

WHATCOM SKAGIT ISLAND  
FOOTBALL OFFICIALS ASSOCIATION

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**Constitution, By-Laws, Policies**

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**WSIFA MANUAL**

**Whatcom-Skagit-Island Football Officials Association December 2022**

## **ACRONYMS**

**WSIFOA** Whatcom Skagit Island Football Officials Association  
**WIAA** Washington Interscholastic Activities Association  
**WOA** Washington Officials Association  
**NFHS** National Federation of State High School Associations  
**NWIAA** Northwest District Washington Interscholastic Activities Association  
**AD** Athletic Director  
**JV** Junior Varsity  
**IRS** Internal Revenue Service

## **WASHINGTON OFFICIALS ASSOCIATION**

The Washington Officials Association (WOA) is the governing organization for officials for interscholastic athletic events in the State of Washington. Members join through local associations, upon payment of stipulated fee. An association is the organization within a geographic area, which is recognized by the WOA as having the responsibility for the training and assigning of officials for interscholastic athletic events. It also coordinates the instruction of officials, coaches, and players concerning sport rules. WSIFOA is the recognized local association for Whatcom, Skagit, San Juan, and Island Counties for interscholastic football as assigned by WOA with representation in Region 1 of the State of Washington.

The WOA Constitution and By-Laws must be adhered to by WSIFOA. The WSIFOA's Constitution, By-Laws, and Operating policies may expand and clarify governing rules of the WOA as long as they are not in conflict with the basic intent of the WOA Constitution and By- Laws.

# **CONSTITUTION**

## **ARTICLE I NAME**

The name of the organization shall be WHATCOM SKAGIT SAN JUAN ISLAND FOOTBALL OFFICIALS ASSOCIATION (WSIFOA).

## **ARTICLE II PURPOSE**

The purpose of this non-profit organization is to promote and to further the interest of football officiating in Region 1 of the State of Washington.

1. Provide registered and/or certified football officials.
2. Interpret rules to officials, coaches, and players in the interest of standardizing and improving officiating.
3. Provide opportunities for the training of officials.
4. The organization is organized exclusively for charitable/educational purposes under section 501(c)(3) of the Internal Revenue Code.
5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, 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 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

6. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

## **ARTICLE IV MEMBERSHIP**

Membership in the WSIFOA requires all individuals to provide the Assigning Secretary with roster information, and to pay all applicable fees to the Treasurer. Members are probationary for their first year and have no voting rights.

## **ARTICLE IV OFFICERS AND EXECUTIVE COMMITTEE**

The elected officers shall be:

1. An Assigning Secretary, a non-voting member on the Executive Committee.
2. A Treasurer, a voting member on the Executive Committee.
3. Six At-Large members, all voting members of the Executive Committee.

The Executive Committee shall consist of an Assigning Secretary, a nonvoting member, a Treasurer, and six (6) elected members from the active members. The Executive Committee will annually elect one of its members to serve as President, one to serve as Vice President, one to serve as Rules Interpreter, and one member to serve as Recording Secretary.

Removal of officers:

The executive Committee may remove an officer for just cause, by a two-thirds majority vote. Just cause may be, but not limited to:

1. Failure to attend meetings/excessive unexcused absences.
2. Failure to carry out the duties of the assigned office.
3. Conduct that discredits the WSIFOA.

Removal of an officer shall be by a two-thirds majority vote of the executive committee present at a duly called meeting.

## **ARTICLE V MEETINGS**

There shall be at least eight (8) regular general membership meetings each season. Before the start of each season, the Executive Committee shall designate meeting dates and specify the meeting for the election of officers. At any duly called general meeting 51 percent of the active membership present shall constitute a quorum.

## **ARTICLE VI AMENDMENTS**

This Constitution and the BY-LAWS may be amended at any general membership meeting where a quorum is present and by a two-thirds majority vote of the members present. The members must have been informed of the proposed amendment(s) at least 14 days prior to the meeting. The information must include date, time, place of meeting, and the proposed amendment(s).

# **BY-LAWS**

## **ARTICLE I MEMBERSHIP**

### **ACTIVE**

All officials who have paid current WOA registration fees, fulfill WSIFOA meeting requirements, paid WSIFOA dues, and pass the current season's required test(s) and RTO clinic(s)

### **SUSPENSION**

The Executive Committee may suspend an official by a two-thirds majority vote for just cause. This action is to be reviewed by a Review Committee. Fines and suspensions are to be levied by the Executive Committee.

### **LEAVE OF ABSENCE**

An official may apply for a year's leave of absence by submitting a letter of request to the Executive Committee. If the Executive Committee approves the leave of absence, the official will be reinstated provided an Active membership is maintained during the leave (leave includes work and service related duties). If an official misses more than one year, they must pass the current season's State test with a score of at least 70 percent before they are eligible to officiate a varsity game.

### **TRANSFERRING OFFICIALS**

Officials transferring from another association to WSIFOA, in good standing, may become an active member. Transferring officials should have a letter of recommendation from their previous association. With the recommendation of good standing, transferring officials are to meet the same qualifications as an active member.

### **POST SEASON ELIGIBILITY**

To be eligible for post-season assignments, an official must have been rated by the general membership, must have submitted the online ratings him/her self, attended 75 percent of the general meetings, and scored 70% or higher on the state exam and complete RTO State requirements. Officials submitted to the WIAA for State tournament consideration must have worked five games at the varsity level and three varsity contests at the specific position for which they have been submitted.

Specific positions are Referee, Umpire, Linesman/Line Judge, Line Judge/Back Judge.

Requirements for post-season assignments are:

1. Be an active member in good standing.
2. 75 percent meeting attendance, unless absence has been excused.
3. Worked five varsity games with three at the assigned position.
4. Have passed the current state test (70%) and other state requirements.
5. Complete the online ratings by the specified date.
6. Be RTO certified at the position assigned for post-season.

## **ARTICLE II DUTIES OF OFFICERS**

The President shall:

1. Provide overall leadership of the Association.
2. Schedule and notify the Executive Committee of meetings.
3. Preside over all general membership and Executive Committee meetings.
4. Promote and encourage the addition of new members.
5. Establish, with Executive Committee approval, Ad-Hoc Committees as appropriate.

The Vice President shall:

1. Assume any or all duties of the President in the absence of or at the request of the President.
2. Chair the Review Committee.
3. Assume duties of the Recording Secretary in the absence of the Recording Secretary.
4. Training Coordinator

The Assigning Secretary shall:

1. Assign all games consistent with WSIFOA's and WOA's By-Laws and Operating Policies.
2. Keep all organizational records.
3. Maintain list of the terms of the elected offices and members on the Executive Committee.

The Recording Secretary shall:

1. Notify the General Membership of all general meetings.
2. Record minutes of General Membership and Executive Committee meetings.

The Treasurer shall:

1. Safeguard and disburse all monies. Review and sign all checks.
2. Write checks that are approved in writing by the President or his designate.
3. Maintain complete financial records of the association.
4. Prepare an annual budget to be reviewed and voted on by the Executive Committee.
5. Arrange for an annual financial audit by the Executive Committee.
6. Prepare a detailed financial report to be given to the Executive Committee and an oral report to the general membership at the beginning of each season. Written copies will be provided upon request.
7. Shall be responsible for all IRS tax forms.
8. Manage Arbiter pay account.

The Executive Committee shall:

1. Consist of seven officials elected from the general membership and the Assigning Secretary, a nonvoting member of the Committee.
2. Review all requests for allocation of funds except day-to-day transactions.
3. Make decisions regarding matters of immediate concern to the welfare of the WSIFOA.
4. Appoint an impartial Standing Review committee at the season's beginning to be composed of the Vice-President and two active members of the General Membership to review allegations of misconduct or behavior unbecoming an official. If there is a conflict of interest, the Executive Committee shall immediately appoint a new Review Committee member(s). The committee shall hear, investigate, and review such claims. The findings must be submitted in writing. The Review Committee shall employ guidelines and recommend the imposition of fines and suspensions pursuant to WOA By-Laws Article IX – Misconduct/Due Process or identified in WSIFOA Policy – Fines and Suspensions, when all allegations are found, in their opinion, to be true. The Review Committee shall submit its findings and recommendations(s) in writing to the Executive Committee. The Executive Committee shall evaluate the recommendation(s) and make a decision concerning it upon receipt from the Review Committee. The Executive Committee may affirm, reverse, or modify the Review Committee's recommendation(s). An official may appeal, in writing, to the



Executive Committee the decision and penalty imposed. This process is to be engaged in and completed in an expedient and timely manner.

5. Approve roster of officials.
6. Vacancies on the Executive Committee must be filled within 30 days unless they occur during the off-season and in that event shall be filled at the first general meeting of the membership of the year.
7. Set the Assigning Secretary's salary. Review the Assigning Secretary's salary every three years and adjust, as appropriate.
8. Set the Treasurer's salary. Review the Treasurer's salary every three years and adjust as appropriate.

### **ARTICLE III ELECTIONS**

1. All officers will be elected by a majority of members present. Candidates can volunteer or be nominated at the time of the election meeting. A primary may be held to establish the number of candidates for each position. A majority of 50 percent plus one is required for the election of all positions. Absentee Ballots can be emailed to the appointed Executive committee members or hand carried in a sealed envelope, in the event of a tie vote, only members present will vote a second round to break the tie, ballots emailed or hand carried will not count in the second round of voting.
2. Of the six at-large members, each year two at-large members will be elected to serve a three-year term. A Treasurer will be elected for a three-year term. The Assigning Secretary will be elected for a three-year term on a year differing from the Treasurer. Executive Committee members may be elected to consecutive terms.

### **ARTICLE IV EXAMINATIONS AND CLINICS**

1. All new officials must take and pass the State approved test with a score of 70 percent or better.
2. To be eligible for varsity or post-season assignments, officials must meet post-season eligibility.

## **ARTICLE V CONDUCT**

1. Every official shall conduct themselves in accordance with the WOA Constitution and By-Laws.
2. Officials shall comply with the uniform standard set forth by the WOA.
3. Officials shall comply with the laws of the State of Washington when traveling to and from games.

## **ARTICLE VI GRIEVANCES**

1. Officials may grieve the actions of the Executive Committee in accordance with the WOA By-Laws, Article IX - Misconduct/Due Process.

# **OPERATING POLICIES**

## **POLICY 1 - EXECUTIVE COMMITTEE**

### CHANGES TO OPERATING POLICIES

Operating policies may be changed by a majority vote of the Executive Committee. Membership will be notified at a general meeting of any changes to the Operating Policies.

### EXECUTIVE COMMITTEE EXPENSES

Executive Committee members may request reimbursement of association related expenses, excluding general membership business. Mileage expenses are to be based on the current per mile rate allowed by the IRS and should be calculated on a round-trip from the member's residence to the meeting location. Executive Committee meetings are not reimbursable.

### EXECUTIVE COMMITTEE MINUTES

Executive Committee meeting minutes will be made available to the membership upon request.

### ASSIGNING SECRETARY SALARY

Assignor Pay Agreement

- Pay assignor per assigned slot for the current season and future seasons.
- Current rates are \$7 per varsity slot and \$5 per sub-varsity slot including middle school.
- This is based off current allocations from WOA of \$12.50 per varsity slot, \$9.75 per sub-varsity slot, and \$8.25 per middle school slot.

### TREASURER'S SALARY

The Treasurer will be paid a yearly stipend of \$500. Reviewed annually by the board.

### ELECTIONS

Of the six (6) at-large members, two will be elected to serve a three (3) year term near the end of each season. A Treasurer will be elected for a three-year term to provide the seventh member of the Executive Committee. The Assigning Secretary will be elected for a three-year term, on a year different from the Treasurer. Executive Committee members may be elected to consecutive terms.

## **POLICY 2 MEETINGS**

### **GENERAL MEMBERSHIP MEETINGS**

1. Members are expected to attend all general meetings held during the season, but are required to attend at least 75 percent of all scheduled general membership during the season. Dinner meeting does count as a meeting to meet attendance requirements.
2. The Executive Committee shall hold a minimum of five (5) meetings per year.
3. When an official must miss a general membership meeting due to a work conflict or officiating other WIAA sports (basketball, volleyball, soccer, etc), the official may be credited for attending a general membership meeting by contacting an Executive Board member before the next general membership meeting to receive the information and training that was presented at the scheduled meeting. The official will then receive credit for the missed meeting and the attendance sheet will be revised to satisfy the WOA and WSIFOA meeting requirements. Work is defined as the official's primary vocation. The Executive Board member will notify the Assigning Secretary of the status of absences, so that the WOA/WSIFOA attendance sheet can be revised. The Assigning Secretary or designee will be responsible for the taking of attendance. The Executive Committee will review and approve or disapprove any questionable absences.
4. Credit for attendance at a general membership meeting will be given to officials assigned officiating duties during the time of the meeting.

### **DINNER MEETING**

Official's spouses or guests may attend the End of Season Banquet, if paid for by that official. Officials who have reserved a dinner for spouse or guest will be billed for the cost of the dinner, whether or not the spouse or guest attends. The Executive Committee may approve additional guests such as retired officials, the tabulator, and others as deemed appropriate at the expense of WSIFOA.

### **LEAGUE /DISTRICT MEETINGS**

Assigning Secretary and the WSIFOA President, or in one or both of their absences, a member or members of the Executive Committee or the vice president if the president is not available, will attend any league meeting or district meetings (including meetings with the ADs; District I Committee; District I Sub-

Committee; league meetings; etc.) When the Assigning Secretary is not available, then the WSIFOA President and Vice President shall attend such meetings.

### **POLICY 3 - DUES, FINES AND SUSPENSIONS**

1. Unexcused absences resulting in attendance of less than 75 percent of membership meetings scheduled during the season will result in loss of eligibility for post-season assignment(s).
2. The Review Committee's duties are described in BY-LAWS Article II – Duties of Officers. The Executive Committee shall act on all claims of misconduct and/or unethical behavior.
3. All fines are payable to WSIFOA.
4. To cover administrative costs, each official will be billed and pay the WSIFOA Twenty-Five dollars. (\$25.00)
5. State membership dues are set by the WOA and billed through Arbiter pay.
6. A fine of 50 percent of the game fee will be issued when an official does not show up for an assigned game. If all officials do not show up to an assigned game and the game cannot be played, all officials will be fined an entire game fee. If an official misses 2 assigned games, that official will be subject to a suspension.

### **POLICY 4 - RATINGS POLICY**

1. An online rating must be submitted by each varsity official. Any official that does not submit a signed rating will be ineligible for post-season assignment(s). Ratings are to be submitted after each varsity game for each official in our association that an official works with - do not rate an official from another association in split crew games.
2. Evaluators, designated by the Board, shall be allowed to rate officials.
3. First year officials do not take part in the rating of officials, nor are they themselves rated.
  - a. Score each official on a scale of:
    - 91-100 State Playoff official
    - 86-90 Playoff Official
    - 81-85 Varsity Official
    - 71-80 JV Official
    - Under 70 Middle School Official

(please include a reason for this low rating)

b. In establishing a composite rating based the overall ability and appearance of an official, use the following criteria:

- i. Judgment - Handles tough situations, consistent start to finish, firm and controlled.
- ii. Application of Rules - Proper interpretation of rules, game sense.
- iii. Promptness & Appearance - Proper uniform, professional & efficient, physical condition, on time.
- iv. Mechanics - Proper mechanics, proper positioning, signals.
- v. Decision Making - Has strong whistle, communications, supports the crew.
- vi. Active participation in pre-game and post-game.

The Executive Committee will meet and verify the rating tabulation results and establish a ranking for the post-season assignments.

### TABULATION & RATINGS PROCEDURES

1. Results of the tabulations will be listed on a document with three columns, which include the name of the officials, their ranking, and their average.

#### RATINGS PROCEDURE

1. Peer Evaluation = 80% of final rating
  - Evaluation score times .8
2. Attendance = 10% of final rating
  - 1 pt per meeting, 0.5 pt for excuse absence, 0.0 pts for absence
  - 8 meetings = possible 8 pts.
3. Test Scores =10% of final rating
  - 95-100 10 points
  - 90-94 9 points
  - 85-89 8 points
  - 80-84 7 points
  - 75-79 6 points
  - 70-74 5 points

## STATE PLAYOFF ASSIGNMENTS

1. An official working a semi or final state play-off assignment will not be assigned for two consecutive years. State play-off assignments will be assigned to officials qualified at their position as determined by the Executive Board.

## **POLICY 5 - SCHEDULING POLICY**

1. Officials shall be an active member in good standing before receiving regular varsity assignments.
2. All officials are responsible for obtaining schedules and accepting assignments within two days after schedules are distributed. Officials unable to accept assignments must notify the assigning secretary with a 24-hour notice or be subject to suspension/fines at the discretion of the Executive Committee.
3. Anyone missing two consecutive meetings that are unexcused may be subject to assignment penalties at the discretion of the Executive Committee.
4. Anyone delinquent in dues may be subject to assignment penalties at the discretion of the Executive Committee. Assignments will not be given until previous years dues are paid.
5. Schedules are rotated as much as possible to provide quality service to all schools.
6. The assigning secretary will provide a completed schedule to a designated member of the Executive Committee at least five days prior to release of the schedule to the membership.

## **POLICY 6 - FEES AND MILEAGE**

1. Mileage will meet but not exceed the mileage as set forth by WIAA. Assignment of drivers and mileage will be at the discretion of the assigning secretary.
2. Officials will be paid the game fees established by the WIAA Executive Board.

## **POLICY 7 - EDUCATION AND TRAINING**

1. First year officials are required to attend apprentice meetings prior to the general session.

2. All officials are expected to work a pre-season scrimmage or jamboree before being assigned a varsity game. The Executive Committee will consider any special circumstances.
3. The Executive Committee will appoint one or more qualified official(s) to coordinate the training of first and second year officials.