

Advertising / Outside Vendors Guidelines

- A. Advertising by outside vendors at NE D7 sponsored events must be approved by the Executive Board and/or League and Tournament/Site Manager. Such advertising must comply with State, WIAA, league and local school policies.
- B. The host school or tournament site assumes all expenses for the sale of concessions. Net revenue shall be retained by the host school or tournament site.

SECTION 10 – EMERGENCY CONDITIONS POLICY

- A. Definition – Emergency conditions may include, but are not limited to, severe weather, natural disasters, road closures and medical epidemics.
- B. Procedure – In case any school(s) cannot participate in a district event due to an emergency condition, the Tournament Manager shall consult with the games committee. The committee shall consider, but not be limited to, the following factors in arriving at a decision regarding the continuation of the event and/or the participation of any individual school(s).
 - The tournament manager will consult with the host site superintendent, or designee, regarding the status of the tournament site.
 - The distance from the affected school(s) to the event site.
 - The weather pattern of two previous days.
 - Government agency recommendations regarding road use.
 - The number of available playing dates left to complete the event and the availability of the playing sites.
 - The ability to reschedule event activities without adversely affecting the event and group travel.
 - The NFHS guidelines weather and air conditions.
 - The loss of school time for participants and event personnel.
 - In the event of severe weather the possibility of moving activities from evenings to afternoons shall be taken into consideration.
 - If there are event dates available, preference will be given to reschedule the entire day's activities.

- C. If the committee, after considering the above factors, decides to continue with the tournament and one or more teams decide not to participate, the representatives to the state tournament will be determined from among those schools that are able to participate in the district tournament.
- D. In the event a tournament must be canceled prior to completion, the berths to state will be assigned to the league champion(s) if they haven't been eliminated. Any remaining positions shall be assigned to the next highest ranking team in each league. In the event teams tie for the final berth, the selections shall be based on 1) head to head competition 2) best league record, or 3) coin flip. After representatives to the state tournament have been determined, seeding into the tournament will be determined by 1) head to head competition 2) league record, or 3) coin flip.

SECTION 11 – TOURNAMENT STANDARD PRACTICES POLICY

School Supervision – School supervisors have primary responsibility for crowd control.

Crowd Control – The Tournament Manager has the authority to stop a contest as a result of unacceptable crowd behavior after conferring with the games committee and school representatives present. The contest may continue once the Manager has reasonable assurance that the disruptive behavior is under control. The contest officials are to be informed of this policy prior to the start of a contest.

Signs – The approved sign and school banner will be the only sign permitted at tournament contests.
(Signature required)

Noisemakers – Artificial and or mechanical noisemakers are prohibited.

Use of Drones - the use of drones for NE D7 events shall follow the WIAA Bound for State General Tournament Regulations

Confetti – Confetti will not be allowed. Schools who violate this policy may be assessed a cleanup fee by the Tournament Manager.

National Anthem – The National Anthem is to be played whenever possible; otherwise the flag salute is to be used.

Solicitations – Solicitations by the school or non-school organizations will not be allowed.

Towels – Participating schools will provide their own towels. The host school may provide towels for the officials.

Game Balls – The Tournament/Site Manager is responsible for obtaining the approved tournament ball and /or assuring that an official approved ball is being used by the participating teams.

SECTION 12 – WOA OFFICIALS

Use the provisions of the Statewide Agreement Between WOA and WIAA, Paragraph 14. Postseason Assigning Process, when arranging with the relevant assigner(s) for staffing playoff games and tournaments. Tournament fees and allowances for officials will be in accordance with the Statewide Agreement as supplemented by the current year's chart for "Officials Fees."