



# **NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION WIAA DISTRICT #6**

## **REPORTING PROCESS FOR WIAA VIOLATIONS**

When a school is self-reporting a violation of WIAA rules it is the responsibility of the violating school to send a written report to their league with a copy being sent to the District Director. This written report should include the following information:

1. A specific reference to the article(s) numbers in the WIAA handbook that was/were violated.
2. The date(s) that the violation(s) occurred.
3. A brief outline of the specifics of the violation(s).
4. The action taken by your school in response to the violation(s).
  - a. The offending school's administrator may contact the league president for assistance in determining the parameters for developing the offending school's proposal for penalty and any other remedies.
  - b. If there is a doubt about a proposal, the Brian Smith, Assistant Executive Director of the WIAA can be contacted for assistance.
  - c. The Brian Smith may assist or seek guidance from members of the review panel.
5. The remedies that your school will make to ensure the violation(s) will not occur in the future.

It is then the leagues responsibility to review the action taken by the offending school and to either approve or add further sanctions. The league must then send a written report of the action that was taken to the District Director. The District Director will provide the information to the District Executive Board who will review the action taken by the school and league to either approve or alter the sanctions. The District Director is responsible for tracking all rules violations in District 6 for the District Executive Board and will complete an annual report to the WIAA Office.

A school, which is not in agreement to the action taken by the league, may appeal it to the District Executive Board. Further, if the action taken by the District Executive Board is not satisfactory, the school may appeal to the WIAA District Director's Appeals Panel. Finally, if the action taken by the District Directors is not satisfactory, the school may appeal to the WIAA Executive Board.

The appropriate WIAA Handbook references for the above are as follows:

Article 28.0.0  
Article 30.0.0