

**Northwest
Interscholastic
Activities
Association**

Handbook

2011 - 2012

NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION
District One of the W.I.A.A.

ORGANIZATIONAL INFORMATION

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EXECUTIVE BOARD MEMBERS

Nicki Luper	Oak Harbor High School	Western Conference League
Robert Polk	Everett School District	Western Conference League
Colin Cushman	Sehome High School	Northwest Conference
Curt DeHaan	Lynden Christian High School	Northwest Conference
Matt Blair	Lakewood High School	Cascade Conference
Jill Hoogerhyde	Shoreline Christian High School	Northwest 1A/2B League
TBD	TBD	Northwest 1B League
Keri Von Moos	Port Susan Middle School	Middle Level Schools - North
Don Dalziel	Shoreline School District	Middle Level Schools - South

W.I.A.A. EXECUTIVE BOARD REPRESENTATIVE

Harlan Kredit Lynden Christian High School

WSSDA – IAC REPRESENTATIVE

Jim Freeman Mount Baker School District

WASHINGTON OFFICIALS' ASSOCIATION (WOA) REPRESENTATIVE

Steve Colby

NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION
W.I.A.A. District One
MEMBER HIGH SCHOOLS AND LEAGUES
2011-12

<u>Western Conference North 4A</u>	<u>Western Conference South 4A</u>	<u>Western Conference 3A</u>	<u>Northwest Conference 3A/2A/1A</u>
Arlington	Cascade	Everett	Anacortes – 2A
Lake Stevens	Edmonds-Woodway	Glacier Peak	Bellingham – 2A
Marysville-Pilchuck	Jackson	Lynnwood	Blaine – 2A
Monroe	Kamiak	Marysville-Getchell	Burlington-Edison – 2A
Snohomish	Mariner	Meadowdale	Ferndale – 3A
Stanwood		Mountlake Terrace	Lynden – 2A
		Oak Harbor	Lynden Christian – 1A
		Shorecrest	Meridian – 1A
		Shorewood	Mount Baker – 2A
			Mount Vernon – 3A
			Nooksack Valley – 1A
			Sedro-Woolley – 3A
<u>Northwest 1A/2B</u>	<u>Northwest 1B</u>	<u>Cascade Conference 2A/1A</u>	
Concrete	Arlington Christian	Archbishop Murphy	Sehome – 2A
Darrington	Grace Academy	Cedarcrest	Squalicum – 2A
Friday Harbor – 1A	Highland Christian Prep.	Coupeville – 1A	
La Conner	Lopez Island	Granite Falls	
Orcas-Island	Lummi	King's – 1A	
Mount Vernon Christian	Providence Classical	Lakewood	
Cedar Park Christian (MTLKT)	Skykomish	South Whidbey	
Shoreline Christian	St. Paul Academy	Sultan	
	Tulalip Heritage		

MEMBER MIDDLE LEVEL SCHOOLS

Alderwood MS	Friday Harbor MS	Marysville MS
Allen Elementary	Gateway MS	Meadowdale MS
Anacortes MS	Granite Falls MS	
	Haller MS	Monroe MS
Bayview Elementary	Harbour Pointe MS	
	Heatherwood MS	Mount Baker MS (Mount Vernon SD)
Brier Terrace MS	Hidden River MS	
Cedarcrest MS	Kellogg MS	North Lake MS
Cascade MS	Immaculate Conception MS	North MS
Centennial MS	King's JH	North Whidbey MS
College Place MS	LaConner MS	Oak Harbor MS
Concrete MS	Lake Stevens MS	Olympic View MS
Conway School	Lakewood MS	Orcas Island MS
Coupeville MS	Langley MS	Park Place MS
Darrington MS	LaVenture MS	Port Susan MS
Edison Elementary	Lopez Island MS	Post MS
Einstein MS	Lucille Umbarger MS	Stanwood MS
Eisenhower MS	Lummi MS	Sultan MS
Evergreen MS		Valley View MS
Explorer MS		Voyager MS
Cavelaro MH		West View MS
		Totem JH

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CONSTITUTION
OF THE
NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION
W.I.A.A. DISTRICT ONE

Article I
Name of Organization

The name of this organization shall be the Northwest Washington Interscholastic Activities Association (Northwest District One) of the Washington Interscholastic Activities Association (WIAA).

Preamble

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

Section 2. This organization is organized exclusively for charitable, scientific, literary or education purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Section 3. Goals of the Association:

- a. To maintain and conduct a program of interscholastic amateur sport's competition and promote and preserve a wholesome atmosphere of good sportsmanship among its member schools.
- b. To approve, develop and direct interscholastic activities for students of member schools 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 to cultivate the ideas of 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.
- j. To recognize individual and group excellence in performance as a result of training and practice in the competitive process in schools within Northwest District One.

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 Northwest District One shall be members of this association.

- a. Membership in the WIAA is a prerequisite for membership in the Northwest District One
- b. Changing Activity Districts requires approval of the WIAA Executive Board as provided by the WIAA regulations. (WIAA 5.5.1 and 5.5.2)

Section 2. Members' Compliance with the Rules. All members of Northwest District One must comply with the rules as stipulated in the Constitution and the Rules and Regulations of the Association. Failure to adhere with the rules and regulations of the parent organization, the Washington Interscholastic Activities Association, are grounds for imposing the penalties outlined in Article 27 of the W.I.A.A. Handbook. These rules shall not be waived by agreement or otherwise. (WIAA 3.3.0)

Section 3. Responsibilities of the Principal. The principal or designee as authorized by the school board/superintendent shall be responsible to the organization for interscholastic events pertaining to athletics as well as non-athletic activities of his/her school. In addition, the principal shall be responsible for insuring that the school is properly represented at all interscholastic events and he/she shall be responsible for conduct of the teams and other persons from his/her school.

Section 4. 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 5. The School Vote. The principal of each member school or designee as authorized by the school board/superintendent shall have one (1) vote when responding to questionnaires, polls, WIAA concerns or in any Northwest District One balloting.

Section 6. Conflict of Rules. The Northwest District One 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)

Article IV Executive Board

Section 1. Authority. The executive power of this Association shall be vested in an Executive Board.

Section 2. Membership

- a. One representative from each high school league within the Northwest District One.
- b. One middle level representative from the northern section of the Northwest District One. (6/05) (Leagues: NW Elementary, NW Middle School, and Whatcom MS) (06/06)
- c. One middle level representative from the southern section of the Northwest District One. (6/05) (Leagues: Cascade MS, North County MS, and Sno-King MS) (06/06)
- d. One representative from any high school classification not represented in Article IV. 2.a.
- e. Each high school league with thirteen (13) or more member schools may have an additional representative to the Executive Board. This position shall remain as long as the league maintains a minimum of thirteen schools.

Section 3. Qualifications. Each of these members 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 4. Election Procedure. Candidates for the Executive Board shall be nominated by a committee appointed by the Board President. Additional candidates may be nominated by mailing the name of the nominated candidate to the Northwest District One Director as provided in the Election Guidelines. (Appendix 3)

Section 5. 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 representative shall take office immediately. The association election procedure and guidelines are to be followed.

Section 6. Term of Office. Each member shall be elected for a term of three years and begin on July 1. Northwest District One high school leagues and middle level schools shall elect their representatives on the following rotating basis (06/05):

Western Conference 4A/3A	2009	2012	2015
Western Conference 4A/3A	2010	2013	2016
Northwest Conference 3A/2A/1A	2011	2014	2017
Northwest Conference 3A/2A/1A	2011	2014	2017
Cascade Conference 2A/1A	2010	2013	2016
Northwest 1A/2B	2011	2014	2017
Northwest 1B	2009	2012	2015
Middle Level - North	2011	2014	2017
Middle Level - South	2010	2013	2016

Section 7. Officers. Officers of the Executive Board shall be elected from and by the members of the Board for a term of one year at its last regular meeting of the school year. The officers shall be president and vice president.

Section 8. 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 9. 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.

Section 10. District Director. The Executive Board shall select and District Director to conduct organization business as delegated by the Executive Board. The District Director shall receive a salary to be determined annually by the Executive Board.

Section 11. Attendance. An Executive Board member who has missed three (3) consecutive regular board meetings or does not attend seventy-five percent (75%) of the board and general association meetings in any one fiscal year without prior notification to the President, Vice President or District Director may be removed by a two-thirds (2/3) vote of the Executive Board.

Section 12. Recall of a Board Member. The league or level represented by a member of the Executive Board may recall its representative by a two-thirds favorable vote of the principals of the member schools. This action must be based on unprofessional conduct and/or failure to satisfactorily carry out the responsibilities of the position.

- a. A member school of the league or level may request the recall procedure.
- b. The Executive Board may request a league or level to start a recall procedure.

- c. Requests for a recall procedure must be presented in writing with supporting documentation to the league president or level committee chairperson
- d. The Due Process Procedures of the WIAA must be followed in the hearing of such cases. (WIAA 26.5.0)

Section 13. WIAA Representative Assembly Delegates. Delegates and alternates to the Representative Assembly will be appointed annually by the Northwest District One Executive Board from within the Executive Board at the last regular meeting of the school year of the Executive Board. The delegates to the Representative Assembly shall represent Northwest District One. Voting on all matters may be determined by instruction from the member schools given at an association meeting held by the Board, or by the Executive Board.

Section 14. Quorum. A majority plus one (1) shall constitute a quorum for conducting and voting on Association business.

Section 15. Voting. Each elected member of the Board shall have one vote.

Section 16. Responsibilities of Executive Board. The Executive Board shall have the following responsibilities:

- a. Direct general management of funds and business of the Northwest District One.
- b. Hear and decide all protests and questions not specifically defined by the Northwest District One and WIAA Handbooks.
- c. Act as an appeal body for school, individuals and leagues.
- d. Establish a yearly calendar of events.
- e. Determine management, sites, dates and other details for Northwest District One events.
- f. Waive and modify rules and regulations as may be deemed necessary from time to time.
- g. Adopt annually a Northwest District One Handbook.
- h. Take disciplinary action against a member school that violates a rule or regulation.
- i. Perform such other functions as assigned by the general membership.

Section 17. Impasse Procedure. In the case the Board cannot resolve a tie vote, an impasse may be declared by the Board president providing all available Board members have had the opportunity to vote on the issue, the final vote was by written ballot, and in the judgment of the president the impasse cannot be resolved without use of the following procedure.

- a. To resolve an impasse the Board agrees to abide by the decision of an arbitration committee appointed by the president. The committee will consist of a minimum of three (3) people whose school or district is not involved or affected by the decision. The committee membership is not limited to school district personnel from the Northwest District One. The president will appoint a chairperson from the committee members.
- b. The committee will conduct a hearing following the WIAA Due Process Procedures. (26.5.0)
- c. The committee's decision may be appealed to the WIAA as provided under rule 26.5.9.

Section 18. Association Officers and Protests. If any one of the Executive Board members is directly involved in a protest, that Board member shall be immediately disqualified.

Article V Meetings

Section 1. General Association Meetings. General Association meetings shall be held when deemed necessary by the Executive Board. (06/01) Dates and times of all meetings shall be set by the Executive Board.

- a. Agendas. The Executive Board shall organize the agenda for each meeting and distribute to member schools at least ten (10) calendar days prior to the meeting.

- b. Meeting Minutes. The District Director shall distribute the minutes of all general meetings to member schools and the Executive Board within ten (10) calendar days following each meeting.
- c. Floor Privileges. Any member of the Association may have the privilege of the floor at any general meeting.
- d. Meeting Rules. All general meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2. Executive Board Meetings. The Executive Board shall meet at least ten (10) times a year from August through June. Additional meetings may be called by the President as deemed necessary.

- a. Agendas. The president and District Director shall organize the agenda for each meeting and distribute to the Board members at least seven (7) calendar days prior to the meeting.
- b. Meeting Minutes. The District Director shall distribute the minutes of all Board meetings to the Board and member schools within ten (10) days following each meeting.

Section 3. Floor Privileges. Any member of the Association may have the privilege of the floor at general and Executive Board meetings.

Section 4. Meeting Rules. All Executive Board 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 Northwest District One Standing Committee or Special Committee.
- c. The Executive Board.

Section 2. Constitutional Amendments. Proposed constitutional amendments may be adopted by a mail ballot 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 mailing; 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 and a ballot at least ten (10) calendar days prior to the date that the ballots need to be returned to the District Director.

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 provided the amendment has been submitted in writing to the District Director not less than thirty (30) calendar days prior to the mailing 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 and a ballot at least ten (10) calendar days prior to the date that the ballots need to be returned to the District Director.

Section 4. Effective Date of Amendments. An amendment shall become effective the starting day of the WIAA fall sports season of the following school year, or at another date specified in the amendment.

Article VII Finances

Section 1. Budget. The District Director shall present a proposed budget to the Executive Board no later than the May meeting. The Board shall adopt the budget for the coming year at their June meeting.

Section 2. Disbursements. The District Director shall disburse Association funds upon approval of the Executive Board.

Section 3. Membership Fee. The membership fee for member schools shall be established annually by the Executive Board and be based on the Membership Fee Formula included in Appendix 7. Payment of this fee is a requirement for membership in the Northwest District One

Section 4. Special Assessments. The Executive Board may levy special assessments to meet Association financial requirements.

Section 5. Price of Passes. The Executive Board shall annually establish the price for the Northwest District One passes.

Section 6. Annual Report. The annual financial report of the District Director shall be audited by a qualified accountant and approved by the Executive Board at its November meeting each year.

Section 7. Fiscal Year. The Association year shall be from August 1 to July 31.

Section 8. Internal Revenue Code. Notwithstanding any other provisions of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

Section 9. Post Season Income.

a. Northwest District One Events.

(a) The profit of Northwest District One events shall be disbursed to the leagues or schools in accordance with league policy.

(b) The leagues will disburse the profit or share in the financial loss for district events in accordance with league policy.

b. WIAA Revenue Shares. The funds received from the WIAA through the Revenue Sharing Program shall be disbursed to member schools at the full point value earned by each.

c. The Executive Board may deduct funds owed the Northwest District One prior to disbursement of revenue shares to a school.

Section 10. Dissolution. Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code or to a state or local government where the assets shall be used for public purpose.

Article 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 for each. Appointments shall be made annually.

a. The appointments for the eligibility committee shall be for three-year terms. For other committees the appointments will be made annually.

b. The eligibility committee shall consist of a representative from each high school league, the middle school level, and at least one member-at-large.

c. There is no limit on the number of terms an individual may serve on a committee.

d. The membership of association committees are to reflect the makeup of the organization.

Section 3. Standing Committees. The current standing committees of the Association are eligibility and finance. The job description for each committee is included in the Appendix.

Section 4. 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 their findings and recommendations to the Executive Board and Association.

Section 5. Expenses. Standing and Special Committee members, when attending regularly scheduled meetings, shall be paid at a rate determined by the Executive Board. These claims are to be approved by the District Director.

Section 6. Committee Meeting Minutes. A summary of each committee meeting will be written and sent to each committee member and the District Director within ten (10) days of each meeting.

Article IX WIAA Executive Board Representative(s)

Section 1. Election Procedures.

- a. Candidates for the WIAA Executive Board position shall be nominated by a committee appointed by the president of the Northwest District One Executive Board. Additional candidates may be nominated by mailing the name of the nominated candidate to the Northwest District One District Director as provided in the Election Guidelines. (Appendix 3)
- b. The Northwest District One Director shall mail a ballot with the names of the nominees to each member school. The winning nominee shall be presented at the Spring WIAA Representative Assembly as the Northwest District One nominee. The Northwest District One Executive Board will establish a timeline for the nominations and elections procedures in accordance with the WIAA Rules and Regulations.

Section 2. Northwest District One Executive Board Membership. The WIAA Executive Board representative shall be an ex-officio member of the Northwest District One Executive Board.

Appendix 1
Rule Violations

Section 1. Reporting Rule Violations. Member schools are responsible to follow the WIAA procedure for reporting violations by schools or students of Northwest District One and WIAA rules and regulations. (WIAA 27.0.0)

Section 2. Rule Violation Procedures.

- a. All leagues should understand a member school's obligations and the procedures for dealing with rule violations, and the appeal process available.
- b. The league representative is to present to the Board the information on rule violations and the action taken by the league. This will be considered an official review, with the Board having the following action options:
 - i. To support league action and notify the offending school.
 - ii. To modify the league action as being inappropriate. The league and/or school is to be notified of the Board's recommended action and have the opportunity to present their case before final action is taken.
- c. Representation by schools submitting appeals to the Board is required at hearings.
- d. The District Director will maintain an up-to-date summary of cases presented and actions taken.

Appendix 2
Nondiscrimination Grievance Procedure

Section 1. Purpose. To ensure that member schools comply with the State Equal Rights Amendment, promote the WIAA policy of nondiscrimination, and to provide the most direct and effective method for handling complaints of discrimination.

Section 2. Procedure.

- a. Each school shall provide a forum to hear those complaints regarding discrimination related to Interscholastic Activities that are alleged to exist in the school program.
- b. Each league shall provide a forum to hear those complaints regarding discrimination related to Interscholastic Activities that are alleged to exist in situations under the jurisdiction of the league.
- c. The Northwest District One shall provide a forum to hear those complaints regarding discrimination related to Interscholastic Activities which are alleged to exist in situations under the jurisdiction of the Northwest District One.
- d. Any acts of alleged discrimination occurring at a Northwest District One event may be protested to the District Director. In addition, any aggrieved party not satisfied with the outcome of a hearing from a league forum may appeal to the District Director. The Executive Board president shall appoint a fact-finding committee comprised of three independent members who shall investigate and report to the Executive Board.

Appendix 3
Election Guidelines

The guidelines for election of Executive Board members and the WIAA Executive Board representative are as follows:

1. The Executive Board president shall appoint a nomination committee to deal with the specific vacancy to be filled. The appointment is to also designate the chairperson.
 - a. For Executive Board vacancies, the committee is to consist of a minimum of three representatives from the league, classification or the middle schools involved.

- b. The committee to deal with the WIAA Executive Board position is to consist of a minimum of three people representative of the Northwest District One.
2. Committee responsibilities are:
 - a. To request suggestions for candidates from member school staff involved.
 - b. To review all candidates in regards to meeting the qualifications for the position.
 - c. To confer with possible candidates about the position, the responsibilities involved, and to ascertain their willingness to accept the nomination.
 - d. All nominees must submit a written acceptance to the committee.
 - e. The chairperson is to submit a written report along with written acceptance of nominees to the Executive Board at a regularly scheduled meeting. The Board is to reaffirm the nominees are qualified and proper procedures have been followed.
3. Candidates for the Executive Board shall be nominated by a committee appointed by the Board President. Additional candidates may be nominated by mailing the name of the nominated candidate to the Northwest District One District Director before the Executive Board meeting at which the nominations are reaffirmed.
4. The District Director shall send a ballot to each high school principal of the league or classification involved or in the case of the middle school level position to each Northwest District One middle level school principal following the Executive Board meeting at which the nominations were reaffirmed.
 - a. Election of an Executive Board member shall require a majority vote of the league or level member schools.
 - b. In case of a tie or failure of one candidate to receive a majority of the votes, a second ballot will be taken.
 - i. Ties remaining unbroken after the second ballot will be resolved by a coin flip conducted at the next regularly scheduled Executive Board meeting.
 - ii. When three or more candidates are involved, the individual(s) ranking third or lower will be eliminated for the second ballot.
5. For the WIAA Executive Board position the winning candidate will be introduced at the spring Representative Assembly per the WIAA constitution (WIAA 8.4.0).
6. Voting results shall be announced to the league members by the District Director immediately after the procedure is complete.

Appendix 4
Committee Guidelines

To implement Article VIII, Committees, the following guidelines have been adopted:

1. Standing Committee Responsibilities.
 - a. Eligibility.
 - i. This committee is authorized to hear and decide cases involving eligibility of students to participate in interschool activities pursuant to the eligibility standards established by the WIAA.
 - ii. The committee will meet a minimum of four (4) times each year. These dates are to be set at the June Executive Board meeting.
 - iii. Hearings are to be conducted according to the procedures adopted by the WIAA and the Executive Board.
 - b. Finance.
 - i. The District Director will be assigned to meet with this committee.
 - ii. The Executive Board vice president shall serve as the chairperson of the committee.
 - iii. To develop the proposed budget for Executive Board study and action.

- iv. To review and recommend the fees charged by the Northwest District One including service, event, awards, etc.
 - v. To review the annual financial report and financial procedures of the Association and submit a report and recommendations to the Executive Board.
2. Chairperson Job Description
- a. To schedule and arrange for all committee meetings.
 - b. To secure a requisition from the District Director in advance of a committee meeting involving meal expenses.
 - c. To organize the agenda for committee meetings.
 - d. To arrange for the recording, duplication and distribution of meeting notes to the committee and the Executive Board members.
 - e. To arrange for the duplication of any materials the committee desires to distribute to member schools.
 - f. To prepare and make any necessary reports at the general meetings and to the Northwest District One Board.
 - g. To submit to the District Director an accounting of all committee expenses including meals, travel, etc. The Northwest District One will provide the appropriate voucher forms.
3. Expenses. The Northwest District One will cover the expenses for the committee.

Appendix 5
Duties of the District Director

The District Director is annually elected by the Northwest District One Board and is responsible to it while acting on behalf of Northwest District One.

- 1. The duties of this position shall be, but not limited to:
 - a. Interpretation of the District Association rules to the member schools and other interested persons.
 - b. Communicator of WIAA rules and regulations interpretations.
 - c. Enforcement of rule violations of the Association in the name of the appropriate District - determined body granted such authority.
 - d. Be knowledgeable of the rules and requirements of the WIAA and National Federation and keep the District within the State adopted rules in compliance with these rules.
 - e. Assume responsibility and accountability for the fiscal operations, records, and procedures of the District.
 - f. Officially represent the Northwest District One Executive Board as the District Director and spokesperson for the Board.
 - g. Assume all other responsibilities and authority assigned by the Northwest District One Constitution, and Rules and Regulations and the Executive Board.
 - h. Represent the WIAA positions and Handbook interpretations to the District Association operation.
- 2. To represent the Northwest District One and Executive Board on such committees elected to or assigned to outside groups affiliated with the WIAA.
- 3. To process data gathering instruments as requested by WIAA, communiqués of the District, member school requests for District and/or WIAA Board Actions, and all official business of the Northwest District One.
- 4. Be responsible for the upkeep, maintenance, and inventory of Northwest District One property and equipment.

5. To contract and sign for all agreements and obligations, fiscal and other commitments, of the Association whether they be between member schools or outside associations or agencies.
6. Administer the business affairs and act as the fiscal agent for the Northwest District One
 - a. Prepare budget annually.
 - b. Approve all expenditures.
 - c. Deposit all monies and revenues of/to the Association.
 - d. Sign all checks and vouchers of the Association
 - e. Work with and send proper information to the Association auditor.
 - f. Insure all Association property and approve bonding where appropriate.
 - g. Assume responsibility for proper employee benefits required.
 - h. Send out fiscal statements to Board and annual reports to WIAA.
 - i. Provide legal advice to the Northwest District One Board.
 - j. Distribute revenue sharing funds in compliance with District policy.
7. To facilitate the Northwest District One committees.
 - a. Schedule, arrange, and approve expenditures of all District committees.
 - b. Maintain committee membership updates.
 - c. Produce and distribute minutes and decisions of the committees and/or report all committees of the Association recommendations and actions to the Association membership or Board.
 - d. Provide advice and recommendations to the committees.
8. Represent the Northwest District One with official associations/boards.
 - a. Act as liaison and administrator of the Executive Board decisions and WIAA/WOA policies.
 - b. Facilitate the selection of all District employees including district tournament events' officials.
 - c. Act as intermediary between WIAA/WOA and official associations/boards during league and school relations.
9. Serve on the WIAA District Directors' Committee as:
 - a. Member in the best interest of the state membership.
 - b. Representative of Northwest District One interests.
10. To annually compile and publish a NWIAA Directory.
11. To recommend to the WIAA Executive Board or Executive Director, representatives from the Northwest District for WIAA committees.
12. Assume all responsibilities for Northwest District One obligations as assigned by the WIAA Handbook.

Appendix 6
Duties of the Eligibility Committee Chairperson

1. To process eligibility appeals as decreed by the WIAA rules and regulations. (WIAA 19.0.0)
2. To schedule publicized appeal hearings dates, times, and sites.
3. To communicate with the member schools the date time, and site for the publicized appeal hearings.
4. To schedule any necessary special appeal hearings.
5. To submit written notice to the petitioner of the date, time, and site of the appeal hearing.

6. To register a copy of the decision of the Eligibility Committee and send it to the petitioner and school within two school business days following the date of the hearing.
7. To communicate to the WIAA Hearing Officer any appeals that have been denied.
8. To keep appropriate eligibility records as decreed by the WIAA and the Northwest District One Executive Board.

Appendix 7
Financial Procedures and Guidelines

1. The District Director is responsible to maintain the financial records and to oversee all financial transactions of the Association.
2. The District Director shall maintain current and accurate financial records.
3. All disbursements shall be paid by check. Proper documentation to support each expenditure is required.
4. Association checks will require the signature of the District Director, Board President, or the Vice President.
5. The District Director shall provide monthly and annual financial reports for the Executive Board.
6. The Executive Board shall maintain a reserve equal to at least \$35,000.
7. Executive Board Expenses. The Northwest District One shall be responsible for the expenses of Board members involved in approved Association business. This may include meals, lodging and mileage, which shall be paid at the current WIAA rate per mile.
8. Membership Fee. Maximum fee for each level is:

4A	\$350
3A	\$320
2A	\$290
1A	\$260
2B	\$230
1B	\$200
Middle Level	\$30
9. Schools failing to pay the annual membership fee and/or supervisory passes by December 1, will be assessed a late payment fee of 20% of the amount owed.
10. Schools failing to pay the annual membership fee are not official members of the Northwest District One and therefore, are not eligible to represent the Northwest District One in post-season play nor receive revenue shares.
11. Non payment of the membership fee, special assessments, Northwest District One entry fees, and shares of Northwest District One event expenses may result in any or all of the following Executive Board action:
 - a. Declare the school ineligible to represent the Northwest District One in post-season events.
 - b. Withhold all revenue shares from Northwest District One and WIAA events. Such funds will be deposited in the Northwest District One account until final Executive Board action.
 - c. Deduct the funds owed the Northwest District One from any revenue shares prior to disbursement to the school involved.

12. Procedure for handling schools with delinquent payments:
 - a. The membership fee deadline for payment is October 15.
 - b. Written notice will be sent to the school with a copy to the league. This will include information as to the amount due, the deadline for payment, and Executive Board action and/or possible action.
 - c. All event managers in the school's classification and the WIAA are to be notified of any action taken by the Executive Board which will affect eligibility for the school's participation and/or sharing in revenues.

Appendix 8

Duties of the Tournament Financial Manager

1. To prepare and distribute the "Tournament Manager's Handbook" and blank financial reports to tournament and playoff managers each season.
2. To assist tournament managers in preparation prior to tournaments and playoffs.
3. To review the financial records following tournaments and playoffs and disburse shares to appropriate leagues, schools, or WIAA districts
4. To prepare compensation checks for tournament and playoff staff members and for public and private companies and organizations that supplied services and materials for the event.
5. To prepare a Northwest District One Tournament financial report as requested by Executive Board.

Appendix 9
Northwest District One Formula for Determining Managers' Pay

Guidelines

1. The purpose of this formula is to provide a reasonable basis for determining the pay for managing District events
2. The manager pay will be set after the format and schedule for an event has been approved by the Executive Board.

Formula

Number of Days: _____ X \$30 = _____

Factor Points

- 1.) Number of Participants (maximum of 3 points)
- 1 point -- 1 - 50
 - 2 points -- 51 - 100
 - 3 points -- 100 plus
- _____

- 2a.) Tournament Facilities, Organization, Equipment, Staffing, Preparation
- | | | | |
|--|---|---|-------|
| Cross Country, Golf, Soccer, Tennis | = | 1 | |
| Baseball, Softball | = | 2 | |
| Basketball, Football, Gymnastics, Volleyball | = | 3 | |
| Swimming | = | 4 | |
| Wrestling | = | 5 | |
| Track | = | 6 | _____ |

- 2b.) Single/DH - Basketball, Baseball, Softball, Volleyball, Soccer = 1 _____

- 3.) Attendance
- 1 point -- 1 - 1000
 - 2 points -- 1001 - 3000
 - 3 points -- 3001 - 5000
 - 4 points -- 5001 plus
- _____

- 4.) Gross Income
- 1 point -- \$1.00 - \$1000
 - 2 points -- \$1001 - \$3000
 - 3 points -- \$3001 - \$5000
 - 4 points -- \$5001 plus
- _____

Total Number of Factor Points _____ X \$10 = _____

Number of Days _____ = _____

Manager's Stipend: _____

Appendix 10
Pass Policy

Section 1 Purpose. Passes are issued to eligible individuals to facilitate the admission of adults who will supervise students at events sponsored by member schools of the Association. Each pass allows admission to one adult only.

Section 2 Eligibility. Individuals holding the following positions in the Northwest District One member school districts are eligible to purchase two annual supervisory passes:

School Board of Directors	Superintendent	Assistant Superintendents
Secondary School Principals	Secondary Assistant Principals	Activities Directors
Athletic Directors	Music Directors	Athletic Coaches
Cheerleader Advisors		

Section 3 Purchasing Procedure. Application for the Northwest District Annual Passes must be submitted by the high school principal, athletic director or other designated administrator of a member school. The application must include the name of the applicant and his or her position. The list is to be submitted to the Northwest District One Director. A fifteen dollar (\$15.00) fee shall be charged for each pass issued. Payment or a school purchase order is to accompany the application.

Section 4 Types of Passes.

- a. All Classification Supervisory Pass. This pass is valid for admission to all league events held within Northwest District One. This pass is **not** valid for any District level post-season events/tournaments.
 - i. The school's name and the name of the pass holder must be typed or printed on the pass. The second pass is to have the same information with addition of "Guest of" in front of the pass holder's name. Passes are invalid without this information.
- b. All Classification Event Supervisory Pass. This pass is valid for admission to all league regular season and district level post-season events.
 - i. Member high schools may also purchase the following number of event supervisor passes upon request. (Middle Schools are not eligible to purchase this pass.)

a.) 4A -- 8 passes	b.) 3A -- 7 passes
c.) 2A/1A -- 6 passes	d.) 2B/1B - 5 passes
 - ii. Schools, by mutual agreement, may invalidate all classification passes for special tournaments, jamborees, conference playoffs and bi-district or tri-district tournaments.
- c. Life Time Pass. This pass is to be issued to recipients of a Meritorious Award. This pass is valid for all athletic events held within the Northwest District One including District events.

Appendix 11
2011 – 2012 Admission Prices

<u>Adult</u>	<u>High School Student w/ASB Card, Children and Senior Citizens.</u>
Baseball	\$6.00
Basketball	\$6.00
Football (District)	\$6.00
Football (State bracket)	\$8.00
Gymnastics	\$6.00
Soccer (District)	\$6.00
Soccer (State Bracket)	\$8.00
Softball	\$6.00
Swimming	\$6.00
Track	\$6.00
Volleyball	\$6.00
Wrestling	\$6.00
Cross Country, Golf, Tennis, & Bowling	Free

Students without a valid ASB card will be charged the adult price. The age for a Senior Citizen ticket is 62. PreSchool Children are to be admitted Free with a paid adult admission.

Appendix 12

Selection and Assignment of Northwest District One
Athletic Event Officials

Section 1. Authority. The Executive Board shall approve the selection procedure and assignment of officials for Northwest District One athletic events that require the use of association officials in accordance to this policy.

Section 2. Selection Procedure.

- a. The official associations will be responsible to select and assign qualified officials to Northwest District One tournaments/playoffs in accordance with Northwest District One guidelines. The completed assignments are to be presented to the Northwest District One and/or designee at a time specified by the Board.
- b. The number of assignments for each official's association will be determined by the Northwest District One formula.
- c. The official associations will be provided a format for each tournament/playoff in accordance with the schools and level involved. The specific assignments to be given to each association are to be so indicated on the format.
- d. The assignments by the associations are to follow these guidelines:
 - i. Assignments are to be made starting with the most important games. These will be indicated on the format.
 - ii. No official is to work a game involving a team of which he/she is connected.
 - ii. An official is not to follow a losing team.
- e. Officials for home site contests in volleyball, basketball, softball, and baseball. For contests at home sites (as a part of a tournament), officials will be secured from the association/board that serves the home team.
- f. Football Officials Assignments. The home school's officials' association will provide the all of the officials for contests within the Northwest District. There will be no split crews and teams traveling to contests will not expect split crews to be assigned to away games.

Section 3. Assignment Formula for the Tournament Site. The number of assignments to be given each officials' association at the tournament site in the sports of volleyball, basketball, softball, baseball and wrestling shall be in proportion to the number of schools served during the regular season from the classification involved in the event.

- a. Formula.

$$\frac{\text{Number of Schools Served}}{\text{Total Schools in Classification}} \times \text{Total Official Assignments} = \text{No. of Assignments}$$

<p>Example: $\frac{5 \text{ (# of schools served)}}{20 \text{ (total \# of schools in classification)}} = 25\% (5 \div 20) \times 16 \text{ (total \# of officials assigned)} = 4 \text{ (\# of assignments)}$</p>

- b. The Executive Board may set aside the formula when deemed advisable.

Appendix 13

Radio/Television Broadcasting Policy

1. Northwest District One maintains exclusive broadcasting rights to all district tournaments and playoff level events. In addition, the District has the right to require payment from the radio and television stations that request permission to broadcast such events.
2. Radio and television stations requesting permission to broadcast Northwest District One tournament or playoff contests must have written authorization from the Northwest District One District Director who will consult with the tournament or game manager, to assure that appropriate facilities are available, and who will require acceptance from the two (2) schools involved in the contest.
3. All contests will be played on the date and time as scheduled. Time and dates will not be altered to satisfy special broadcast or television schedules, unless mutually agreed between the two (2) schools involved and the Northwest District One District Director.

4. Rights Fee:

Radio and television stations will be required to pay a rights fee to broadcast said contests. Radio and television stations requesting to broadcast any Northwest District One events will be required to submit a proposal in writing to the Northwest District One Executive Board. Included must be the station's offer for payment to broadcast or televise said contest(s).

<u>Radio</u>	District and first and second round football	\$50.00		
	District basketball tournaments	\$25.00 per game or \$125.00 per tournament		
	All Other contests	\$25.00		
<u>Television</u>	<u>Commercial TV</u>	<u>Cable TV</u>	<u>Educational TV</u>	
Direct Telecast	\$1,000.00	\$200.00	\$50.00	
Delayed Telecast	\$300.00	\$100.00	\$50.00	
Video Webcasting	\$300.00	\$100.00		

NOTE:

All fees shall be prepaid or paid at the game site prior to the start of the contest. Checks are to be made payable to: **NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION** and sent to: **Jim Piccolo, 1528 – 252nd Place, NW., Stanwood, WA 98292**

BROADCASTS WILL NOT BE PERMITTED IF FEE IS NOT PAID.

5. Promotional Time.

In addition to paying the scheduled rights fees to broadcast Northwest District One contests, stations receiving affirmative authorization must agree to promote the contest on the air no less than fifteen (15) times during the week preceding the contest at no cost to Northwest District One.

6. Commercial Advertising.

Commercial advertising must be in good taste and be acceptable to the Northwest District One Executive Board.

7. All stations receiving fees from the originating station must pay the scheduled fee. The total fee for all stations to be prepaid or paid at the game site prior to the start of the game, by the originating station.

8. Prioritized order of Authorization.

Northwest District One District Director will determine decisions concerning these requests according to the priorities listed in order of preference:

- a. Stations that normally cover participating teams.
 - b. Stations representing the host community.
 - c. Stations that cover geographical regions.
9. Northwest District One reserves the right to cancel the agreement at any time.

Appendix 14
Awards Policy

Section 1 General Rules.

- a. Types and number of awards presented at District events will be consistent for all classifications as set by the Northwest District One Executive Board.
- b. For District events, a first place trophy will be provided.
- c. The Executive Board will annually order and purchase all approved Northwest District One awards. The Board shall not provide financial support for unapproved awards.
- d. Ties for team and individual placement in District Events shall be handled per the procedure in the "Tournament Managers' Handbook."
- e. Other activities that are sanctioned by the Northwest District, but not covered in this policy, will be included when District competition is established.

Section 2. Individual Awards

- a. Cross Country -- Ribbons for the first three places and Ribbons for state qualifiers.
- b. Forensics -- Ribbons for the three places in eight events.
- c. Golf -- Ribbons for first three places and Ribbons for state qualifiers.
- d. Gymnastics -- Ribbons for the first three places in individual events.
- e. Swimming -- Ribbons for the first three places and District Finalist Ribbons for places 4 – 6 in all events. Ribbons for 7 through 12 place finishers.
- f. Tennis -- Ribbons for the first three places in singles and doubles and District Finalist Ribbons to places 4-8
- g. Track -- Ribbons for the first three places and District Finalist Ribbons for places 4 – 8 in all events.
- h. Wrestling -- Ribbons for the first three places and District Finalist/State Qualifier Ribbons for places 4 – 6 in each weight class.
- i. Dance & Drill – Ribbons for the first three places in drill down events.
- j. Medals will be given to 1st place individual sports champions.

Section 3. Team Awards

- a. No team pins or ribbons will be awarded.

Appendix 15
Association Awards

Section 1 Meritorious Awards. The Northwest District One shall recognize individuals for their contributions to student activities by presentation of meritorious awards approved by the organization.

- a. Nomination and Selection.
 - i. A Meritorious Awards chairperson shall be appointed by the Executive Board annually to prepare and review all nominations. The chairperson will submit a report and recommendations to the Executive Board.
 - ii. Any member school may nominate an individual for any of the honor awards. Nominations are to be sent to the Meritorious Awards chairperson.
 - iii. A three-quarter-majority vote of the Executive Board at an official meeting shall be required for confirmation of a candidate.
- b. Award Categories
 - i. Hall Moe Award. This award will be given to individuals who contributed considerable time and effort through service to the Northwest District One and/or the WIAA.

- ii. Elmer Clarkson Award. This award will be presented to individuals who have contributed considerable time and effort to promote student activities within the Northwest District One by example and outstanding work in the field.
 - iii. Dave DuVall Award. This award is to honor individuals who have, over a long period of time, been instrumental in serving the Northwest District One district or a particular school. The individual honored does not have to be a school person but may be from any representation of the community.
- c. Plaque Inscriptions
- i. Hal Moe Award. NORTHWEST INTERSCHOLASTIC ACTIVATES ASSOCIATION / HAL MOE MERITORIOUS AWARD / Presented to / (NAME) / IN APPRECIATION FOR YOUR / OUTSTANDING CONTRIBUTION AND SERVICE / TO NORTHWEST DISTRICT ONE / (Date)
 - ii. Elmer Clarkson Award. NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION / ELMER CLARKSON MERITORIOUS AWARD / Presented to / (NAME) / IN APPRECIATION FOR YOUR / OUTSTANDING CONTRIBUTION IN TIME AND EFFORT TO / PROMOTE EXTRACURRICULAR ACTIVITIES WITHIN / NORTHWEST DISTRICT ONE / (Date)
 - iii. Dave DuVall Award. NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION / DAVE DUVALL MERITORIOUS AWARD / Presented to / (NAME) / IN RECOGNITION OF YOUR OUTSTANDING / CONTRIBUTION IN TIME AND EFFORT TO PROMOTE / EXTRACURRICULAR ACTIVITIES WITHIN NORTHWEST DISTRICT ONE / (Date)

Section 2. Student Award. The Northwest District One shall recognize high school students for their academic achievement, sportsmanship, citizenship, and participation in student activities by presentation of the Cliff Gillies Student Award.

- a. Procedure
 - i. A certificate will be awarded by the Northwest District One Executive Board to a senior boy and girl from each of the member high school leagues of the Association. This will be done annually.
 - ii. The nominations must be based on the Northwest District One award criteria.
 - iii. The award application must be completed and signed as required. Additional letters of recommendation are to be attached to the form.
- b. Award Criteria
 - i. Academic Achievement
 - (a) The student has demonstrated satisfactory academic achievement during his/her high school career.
 - (b) The student has worked to his/her academic potential. (Grade point is not to be considered a factor, but whether the student has done his/her best.)
 - ii. Sportsmanship/Citizenship
 - (a) The student has exemplified good citizenship both in the school and the community.
 - (b) The student has demonstrated genuine concern for others, a spirit of fair play, ethical behavior, and integrity.
 - (c) The student has been a good role model for others.
 - iii. Participation
 - (a) The student has been a consistent participant in school activities during his/her high school career.
 - (b) The student has consistently demonstrated a high level of self-expectation.
 - (c) The student, through participation, has contributed to the quality of the activity program in his/her school.

Appendix 16
Meritorious Award Winners

Section 1. Hal Moe Award.

Hal Moe started his educational career as an English and Physical Education teacher, and coach at Snohomish High School after serving as a Major in the Marines during World War II. Hal later moved into administration serving as vice principal and from 1953-63 as the high school's principal. In 1963 he became the Snohomish School District's superintendent until his untimely death in 1968. He was very active in interscholastic activities and became a leader in the Northwest District serving on the Executive Board for many years and as a member of the WIAA Representative Assembly. At that time the Board consisted of only three representatives who were elected by the schools within each of the counties. Hal was elected to the WIAA Executive Board for three terms (1960-68) and also served as the Board president. Through his commitment and leadership Hal had a positive impact on the student activity programs in the Northwest District and in the State. In recognition of his many contributions, Hal was awarded the WIAA Meritorious Service Award. His life work was education and student activities. He loved the kids and was considered a "students' principal." The award named in his honor is to recognize people who contribute to the interscholastic program in the Northwest District and the State.

Hal Moe Award Winners

1972	Harold Shelton	Stanwood	2002	Ken Axelson	Lynden
1973	Charles Williams	Anacortes	2003	Dr. Warren Howe	Oak Harbor
1973	Jim Ennis	Everett	2006	Steve Miller	Meridian
1974	Rich Rowe	Edmonds	2007	Bruce Caldwell	Edmonds
1975	Don Emery	Bellingham	2007	Chuck Randall	Arlington
1976	Cliff Gillies	Mukilteo			
1977	Paul McAbee	Burlington-Edison			
1977	John Norris	Burlington-Edison			
1978	Larry Munizza	Mariner			
1980	Cot Rice	Tolt			
1980	Dave DuVall	Mount Vernon			
1982	Archie Conley	Stanwood			
1982	Georg Nowadnick	Snohomish			
1983	Bette Story	Everett			
1984	Bill Van Brocklin	Stanwood MS			
1985	George Carberry	Sultan			
1986	William C. Murphy	Blaine			
1986	Jim Rothnie	Edmonds			
1987	Norm Hoffman	LaConner			
1988	Al Hagglund	Sultan			
1988	Jake Creasey	Blaine			
1988	Kay LeMaster	Nooksack Valley			
1989	Reg Scodeller	Cascade			
1989	Craig Weckesser	Everett – Newspaper			
1991	Ken Winkes	LaConner			
1994	Ken Noreen	Shoreline			
1995	Rich Gustafson	Shoreline			
1996	Peg Seeling	LaConner			
1996	Kim Wilson	Edmonds			
1996	Mike Weatherbie	Monroe			
1997	Les Galley	Bellingham			
1998	Gary Clausen	Blaine			
1998	Dennis Coates	Monroe			
1998	Tom Wiley	Shoreline			

Elmer Clarkson Award.

When Elmer retired in 1967 he had been in education for 34 years, the last 13 years as principal of Lynden High School. Prior to coming to Lynden as a science teacher and football coach in 1946 Elmer was a teacher and coach at Ferndale from 1929-42 followed by a three-year stint in a war industry. He was a highly respected and loved teacher, coach, and administrator in Lynden and the Northwest District. His colleagues felt "If you couldn't get along with Elmer you couldn't get along with anybody." Elmer became a leader in the Northwest District and represented Whatcom County for several years on the Northwest District One Executive Board, served as its president, and was a member of the WIAA Representative Assembly. He was well respected for his ability to lead and his fairness in the treatment of others. Elmer, as a coach, considered the last person on the bench as important as the team star and this philosophy carried over in his daily life. Elmer contributed much to the student activities program and especially to his school and community. The purpose of the award named in his honor is to give recognition to individuals who exemplify his work.

Elmer Clarkson Award Winners

1972	Ken Driskill	Sedro-Woolley	1997	Dennis Roosendaal	Shoreline Christian
1973	Reg Campin	Blaine	1999	Bruce Taubenheim	Meridian MS
1973	Delbert Boulton	Cascade MS	2001	Howard Heppner	Lynden
1974	Bob Tisdale	Mount Baker	2001	Harlan Kredit	Lynden Christian
1975	Cal Johnson	Mount Baker	2001	Terri McMahan	Edmonds
1974	Jim Hopkins	Everett	2001	Roger Myers	Edmonds
1975	Fred Moore	Everett – Newspaper	2002	John Boisen	Mount Vernon
1976	Joe Clayton	Snohomish	2002	Bill Sarvis	Kamiak
1976	Lou Boni	Marysville	2002	Mert Waller	Oak Harbor
1980	Bill Taylor	Anacortes	2003	Nancy Snyder	Darrington
1982	Keith Gilbertson	Snohomish	2003	Gary Knutzen	Skagit CC
1982	Dwayne Lane	Everett	2003	Greg Erickson	Marysville
1982	Len Lillibridge	Everett	2004	Paul Lesh	Shoreline
1983	Karen Fure	Burlington-Edison	2004	Jeff Stone	Oak Harbor
1984	Robert Larson	Stanwood	2004	Ed Johnson	Burlington-Edison
1985	Jerry Karnofski	Edmonds	2006	Bob Gray	Blaine
1985	Albert "Bo" Campbell	Burlington-Edison	2007	Mike Clemans	Edmonds
1986	Landy James	LaConner	2008	Dennis Dekok	Mt. Vernon Christian
1987	Jim Leierer	South Whidbey			
1988	Ward Sayles	Marysville			
1988	Paul Smith	Shoreline			
1989	Dick Cardinal	Lakewood			
1989	Bob Wilkinson	Mount Baker			
1990	W.E. "Jake" Mayberry	Lynden			
1990	Rollie DeKoster	Lynden			
1990	Ron Fraser	Edmonds			
1992	Chuck Taylor	Shoreline			
1992	Jim Fly	Shoreline			
1993	Terry DeValois	Lynden			
1994	Rod Waddell	Edmonds			
1994	Vern Vannice	Lynden			
1996	Hal Reasby	Edmonds			
1996	Bill Gallagher	Sedro-Woolley			
1996	Dave Johnson	Edmonds			

Dave DuVall Award

Dave was in public education for 43 years during which time he was a teacher, coach and administrator at both the high school and community college levels in this State. He is most remembered as being the athletic director for the Mount Vernon School District for 35 years (1957-83). He was very active in the Northwest District and was a leader in the interscholastic athletic program in the State. For the Northwest League he served as the secretary for 20 years and was also the executive secretary for the Northwest District One Executive Board for 18 years (1969-87). During his years at Mount Vernon Dave managed over 75 Northwest District One District events. Dave's organization and administration set a high standard for the conduct of District events and provided a good model for other event managers to follow. For his work and dedication to youth and the interscholastic athletic program, Dave received several honors among which are the Hal Moe Award, the WIAA's Gary Giles Award, the Washington State Athletic Directors' Hall of Fame, and the 1986 Mount Vernon Elks' Citizen of the Year. The award named in his honor originally was approved by the Northwest District One Executive Board as the Citizen's Award upon the recommendation of Dave.

1985	George Carberry	Sultan	2001	Dennis Myers	Edmonds – Official
1985	Don Rye	Anacortes	2001	Kim Redman	Edmonds
1985	Bill Van Brocklin	Stanwood MS	2001	Mike Wartelle	Everett
1985	Jim Rothnie	Edmonds	2001	Larry Willis	Ferndale
1986	Pete Hulswit	Oak Harbor - Trainer	2002	Al Evans	Mount Vernon
1986	Dr. Warren Howe	Oak Harbor	2002	Dennis Kolkana	Lynnwood
1986	Dr. Maynard L. Johnson	Mount Vernon	2002	Al Rasmussen	Lynnwood
1988	Dave DuVall	Mount Vernon	2003	Dave Carpentier	Marysville
1989	Howard Miller	Tolt	2003	Jan Kavadas	Edmonds
1989	Steve Opel	Marysville	2003	Steve Ayers	Everett
1989	Larry Keihn	Bellingham – Official	2003	Harry Schaler	Cascade
1990	Clayton Knittel	Snohomish	2003	Jimi MacDonald	Meridian
1991	Bob Petrosik	Stanwood	2004	Jerry Edmonds	Meridian
1992	Haines Fey	Bellingham – Radio	2004	Frank Castaneda	Meridian
1993	Danna Hagenbaugh	Lake Stevens – Trainer	2004	Elaine Garcia	Cascade
1994	Les Knudsen	Meridian	2004	Dick Curnutt	Cascade
1994	Bob Fankhauser	Everett – Medical Staff	2004	Pete Hulswit	Oak Harbor -Trainer
1994	Bruce Bennett	Bellevue Christian	2005	Dave Burns	Lynden Christian
1994	Don Donahue	Mount Baker	2005	Jay & Fran Van Lant	Lynden Christian
1995	Ron Forslund	Bellevue Christian	2005	Ross Rettenmier	Everett
1995	Hub DeJong	Lynden	2006	John Quanz	Mount Baker
1996	John Goodman	Shome	2006	Mike Johnson	Mount Baker
1996	Larry Martinic	Granite Falls	2006	Ray Bruland	Mount Baker
1996	Richard (Dick) Gourley	Edmonds	2007	Bernie & Mary Lange	Oak Harbor
1996	Dale Hoggins	Edmonds	2007	Larry Libby	Skagit Co. Official
1996	Jerry Sherrill	Darrington	2007	Larry Labree	Whatcom Co. Official
1997	Don George	Everett	2007	Ken Vander Veen	Lynden Christian
1997	Don Murdzia	Bellingham – Official	2007	Ivan Buma	Lynden Christian
1997	Dick Stark	Bellingham – Radio	2007	Joyce Zylstra	Lynden Christian
1998	Larry Linville	Bellingham – Sport's Store	2007	Janie Schaler	Everett
1998	Beverly Nelson	Sedro-Woolley	2007	Mike Terrell	Cascade
1999	Larry Honcoop	Lynden	2008	Roger Gray	NW 1B
1999	Sally Otto	Shoreline	2008	Vic Randall	Ferndale
2000	William Berry	Anacortes – Radio	2008	Steve Ritchie	Everett
2000	Bill Hamilton	Edmonds	2008	Danielle Marks	Everett
2000	Dolores Holleman	Blaine	2008	John Zaremba	Bellingham
2000	Mickey Irwin	Ferndale	2008	Connie Burns	Lynden Christian
2000	Jim & Paula LaRose	Ferndale	2009	Jerry Wolten	Blaine
2001	Sandy Burrows	Everett	2009	John Liebert	Blaine
2001	Dallas Carleton	Everett	2009	Leander Forsberg	Edmonds SD
			2009	Frank Cain	Mount Baker
			2009	Tim Cousin's	Darrington
			2009	Ray Cresap	Stanwood

2010	Dr. Gary Schillhammer	Darrington
2010	Les Hagen	Darrington
2010	Kevin Ashe	Darrington

Section 4. Cliff Gillies Award.

The student award was named in Cliffs honor to recognize his commitment to education and student activities. The award's criteria dealing with scholarship, citizenship, and participation in school activities typify the direction of Cliff's efforts. He began his educational career as a teacher and coach at Monroe High School in 1951 before becoming the school's principal in 1959. In 1963 he moved to Snohomish where he was the high school principal until he accepted the Principalship of Mariner High School when the school opened in 1968. Cliff was a member of the Northwest District One Executive Board for a number of years. He served as the Board president and was a member of the WIAA Representative Assembly. Following the death of Hal Moe, Cliff was elected to the WIAA Executive Board and was an active member from 1968-75. After retiring from the Mukilteo School District, Cliff became an administrative assistant at the WIAA before being appointed as the Executive Director of the association, a position he held from 1982-93. Cliff was elected the president of the National Federation of State High School Associations in 1990-91. His achievements while Executive Director of the WIAA were many, including the establishment of the State football playoffs, the drug education program, and the Student Scholarship/Participation Recognition Award. For his work, Cliff has received numerous awards including the Hal Moe Award, the WIAA's Meritorious Service Award, and WIAA Hall of Fame recipient.

Appendix 17

STANDING COMMITTEES 2011 - 2012

FINANCE

Don Dalziel, Chairperson	Shoreline SD	Vice President
Mark Albertine	Snohomish HS	WESCO
Colin Cushman	Sehome HS.	Northwest Conference
Dennis DeKok	Mt. Vernon Christian H.S.	Northwest 1A/2B
OPEN		Northwest 1B
Matt Gallery	Nooksack Valley HS.	Northwest Conference
Rick Stubrud	Archbishop-Murphy HS	Cascade Conference
Jim Piccolo	District Director	

ELIGIBILITY

Harlan Kredit, Assistant Chairperson	Lynden Christian HS	Northwest Conference
Greg Erickson, Assistant Chairperson	Marysville SD	WESCO
Beth VanderVeen	Burlington-Edison HS	Northwest Conference
Dennis DeKok	Mt. Vernon Christian HS	Northwest 1A/2B
John Balmer	Heatherwood MS	At-Large
Dan Berard	LaVenture MS	Middle School
Rick Stubrud	Archbishop-Murphy HS	Cascade Conference
Julie Stroncek	Edmonds-Woodway HS	WESCO
Paul Lesh	Eligibility Chairperson	

NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION

W.I.A.A. District One

2011 - 2012 CALENDAR

<u>Day/Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Place</u>
Tuesday, August 16, 2011	Executive Board	3:00 PM	Max Dale's - Mount Vernon
Wednesday August 24, 2011	Eligibility Committee	3:00 PM	Burlington-Edison HS
Monday, August 29, 2011	Eligibility Committee	3:00 PM	Burlington-Edison HS
Wednesday, September 21, 2011	WIAA Fall Workshop	9:00 AM	Best Western Cotton Tree Inn
"	Meritorious Awards' Luncheon	1:00 PM	"
"	Executive Board	TBD	"
Monday, October 3, 2011	Executive Board	3:00 PM	Max Dale's - Mount Vernon
Monday, November 7, 2011	Executive Board	3:00 PM	Max Dale's - Mount Vernon
Monday, November 7, 2011	Meeting with Officials	7:00 PM	Burlington-Edison HS
Wednesday, November 16, 2011	Eligibility Committee	3:00 PM	Burlington-Edison HS
Monday, November 28, 2011	Eligibility Committee	3:00 PM	Burlington-Edison HS
Monday, December 5, 2011	Executive Board	3:00 PM	Farm House Inn
Monday, January 9, 2012	Executive Board	3:00 PM	Max Dale's - Mount Vernon
Monday, February 6, 2012	Executive Board	3:00 PM	Max Dale's - Mount Vernon
Wednesday, February 29, 2012	Eligibility Committee	3:00 PM	Burlington-Edison HS
Monday, March 5, 2012	Executive Board	4:00 PM	Max Dale's - Mount Vernon
Thursday, March 8, 2012	Eligibility Committee	3:00 PM	Burlington-Edison HS
Monday, March 5, 2012	Finance Committee	3:00 PM	Max Dale's - Mount Vernon
Monday, March 12, 2012	WIAA Winter Coalition	9:00 AM	TBD
Mon-Wed April 22-25, 2012	WSSAAA State AD Conference		Spokane Red Lion Inn-Park
Monday, May 7, 2012	Finance Committee	3:00 PM	Max Dale's - Mount Vernon
Monday, May 7, 2012	Executive Board	4:00 PM	Max Dale's - Mount Vernon
Monday, June 4, 2012	Executive Board Work Session	3:00 PM	Max Dale's - Mount Vernon

Max Dale's
2030 Riverside Drive
Mount Vernon, WA 98273
(360) 424-7171

Burlington-Edison High School
301 North Burlington Blvd.
Burlington, WA 98233
(360) 757-4074

Best Western Cotton Tree Inn
2300 Market Street
Mount Vernon, WA 98273
(360) 428-5678

Bob's Burger & Brew
9394 Old Hwy 99 N.
& Cook Road I-5 Exit 232
Burlington, WA 98233
(360) 757-9097

Farmhouse Inn Restaurant
13724 La Conner Whitney Rd
Mount Vernon, WA 98273
(360) 466-4411

NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION

ELIGIBILITY COMMITTEE
2011 – 2012

<u>League</u>	<u>Member</u>
Northwest Conference 3A 2A 1A	Harlan Kredit (Lynden Christian HS) <i>Vice- Chair.</i>
Western Conference 4A 1B	Greg Erickson (Marysville School District) <i>Vice- Chair</i>
Northwest Conference 3A 2A 1A	Beth VanderVeen (Burlington-Edison HS)
Northwest 2B	Dennis Dekok (Mt. Vernon Christian HS)
Cascade Conference 2A 1A	Rick Stubrud (Archbishop Murphy High School)
Western Conference 4A 3A	Julie Stroncek (Edmonds-Woodway HS)
Middle Level	Dan Berard (LaVenture Middle School)
At-Large	John Balmer (Heatherwood Middle School)
Committee Chairperson	Paul Lesh (Eligibility Chairperson)

SCHEDULE – 2011 – 2012

Burlington-Edison High School

2010 – 2011 (This Past Year)			2011 – 2012 (Next Year)		
Date Last Year	Number of Hearings		<u>Hearing Dates</u>	Start of Season Turnouts	Possible Conflicts
Wednesday, August 25	9		Wednesday, August 24	Monday, August 22 FB-Wed. 8/17	Labor Day – Sept. 5th
Monday, August 30	10		Monday, August 29		
Monday, September 13 ▲	4		Monday, September 12 ▲		
Oct ▲▲	4				
Monday, November 15	9		Wednesday, November 16	Monday, November 14 Gymnastics– 11/7	
Monday, November 29▲	6		Monday, November 28		
Dec 9 ▲▲	3				
Jan 5 ▲▲	4				
Monday, March 2	4		Wednesday, February 29	Monday, 2/27	Winter Season Not Over
Monday, March 7 ▲	6		Thursday, March 8		
Mar 17 ▲▲	6				

▲ Scheduled only if necessary

▲▲ Special Hearings

