

**CONSTITUTION
OF
SEA-KING DISTRICT 2 OF THE WIAA**

PREAMBLE

Recognizing the authority of school district boards of directors in the Sea-King District 2 to plan, supervise and administer interscholastic activities, we therefore establish the constitution for the Sea-King District 2 of the Washington Interscholastic Activities Association to provide for the welfare and protection of all students involved in interscholastic activities.

ARTICLE I

NAME OF THE ASSOCIATION

The name of this association shall be the Sea-King District 2 of the Washington Interscholastic Activities Association (WIAA).

ARTICLE II

PURPOSE OF THE ASSOCIATION

Section 1

Mission Statement of the Association:

This association shall plan, supervise and administer the interscholastic activities as approved and delegated by each school district board of directors in the Sea-King District 2 and is organized exclusively for charitable, scientific, literacy or education purposes within the meaning of Section 503 (c) (3) of the Internal Revenue code.

Section 2

Goals of the Association:

- a. To maintain and conduct a program of interscholastic amateur sports competition and to promote and preserve a wholesome atmosphere of good sportsmanship among its member schools.
- b. To approve, develop and direct interscholastic activities for students and to assure their protection against exploitation by special interest groups.
- c. To stress the cultural values, the appreciation and the skills involved in all activities.
- d. To promote a balance of academic, athletic, and other co-curricular experiences which meet the generally accepted aims of American education.
- e. To emphasize interscholastic activities as an integral part of the total educational process.
- f. To formulate policies which promote good sportsmanship.
- g. To design all activities to provide fair and equal opportunities for all participants.
- h. To promote uniformity of standards in interscholastic activities.
- i. To provide a clear and open channel of communication for member schools in this organization.

ARTICLE III MEMBERSHIP

Section 1

Membership Sea-King District 2 of the WIAA is an association for member schools. Membership in this association shall be open to any school district within Sea-King District 2. Membership in the WIAA is a prerequisite for membership in Sea-King District 2.

Section 2

Changing Activity Districts

- a. A member school desiring to change from one activity district to another shall submit a written request and provide rationale to the Executive Board of the WIAA for approval. (WIAA 5.5.1)
- b. A request to change activity districts, if granted by the WIAA Executive Board, shall take effect in the next classification period. (WIAA 5.5.2)

Section 3

Members' Compliance with the Rules and Regulations All member schools of Sea-King District 2 must comply with the rules and regulations as stipulated in the Constitution and the Rules and Regulations of the Association. They must also comply with Rules and Regulations of the parent association, the Washington Interscholastic Activities Association (WIAA). These rules shall not be waived by agreement or otherwise. (WIAA 3.3.0)

Section 4

Responsibilities of the Principals The principals or designees as authorized by the school board or superintendent shall be responsible to the association for interscholastic events pertaining to athletics, as well as nonathletic activities of their respective schools. In addition, principals shall be responsible for insuring that the school is properly represented at all interscholastic events and they shall be responsible for conduct of the teams and other persons from their respective schools.

Section 5

Responsibilities of School Representatives It is the obligation of students, school staff, school boards from member school districts, and other official representatives of member school districts in all interscholastic relationships to practice and promote the highest principles of sportsmanship and ethics of competition. It is the obligation of all member schools in the Sea-King District 2 to maintain proper crowd control at all interscholastic contests and events. (WIAA 3.4.0)

Section 6

School Vote The principal of each member school, or designee as authorized by the school board/superintendent, shall have one (1) vote in any Sea-King District 2 balloting. Each member non-high school district shall have one (1) vote when responding to questionnaires, polls, WIAA concerns or to any Sea-King District 2 balloting. (WIAA 3.5.0)

Section 7

Conflict of Rules The Association 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 the Rules and Regulations shall prevail. (WIAA 5.4.0)

Section 8

Organizational Year The organizational year shall be from September 1 to August 31.

**ARTICLE IV
EXECUTIVE BOARD**

Section 1

Membership and Authority The executive power of this Association shall be vested in the Executive Board. Each of the five Sea-King District 2 Leagues, Kingco 4A, Kingco 3A/2A, Metro 3A, Emerald City 1A, and SeaTac 2B/1B shall have two Sea-King District 2 Executive Board Representatives. In addition, there shall be a High School Principal Executive Board Representative (at large), a Middle Level Principal Executive Board Representative (at large), and the District IAC Representative.

- a. The Sea-King District 2 WIAA Executive Board Representatives shall be ex officio (non-voting) members.
- b. The Sea-King District Director shall be an ex officio (non-voting) member.
- c. The WOA Representative shall be an ex-officio (non-voting) member.

Section 2

Qualifications for League Representatives Each of these members shall be either a superintendent of schools, assistant superintendent of schools, administrative assistant, principal, vice principal, athletic director, coach or teacher within a member school district.

Section 3

Officers The officers shall be President and President-Elect to be elected by and from the Sea-King District 2 Executive Board at the May meeting and shall officially take office on July 1 of that year.

- a. Duties of the President
 1. Preside over Executive Board Meetings.
 2. Call special meetings as necessary.
 3. Assume other duties as designated by the Executive Board.
- b. Duties of the President-Elect
 1. Assume the duties of the President in the absence of the President.
 2. Assume the duties of the District Director in the absence of the District Director.
 3. Assume other duties assigned by the President and/or Executive Board.

Section 4

Terms of Office Each league representative Executive Board member shall be elected for a term of three years with the exception of the High School and Middle Level School Principal Representatives who shall be elected to a two year term. The High School Principal Representative shall be rotated bi-annually between the Kingco 4A, Metro 3A, Kingco 3A/2A, Emerald City 1A, and SeaTac B Leagues. The Sea-King District 2 High School Leagues and Principal Associations shall elect their representatives on a rotation basis as stated in the Sea-King District 2 Rules and Regulations. (Article II, Section 2)

Section 5

Procedures for Filling Vacancies Should a vacancy occur on the Executive Board, the vacancy shall be filled by the departing member's league or principal organization. Such elected representative shall take office immediately.

Section 6

Meeting Attendance Requirement An Executive Board member who has missed three (3) consecutive board meetings or does not attend seventy-five percent (75%) of the Board meetings in any one organizational year, without prior notification to the President or District Director, may be removed by a two-thirds (2/3) vote of the Executive Board.

Section 7

Responsibilities The Executive Board shall have the following responsibilities:

- a. Direct general management of funds and business of Sea-King District 2.
- b. Hear and decide all protests and questions not specifically defined by the Sea-King District 2 and WIAA Constitutions, Rules and Regulations, and Handbooks.
- c. Act as an appeal body for leagues, schools and individuals.
- d. Establish a yearly calendar of events.
- e. Determine management, sites, dates and other details for Sea-King District 2 events.
- f. Waive and modify Sea-King District rules and regulations as may be deemed necessary from time to time.
- g. Take disciplinary action against member schools that violate rules and regulations.
- h. Perform such other functions as assigned by the general membership.
- i. Review and approve the monthly bank and financial statements.

Section 8

District Director The Executive Board shall select a District Director to conduct organization business as designated by the Executive Board. The District Director shall receive a salary to be determined annually by the Executive Board.

Section 9

WIAA Executive Board Representative The WIAA Executive Board member shall be either a superintendent of schools, administrative assistant, principal, vice-principal, athletic director, IAC member, coach or teacher within a member School District in Sea-King District 2.

(WIAA 8.3.0)

- a. The member shall be elected by the District Executive Board for a term of three (3) years. (WIAA 8.2.0) The WIAA shall designate the election year.
- b. Should a WIAA Executive Board position be vacated, the District Executive Board shall elect a replacement to complete the remainder of the term. The newly elected Executive Board Representative shall take office immediately. (WIAA 8.6.0)
- c. Should the elected WIAA Executive Board Representative be unable to attend a regular or special meeting of the WIAA Executive Board, Sea-King District 2 shall be represented by an Alternate.

Section 10

Association Officers and Protests Any Executive Board member directly involved in a protest shall be immediately disqualified from reviewing that case.

Section 11

WIAA Representative Assembly Delegates Delegates and alternates to the Representative Assembly will be confirmed annually by the Executive Board with a minimum one high school representative from each league required. Representatives will be confirmed at the June meeting of the Executive Board. In years where the District has more delegates allocated to assembly than leagues, the extra delegate(s) will be rotated among the leagues. In years where the District has less delegates allocated to Representative Assembly than the number of leagues, delegates will be rotated among leagues.

**ARTICLE V
EXECUTIVE BOARD MEETINGS**

Section 1

Executive Board Meeting Schedule The regular meetings of the Sea-King District 2 Executive Board will be held monthly from September through June. Special meetings may be called by the President as needed.

- a. The President and District Director shall organize the agenda for each meeting and distribute such to the Board Members at least seven (7) calendar days prior to the meeting.
- b. The District Director shall distribute the minutes of all Board meetings to the Board and member school within ten (10) calendar days following each meeting.

Section 2

Quorum A majority of the voting members shall constitute a Quorum for conducting Association business.

Section 3

Floor Privileges Members of the Association may have the privilege of the floor at Executive Board meetings.

Section 4

Meeting Format All meetings of the Association shall be conducted in accordance with Robert's Rules of Order.

**ARTICLE VI
AMENDMENTS**

Section 1

Proposal of Amendments Amendments to the Constitution or Rules and Regulations may be proposed by one of the following:

- a. A single member school's administrator, authorized by their school board/superintendent to handle Association matters, with the support of four other member schools.
- b. A Sea-King District 2 Standing Committee or Special Committee.
- c. The Executive Board.

Section 2

Amendments to the Constitution Proposed amendments to the Constitution may be adopted at a regular Sea-King District 2 Board meeting with a two-thirds (2/3) favorable vote, provided the

amendment has been submitted in writing to the District Director not less than thirty (30) calendar days prior to the meeting; and provided further that it shall be the duty of the District Director to provide each member school with a copy of the proposed amendment at least ten (10) calendar days prior to the meeting at which it is offered.

Section 3

Amendments to the Rules and Regulations Proposed amendments to the Rules and Regulations may be adopted by a majority vote of the Executive Board or by the general membership at a regular Sea-King District 2 Assembly meeting, provided the amendment has been submitted in writing to the District Director by the meeting prior to the one at which the vote is to be taken.

Section 4

Effective Date of Amendments An amendment shall become effective the starting day of the WIAA fall sports season, or at another date specified as part of the amendment proposal.

ARTICLE VII FINANCES

Section 1

Budget The President, President-Elect and District Director shall present a proposed budget to the Executive Board no later than the May Board meeting. The Board shall adopt the budget for the coming year no later than the last meeting of the organizational year.

Section 2

Service Fees Service fees for member schools shall be established annually by the Executive Board. Payment of this fee is a requirement for membership in Sea-King District 2. The establishment of service fees shall be based on the following factors:

- a. Services rendered by the organization to its member schools.
- b. Number of students served based on October 1 enrollment.

Section 3

Special Assessments The Executive Board may levy special assessments to meet Association financial requirements.

Section 4

Source of Receipts Receipts will be collected from service fees, district tournaments, WIAA reimbursements, radio/TV fees and interest.

Section 5

Disbursements The District Director shall disburse funds upon the approval of the Executive Board. Disbursements shall be made for Association expense, district event expenses, committee meetings and school reimbursements.

Section 6

Unallocated Funds At the discretion of the Executive Board, unallocated funds shall be distributed to member schools depending on the financial position of the Association.

Section 7

Annual Report The annual financial report of the District Director shall be prepared by a qualified accountant and shall be presented to the Executive Board at the October Board meeting.

Section 8

Fiscal Year The Association fiscal year shall be from August 1 to July 31.

Section 9

Non-profit Status The Sea-King District 2 Association is not organized for profit, and no part of the earnings shall inure to the benefit of any person or individual.

Section 10

Internal Revenue Code The Association 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.

Section 11

Dissolution Upon winding up and dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, 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 VIII
COMMITTEES**

Section 1

Establishment of Committees The Executive Board may establish or abolish standing and special committees as deemed necessary.

Section 2

Committee Membership The Executive Board shall appoint members to serve on all committees and to designate the chairperson.

Section 3

Committee Responsibilities The general responsibilities of committees are as follows:

- a. Review all items appropriate to the area of responsibility.
- b. Solicit input from member schools.
- c. Report findings and recommendations to the Executive Board and Association.

**ARTICLE IX
LEAGUE MEMBERSHIP**

Section 1

Authority to Form Leagues The member schools of Sea-King District 2 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 “independent”. (WIAA 25.2.7)

Section 2

Alignment Disputes Disputes concerning league alignment between individual schools and league(s) that cannot be resolved by the league(s) shall be referred to the Sea-King District 2 Executive Board for resolution. (WIAA 5.2.2) Ultimate authority to resolve league alignment(s) shall be vested in the WIAA Executive Board. (WIAA 5.2.4)

**RULES AND REGULATIONS
SEA-KING DISTRICT 2 OF THE WIAA**

**ARTICLE I
BOARD OPERATIONS**

Section 1

Association Fiscal Year August 1 to July 31.

Section 2

Executive Board Meetings The Executive Board of Sea-King District 2 will hold regular meetings monthly except December, July and August. The Sea-King District 2 President shall have the authority to change Executive Board meeting dates when deemed necessary and in the best interest of the Association. The President may also call special meetings as required by the business of the Association.

Section 3

Annual Budget The President, President-Elect and District Director shall submit a proposed budget for the coming year to the Executive Board, for consideration, at the May meeting. The following components will be identified as part of this proposal:

- a. **Receipts:** Service Fees, District Tournaments, WIAA Reimbursements, Radio/TV Revenue, Investment Income and Miscellaneous.
- b. **Disbursements:** Executive Board Meeting Expenses, Association Expenses, District Tournament Expenses, Committee Meeting Expenses and School/League Reimbursements.
- c. **Carryover:** The Association shall retain a minimum carryover fund in the amount of \$35,000.00 for the next fiscal year.
- d. **Excess Funds:** At the discretion of the Executive Board, Excess Funds beyond the projected carryover shall be distributed to the member leagues on a per student basis.

Section 4

Accounting Procedures

- a. All Sea-King District 2 revenues, including tournament receipts, shall be properly accounted for and receipted into the Sea-King District 2 Central Account.
- b. All Sea-King District 2 disbursements shall be paid by voucher and check from the Sea-King District 2 Central Account. Under no condition shall cash be used for payment of expenses.

Section 5

Investments The District Director, upon the approval of the President and at least one (1) other member of the Executive Board, is authorized to invest available cash balances in secured interest bearing funds. These investment options shall be limited to those generally approved for investment of school district funds.

Section 6

Service Fees Service fees are established as follows:

- a. Fee Schedule:
 - 4A - \$470.00
 - 3A - \$425.00
 - 2A - \$380.00
 - 1A - \$350.00
 - 2B - \$305.00
 - 1B - \$275.00
- b. Individual School Service Fees shall be deducted from the State Travel (Points)
- c. Reimbursement Funds are earned by the school during the previous school year. The balance of the State Travel Reimbursement Funds shall be returned to the individual schools within two weeks upon their receipt by the District Director.
- d. Schools will be billed separately if they have not earned sufficient State Travel Reimbursement Funds to cover Service Fee costs.
- e. Schools that neglect to pay their annual Sea-King service fees will be denied all Association services until fees are received by the District Director.

Section 7

District Director Stipend The District Director shall receive a salary to be determined by the Executive Board. The District Director shall be evaluated annually by the Executive Board President and President-Elect, with input from the League representatives at the June Executive Board Meeting.

Section 8

Executive Board Member Expenses The following criteria shall be used in determining Board member expenses:

- a. Sea-King District 2 shall reimburse Board members for travel expenses incurred when attending Sea-King Executive Board meetings.
- b. Mileage reimbursement shall be at the current IRS rate per mile.
- c. Travel reimbursement checks shall be issued annually.

Section 9

CPA Service The District Director is authorized to employ the services of a qualified Certified Public Accountant to assist in preparing annual financial reports as required by the WIAA, IRS, and other governmental agencies.

Section 10

Cooperative Programs The District Director is authorized to make financial arrangements with other WIAA Districts in sharing profits or losses in district sponsored events.

**ARTICLE II
EXECUTIVE BOARD MEMBERSHIP**

Section 1

Membership

- a. The Sea-King District 2 Executive Board shall be composed of thirteen (13) members, plus ex officio members that include the WIAA Executive Board representative(s), District Director, and the WOA Representative.
- b. Each of the five Leagues in Sea-King District 2 shall have two (2) Executive Board Representatives; in addition one (1) High School Principal Representative (at large), one (1) Middle Level School Principal Representative (at large) and the District IAC Representative.
- c. Executive Board members shall be elected for terms of three (3) years with the exception of the Principal Representatives who shall be elected for a two (2) year term. The High School Principal Executive Board Representative shall be rotated biannually between the Kingco 4A, Metro 3A, Kingco 3A, Emerald City 1A, and SeaTac B leagues.

Section 2

Executive Board Membership Rotation The Sea-King District 2 High school Leagues and Principal Associations shall elect their representatives on the following rotating schedule:

Kingco 4A (x)	2010	2013	2016
Kingco 4A (y)	2011	2014	2017
Kingco 3A/2A (x)	2010	2013	2016
Kingco 3A/2A (y)	2012	2015	2018
Metro (x)	2012	2015	2018
Metro (y)	2011	2014	2017
Emerald City (x)	2010	2013	2016
Emerald City (y)	2012	2015	2018
SeaTac (x)	2011	2014	2017
SeaTac (y)	2012	2015	2018
Middle Level Principal (At Large)	2010	2012	2014
Senior High Principal (At Large)	2011	2013	2015

**ARTICLE III
REPRESENTATIVE ASSEMBLY**

Section 1

Representation Sea-King District 2 is allocated five (5) representatives to the 2009-2010 High School WIAA Representative Assembly (WIAA 6.8.0). Sea-King District 2 is allocated two (2) delegates to the 2009-2010 Middle Level WIAA Representative Assembly.

Section 2

Selection of Representatives The Sea-King District 2 delegates to the WIAA Representative Assembly, for the next school year, will be confirmed at the June meeting of the Sea-King District 2 Executive Board.

ARTICLE IV COMMITTEE MEMBERSHIP

Section 1

Standing Committees A member of the Sea-King District 2 Executive Board shall serve as a chairperson of each Standing Committee.

- a. Committee members for that activity shall be selected by the chairperson.
- b. Committee Makeup: Each league and/or classification should be represented on all standing committees.

Section 2

Eligibility Committee

- a. The Eligibility Committee shall be composed of a minimum of three (3) members to be selected by the Eligibility Chairperson. (WIAA 19.6.0)
- b. The Eligibility Committee shall meet and conduct student eligibility hearings prior to each sport season. Additional meetings may be called by the chairperson.
- c. The Eligibility Chairperson shall receive a stipend to be determined annually by the Executive Board.
- d. A member of an eligibility hearing panel shall receive a stipend of \$25.00 per session - the panel chairperson shall receive a stipend of \$35.00 per session.

ARTICLE V RULE VIOLATIONS AND PENALTIES

Section 1

Reporting Rule Violations. Member schools are responsible to follow the WIAA procedures for reporting violations by schools or students of the Sea-King District 2 and WIAA Rules and Regulations. (WIAA 27.1.0)

Section 2

Rule Violation Procedure

- a. All leagues shall be notified of member school's obligations and the procedures for dealing with rule violations, and the appeal process available.
- b. The league representative shall present to the Board the information on self-declared rule violations and the action taken by the league. This shall be considered an official review, with the Board having the following action options:
 1. To support league action and notify the offending school.
 2. To overrule the league action as being inappropriate. The league and/or school is to be notified of the Board's recommended action and has the opportunity to present its case before final action is taken.
- c. Representation by schools submitting appeals to the Board is required at hearings.
- d. The President, President-Elect and District Director shall review rule violation cases prior to presentation to the Board. The purpose of the review is to evaluate each case to determine the appropriate procedure.
- e. The District Director shall maintain an up-to-date summary of the cases presented and actions taken.

Section 3

Penalties for Violation Violations of the rules of the WIAA or Sea-King District 2 shall render the offending school liable to a penalty by the action of the school, league, Sea-King Executive Board, or WIAA Executive Board. (WIAA 27.6.0) Penalties may include, but are not limited to the following:

- a. Probation The school is placed on probation for a specified time by the league, WIAA District or Executive Board. An official letter shall be sent to the concerned school warning against further actions, which are contrary to the aims and philosophy of the League, WIAA District or Association. During the probationary period, a school may participate in all interscholastic activities unless stipulated otherwise by the League or Association.
- b. Restriction As a condition of probationary status, the League, WIAA District or Executive Board may take action, which would restrict participation in League, WIAA District or State level activities. The restriction may be applied to an individual, team, group or school. Authority to impose one or more of the following restrictions is vested in the entity indicated as follows:

	<u>School</u>	<u>League</u>	<u>Sea-King</u>	<u>WIAA</u>
Forfeiture of Game	X	X	X	X
Forfeiture of Season		X	X	X
Withhold Revenues Shares	X	X	X	X
Withhold Allocations		X	X	
Playoff Entry Denial	X	X	X	

- c. Suspension. All rights and privileges of member schools of the Sea-King District 2 are withheld for a specified period determined by the Executive Board. The Sea-King District 2 Executive Board may suspend a school in a particular sport or activity or in all sports and activities for a sports season or school year.
- d. Expulsion. The school’s membership in Sea-King District 2 is terminated.
- e. Loss of Eligibility for Post Season Participation. A member school violating the regular season games, meets or match limitation, shall be ineligible for any post season participation in that sport.

Section 4

Appeal of Ruling An appeal of a League, a Sea-King District or WIAA ruling may be made under the Rules and Regulations of these Associations. (WIAA 28.1.0)

Section 5

Biting - Wrestling Wrestlers ejected for biting an opponent will be held out until they sit out two contests at the same level at which they were ejected. Per WIAA ejection policy, a second offense in a season would result in the athlete being suspended for the remainder of the season.

ARTICLE VI PROTESTS AND APPEALS

Section 1

Disputes and Games Protests

- a. School disputes and protests, within or between leagues, are to be resolved by the authority of each League(s) whenever possible.
- b. Protests and disputes, which occur at a Sea-King District 2 event, shall be resolved by the event manager or games committee.
- c. Leagues within the Sea-King District 2 shall adopt procedures for dealing with disputes and protests.

Section 2

Appeals by Schools

- a. If a member school administrator is dissatisfied with the decision of the League(s) or District Tournament Directors/Games Committee or Rule Interpretation relative to the provisions of the WIAA Handbook, and such is an aggrieved and effected party, such party may appeal the decision to the appropriate association and request a formal hearing provided that:
 1. The facts and reasons for appeal have been submitted in writing, and signed by the school principal or superintendent, to the District Director of Sea-King District 2 within five (5) calendar days following the decision.
 2. The hearing shall be conducted by the Sea-King District 2 Executive Board in accordance with Article 28 of the WIAA Handbook.
 3. A minimum of three (3) Executive Board members must be present to conduct a formal hearing of an appeal.
 4. The final decision regarding appeals shall be made in executive session of the Sea-King District 2 Executive Board.

Section 3

Student Eligibility Appeals Student eligibility appeals shall be conducted in accordance with the WIAA adopted procedures as detailed in Article 19 of the WIAA Handbook.

Section 4

Request for Late Eligibility Hearing

- a. Student must provide a written statement as to the reason for a request for a Late Hearing. (Supply any supporting documentation.)
- b. In order to offset the cost of assembling panel members together for a Late or Special Hearing, the Sea-King District 2 Executive Board has set a fee of \$75.00 for hearings specifically requested after the designated hearing dates. Students may qualify for a reduced hearing fee if they meet one of the following criteria:
 1. Proof of financial hardship such as Aid to Family with Dependent Children (AFDC)/food stamps eligibility.
 2. Other - (Explain in detail and include any documentation that substantiates the case.)

**ARTICLE VII
ALLOCATIONS**

Section 1

District Allocations The number of teams and/or individuals representing Sea-King District 2 in district or regional play shall be determined by the Executive Board.

Section 2

Allocations Allocations shall be determined by the number of schools participating. In multi-league classifications within the district, any league with only one allocation and that has a state allocation greater than 1.01, will be provided with an avenue to playoffs for a possible second entry.

Section 3

Dates for Allocations Proposed District Allocations shall be presented, for consideration, to the Executive Board by the Sea-King District 2 President and District Director at the Executive Board meeting in the appropriate season.

Fall Sports:	Cross Country, Volleyball, Golf, Soccer, Football, Tennis and Girls Swimming
Winter Sports:	Basketball, Gymnastics, Wrestling and Boys Swimming
Spring Sports:	Track, Soccer, Softball, Baseball, Golf, and Tennis

**ARTICLE VIII
DISTRICT TOURNAMENTS**

Section 1

Authority for District Tournaments The WIAA District is the original authority for determining the method by which entries that are allocated to that district qualify for State Tournaments or Meets. (WIAA 25.2.0)

Section 2

District Tournament Definition District Tournaments are post-league events that qualify teams and/or individuals for State Tournaments and shall include those state qualifying tournaments of:

- a. Single leagues within a district.
- b. Intra-District play.
- c. Inter-District play. (Combined allocations)

Section 3

Sea-King District 2 Tournaments Sea-King District 2 may conduct District Tournaments in the following activities for the purpose of determining District Champions and entries to WIAA sanctioned State Tournament/Meets.

Basketball - Boys/Girls	Tennis - Boys/Girls
Cross Country - Boys/Girls	Track - Boys/Girls
Golf - Boys/Girls	Swimming - Boys/Girls
Volleyball - Girls	Gymnastics - Girls
Softball – Girls	Football
Boys & Girls Soccer	Wrestling
Baseball	

The District Board will determine positioning on the state brackets.

Section 4

District Tournament Management The Executive Board is responsible for the conduct and arrangement of all Sea-King District 2 Tournaments. The dates, sites and format of all approved District Tournaments shall be determined by the Executive Board.

Section 5

Tournament Manager The Executive Board shall appoint Tournament Managers for all Sea-King District 2 Tournaments. The Tournament Manager is in complete charge of the event and is empowered to make decisions and judgments deemed necessary to insure fair competition and provide a quality event.

Section 6

Games Committee A Games Committee shall be appointed by the Tournament Manager at least two (2) weeks prior to the start of the tournament. The names of the Games Committee members shall be announced and posted when possible. Preferably, staff members of participating schools should not be permitted to serve on Games Committees.

The duties of the Games Committee are as follows:

- a. Assist the Tournament Manager as needed and be available at all times during the event.
- b. Act as an arbitration board for any disputes and respond to special concerns that might arise. Final decisions shall be made by consensus of the Games Committee.
- c. Represent Sea-King District 2 on all Tournament policy matters.
- d. Respond to alleged infractions or rule violations from participating coaches and/or administrators - not contestants.
- e. Make recommendations for improvements or modifications to the Executive Board at the conclusion of the event.

Section 7

Advance Information The Tournament Manager shall be responsible for sending pre-tournament information and instructions to all participating schools, coaches, athletic administrators and the Sea-King District 2 District Director. The bulletin shall include information from the Sea-King District 2 Rules and Regulations, as well as the WIAA State syllabus. Items to be included are:

- a. Tournament Format
- b. Tournament Rules and Procedures
- c. Games/Tournament Committee Members
- d. Special Rules & Regulations Particular to the Tournament
- e. Admission Prices and Pass Policy

- f. District Allocations to State
- g. Travel Instructions

Section 8

Publicity No money shall be expended for publicity of Sea-King District 2 Tournaments. However, the Tournament Manager shall be responsible for providing advance tournament information and results to the media.

Section 9

Tournament Officials The Tournament Manager shall arrange for qualified officials to conduct the event. These officials may include ticket sellers/takers, timers, scorekeepers, starters, judges, crowd supervisors, announcers, as well as the game/meet officials.

Section 10

Security The Tournament Manager shall have the responsibility to provide adequate security to maintain control both inside and outside the tournament facility.

Section 11

Trainer The Tournament Manager shall have the responsibility to provide an athletic trainer for district tournaments (as needed).

Section 12

Pre-Tournament Practice Pre-tournament practices at the tournament site shall not be permitted, with the exception of Cross Country and Golf and only permitted if accessible to all participants.

Section 13

Tournament Finances

- a. The gross income from all ticket sales, entry fees, etc., shall be deposited directly in the Sea-King District 2 Central Account.
- b. Tournament Managers shall not directly pay expenditures (bills) themselves. All tournament expenditures shall be paid by check from the Sea-King District 2 Central Account.
- c. Sea-King District 2 assumes the financial responsibility for all its Tournament/Meet events. Therefore, all tournament profits and losses shall be reflected in the Sea-King District 2 Central Account.
- d. Sea-King District 2 does not assume financial responsibility for hospitality.
- e. Tournament managers only will be reimbursed mileage/tolls when travel exceeds 20 miles one way.
- f. Sea-King District does not assume responsibility for lost or stolen items.
- g. Kingco 4A will follow the same procedures and process them through the Kingco Central Account for the 2008-2010 Classification Cycle.

Section 14

Football, Soccer and Baseball Playoff Finances

- a. Net profits from first round games of 4A and 3A Sea-King District 2 teams shall remain with the respective team's league. It is the responsibility of these Leagues to conduct first round games and pay all related expenses.
- b. Net profits from second round games shall be retained in the Sea-King District 2 Central Account.

Section 15

District Tournament Preliminary Budget Exceptions to the guidelines outlined below allowed only when approved in advance by the District Director.

Section 16

Tournament/Playoff Financial Report **The Tournament Manager shall complete and submit a District Tournament/Playoff Financial Report to the District Director within ten (10) days after the completion of the event.** The Financial Report requires proper accounting for all sources of income as well as detailed requests for payment of tournament expenditures. The Financial Report shall include:

- a. District Tournament/Playoff Income Report. (Gate receipts, entry fees, etc.)
- b. District Tournament/Playoff Expenditure Report. (Divided into three categories and to be paid by District Director)
 1. Facility Rental.
 2. Miscellaneous Expenses.
 3. Working Personnel.
- c. Tournament Competition Results. (Team and Individual Scores and Results)
- d. The Executive Board will not authorize reimbursement payment for substitute teachers or release time for tournament managers.

Section 17

Tournament/Playoff Manager Stipend Schedule

Football	Single Game	\$150.00	
Football	Double Header	\$225.00	
Basketball-site mgr.	Single Game	\$100.00	
Basketball-site mgr.	Double Header	\$150.00	
Basketball-site mgr.	Quad Header	\$250.00	
Basketball *	12-16 Team Tournament	\$1350.00	
Basketball Assistant	12-16 Team Tournament	\$900.00	
Track	One Day Meet	\$250.00	
Track Assistant	One Day Meet	\$150.00	
Track	Two Day Meet	\$500.00	
Track Assistant	Two Day Meet	\$300.00	
Cross Country		\$150.00	
Volleyball		\$200.00	
Volleyball, site mgr.	One Session	\$50.00	\$25 ea. Add. session
Swimming		\$300.00	
Tennis		\$200.00	
Softball		\$200.00	
Baseball	Single Game	\$75.00	
Baseball	Double Header	\$125.00	
Baseball	Triple Header	\$175.00	
Gymnastics		\$200.00	
Golf		\$150.00	
Soccer	Single Game	\$75.00	
Soccer	Double Header	\$125.00	
Trainer		\$18.00 per hour	(or as required)
Dance/Drill		\$200.00	

* Basketball Manager may also be a high school site manager.

Section 18

Tournament/Playoff Working Personnel Pay Schedule

* <u>Football</u>	Rate of Pay	Number of Personnel
Ticket Manager	\$40.00 per game	One
Ticket Seller	\$30.00 per game	Two to three
Ticket Taker	\$30.00 per game	Two to three
Score Clock	\$30.00 per game	One
Announcer	\$30.00 per game	One
Security/Supervision	\$30.00 per game	As required
Down Marker	\$20.00 per game	One
Chains	\$20.00 per game	Two
* <u>Volleyball</u>		
Ticket Seller	\$20.00 per session *	One to two
Ticket Taker	\$20.00 per session *	One to two
Scorer	\$20.00 per session *	One
Timer	\$20.00 per session *	One
Announcer	\$20.00 per session *	One
Security/Supervision	\$20.00 per session *	One to two
Trainer	\$18.00 per hour	As required
	* max. # of matches run at same time	
* <u>Basketball</u>		
Ticket Seller	\$25.00 per game	One to two
Ticket Taker	\$25.00 per game	One to two
Scorer	\$25.00 per game	One
Timer	\$25.00 per game	One
30 Second Clock	\$25.00 per game	One
Announcer	\$25.00 per game	One
Security/Supervision	\$25.00 per game	As needed
Trainer	\$18.00 per hour	As required
* <u>Soccer</u>		
Ticket Seller/Taker	\$25.00 per game	One to two
Timer/Scorer	\$25.00 per game	One
Announcer	\$25.00 per game	One
Security/Supervision	\$25.00 per game	One to two
Trainer	\$18.00 per hour	As required
* <u>Cross Country</u>		
Starter/Timer	\$25.00 per day	One
Chute Manager	\$25.00 per day	One
Recorder/Scorer	\$25.00 per day	One/Two
Course Personnel	\$15.00 per day	As needed
Computer Scoring	\$150.00 per day	One
Trainer	\$18.00 per hour	As required
Course Set-Up	\$75.00 per day	One

* Any deviation from the stated amounts needs to be submitted for approval by the Sea-King District 2 District Director **in advance of the tournament.**

* **Dance/Drill**

Ticket Seller/Taker	\$40.00 per day	Two
Registration	\$20.00 per day	Two
Music/Announcer	\$60.00 per day	Two
Scorers	\$30.00 per day	Three
Doors	\$30.00 per day	Three
Supervision	\$60.00 per day	Two

* **Gymnastics**

Ticket Seller/Taker	\$40.00 per day	One
Announcer	\$40.00 per day	One
Scorekeeper	\$60.00 per day	One to two
Security/Supervision	\$40.00 per day	One
Computer Input/Results	\$175.00	
Trainer	\$18.00 per hour	As required

* **Track**

Ticket Manager	\$40.00 per day	One
Ticket Seller/Taker	\$30.00 per day	One or two
Referee	\$50.00 per day	One
Clerk	\$35.00 per day	One
Announcer	\$40.00 per day	One
Starter	\$50.00 per day	One
Assistant Starter	\$30.00 per day	One
Head Timer/Finish Judge	\$40.00 per day	One
Timers	\$30 per day	(Max. of 8)
Finish Pickers	\$30 per day	(Max. 8)
Head Field Event Official	\$30.00 per event	One to two
Assistant Field Event Official for Shot Put, Discus, Javelin, Long, High, Triple Jump, Pole Vault	\$20.00 per event	One to two
Marshal (Judge)	\$30.00 per day	(Max. of 6)
Computer Input	\$30.00 per day	One to two
Security	\$35.00 per day	As needed
Statistician/Official Scorer	\$125.00 per day	One
Trainer	\$18.00 per hour	As required

* **Softball/Baseball**

Ticket Seller/Taker	\$20.00 per game	One
Announcer/Scorer	\$20.00 per game	One
Trainer	\$18.00 per hour	As required

* **Swimming**

Ticket Seller	\$40.00 per day	One to two
Ticket Taker	\$40.00 per day	One to two
Announcer	\$40.00 per day	One
Swim Referee	\$80.00 per day	One
Dive Referee	\$40.00 per day	One
Starter	\$40.00 per day	One to two
Officials (Turn & Stroke Judge)	\$30.00 per day	(Max. of 5)
Head Timer	\$30.00 per day	One
Security/Supervision	\$40.00 per day	(Max. of 3)

Computer-Seeding/ Scoring/Results	\$250.00 per meet	One
Timing System Operator	\$50.00 per day	One

* Any deviation from the stated amounts needs to be submitted for approval by the Sea-King District 2 District Director ***in advance of the tournament.***

Section 19

Admission Prices

- a. Admission fees shall be charged to attend all Sea-King District 2 Tournament/Playoff events.
- b. Ticket Admission Prices:

	<u>ADULTS</u>	<u>STUDENTS (Age 6/Over)</u> <u>SR CITIZENS (Age 65 & Over)</u>
FOOTBALL	\$8.00	\$6.00
BASKETBALL	\$7.00	\$5.00
SOCCER	\$8.00	\$6.00
TRACK	\$7.00	\$5.00
VOLLEYBALL	\$7.00	\$5.00
SWIMMING	\$7.00	\$5.00
GYMNASTICS	\$7.00	\$5.00
SOFTBALL	\$7.00	\$5.00
BASEBALL	\$8.00	\$6.00

Section 20

Passes

- a. 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 Sea-King District 2 Tournament may be admitted to other tournament games, in that classification, upon request made by the head coach to the games manager.
- 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. Sea-King District 2 Lifetime passes, Coaches Association passes (2009-2010) and WIAA Lifetime passes will be honored at all District Tournaments.
- f. The Superintendent, Principal and Board Members of participating school districts may be added to the school's supervisory list.
- g. Sea-King District 2 Lifetime Passes will be issued in appreciation to those individuals who:
 1. Serve as a Sea-King District 2 Executive Board member for one year.
 2. Serve as a Sea-King District 2 Tournament Director for three years.
 3. Are nominated by a Sea-King District 2 Executive Board member for service to Sea-King District 2, with a 2/3 approval of the Executive Board.

Section 21

Cheerleaders

- a. Cheerleaders of participating schools will be admitted free if in uniform.
- b. Cheer and Song Leaders must comply with the safety standards adopted by the WIAA.

Section 22

Drill Teams

- a. Drill teams, who are scheduled to perform during half time will be admitted free if in uniform.
- b. Arrangements for performances must be made with the Tournament Mgr. prior to game day.

Section 23

Bands

- a. Band members of participating schools, as identified by the Band Director, will be admitted free.
- b. Half time performances must be arranged with the Tournament Manager prior to game day.
- c. The Tournament Manager shall have the authority to limit the number of Band Members for participating schools.
- d. The Tournament Manager shall have complete control of the volume of amplified instruments. Microphones will not be permitted to be used with amplified instruments.
- e. All music instruments shall be retained in the bleachers or other designated area as directed by the Tournament Manager.

Section 24

Concessions and Programs

- a. Sea-King District 2 maintains ownership of all Sea-King District 2 sponsored Tournaments and those events assigned by the WIAA Office/Executive Board.
- b. The host site (school) may sell concessions and other appropriate items (school approved) normally sold at league contests.
- c. All items for sale must be of acceptable quality and sold at reasonable prices, not to exceed prices of similar items sold at regular league contests.
- d. Non-school organizations or agencies shall be prohibited from selling concession items of any kind at the event site, before, during or following the event.
- e. Advertising in Sea-King District 2 sponsored events programs must be approved by the Tournament Manager. There shall be no advertising of tobacco products, alcoholic beverages or other products deemed inappropriate for use by interscholastic sport participants or students attending these events.
- f. The host school for the tournament assumes all expenses for the sale of concessions and/or programs. Net revenues, if any, shall be retained by the host school.
- g. T-Shirts and other items not normally sold at league contests must be approved by the District Director. Revenues from these items belong to the district.

Section 25

Authority of Medical Personnel Upon notification to contest officials and coaches, the designated tournament physician or athletic trainer shall make the determination on an injured athlete's removal from and/or return to contest, unless the athlete's team doctor is in attendance. (WIAA 17.35.0)

Section 26

Interim Severe Weather Policy

- a. The Tournament Manager, in consultation with the games committee, shall make the final decision concerning rescheduling tournament participation affected by severe weather.
- b. If severe weather (or other emergency) conditions affect a participating school, but not the tournament, it is the responsibility of the Principal to notify the Tournament Manager.
- c. The Tournament Director shall accommodate the affected school(s) by rescheduling, if possible.

Section 27

Miscellaneous Tournament Practices

- a. **School Supervisors:** School supervisors have primary responsibility for crowd control.
- b. **Authority:** The Tournament Manager has the authority to halt a contest as a result of unacceptable crowd behavior. The contest may continue once the Tournament Manager has reasonable assurance the disruptive behavior is under control.
- c. **Signs:** The school banner is the only sign permitted at tournament contests.
- d. **Noisemakers:** Artificial and/or mechanical noisemakers are not permitted.
- e. **Check Outs:** Fans may not leave a contest and return later.
- f. **National Anthem:** The National Anthem is to be played at the opening contest, whenever possible; otherwise employ the flag salute.
- g. **Confetti:** Confetti will **NOT** be allowed. Schools who violate this policy may be assessed a cleanup fee by the Tournament Manager.
- h. **Solicitations:** Solicitations by school or non-school organizations will not be permitted.
- i. **Towels:** Participating schools will provide their own towels. Towels for officials shall be provided by the host school.
- j. **Game Ball:** The sport syllabus states who shall provide the WIAA approved game ball.
- k. **Squad Size:** The number of participants in each sport shall be the same as established by the WIAA unless an extension is granted by the Executive Board.

**ARTICLE IX
AWARDS**

Section 1

Awards Sea-King District 2 will provide appropriate trophies and awards to District Team Sport Champions and Individual Performers.

- a. A Championship Trophy will be presented to the Number One (#1) team in all Sea-King District 2 sponsored Tournaments.
- b. Individual Pins will be awarded to members of Sea-King District 2 sponsored Team Sports. Schools may purchase additional pins for coaches, managers, athletic trainers, etc.

Boys & Girls Basketball	Pins for 1 st , 2 nd , & 3 rd place
Softball	Pins for 1 st , 2 nd , & 3 rd place
Volleyball	Pins for 1 st , 2 nd , & 3 rd place

- c. Pins and Ribbons will be presented to the top finalists in Individual Sports.

Cross Country	Pins for 1 st , 2 nd , & 3 rd place Ribbons for 4 th to 10 th place
Gymnastics - All Around	Pins for 1 st , 2 nd , & 3 rd place Ribbons for 4 th to 6 th place
Gymnastics - Bars, Beam, Vault & Floor Exercise:	Pins for 1 st , 2 nd & 3 rd place Ribbons for 4 th to 10 th place
Swimming	Pins for 1 st , 2 nd & 3 rd place Ribbons for 4 th to 6 th place
Tennis	Pins for 1 st , 2 nd & 3 rd place Ribbons for 4 th to 6 th place
Track	Pins for 1 st , 2 nd & 3 rd place Ribbons for 4 th to 6 th place
Golf	Pins for 1 st , 2 nd & 3 rd place Ribbons for 4 th to 10 th places

**ARTICLE X
RADIO AND TV**

Section 1

Radio and TV Sea-King District 2 of the WIAA maintains exclusive broadcasting and television rights to all District Tournament and Playoff events. Ancillary to this right is the right to require payment from the Broadcaster or Televisor.

- a. Radio and Television Stations will be required to submit their requests in writing to the Sea-King District 2 District Director to receive permission to broadcast or televise Sea-King District 2 Tournament of Playoff events.
- b. Authorization may be granted following the Sea-King District 2 Executive Board's or designee's satisfactory consultation with the tournament or event manager and assurance that facilities are available, and too, acceptance by the two (2) schools involved.
- c. All contests will be played on the date and time as scheduled. Times and dates will not be altered to satisfy special broadcast or television schedules.
- d. Radio and Television Stations will be required to pay a rights fee to broadcast or televise said contests.
- e. Rights Fee Schedule:

Radio:

Football (Regional - Quarter Finals)	\$200.00 per contest
Basketball (Sea-King District 2 Championship)	\$200.00 per contest
Other Sports	\$100.00 per contest

Delayed Television:

Commercial TV	\$600.00 per contest
Educational TV	\$100.00 per contest

Direct Television:

Commercial TV	\$2,000.00 per contest
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- f. Fee schedules for Broadcasting or Televising Inter-District Tournaments or Playoffs will be based on the Fee Schedule of the home WIAA District.
- g. Fees shall be prepaid or paid at game site, prior to the start of the contest. Checks are to be made payable to: SEA-KING DISTRICT 2 OF WIAA. Broadcasts or Telecasts **will not** be permitted if fee **is not** paid.
- h. Commercial Advertising standards must be acceptable to the Sea-King District 2 Executive Board.
- i. Sea-King District 2 reserves the right to cancel agreements with broadcasters or televisors who violate any section of this article.