WAHSET State Executive Board Meeting
Videoteleconference
August 21, 2020

Meeting called to order at 6:11pm

Roll Call
Houston Chatham, Brandon Garrison, Tira Hancock, & Carol Brizek

Old Business
None

New Business

COVID-19:
Discussion about 20/21 season and COVID-19 implications

Policies & Procedures:
Discussion about the need for statewide consistency for judge's fees and contracts.
MOTION and second to approve the policy for statewide judge payment and contracts. Motion carried 4:0

Discussion about the update to the Exemption Policy with addition of Exemption Committee (see policy updates at the end of the minutes)
MOTION and second to approve the revisions to the Exemption Policy. Motion carried 4:0

Meeting adjourned at 67:58pm

/s/ Houston Chatham, chairperson
/s/ Tira Hancock, secretary

Team Exemptions

A. Policy:

1. It is the intent of the WAHSET State Board that all riders must ride for the school they attend. However, the State Board also recognizes that certain restrictions may exist which prevent a rider from competing for the school he/she attends.
2. Therefore, it is the policy of the WAHSET State Exemption committee to approve exemptions that allow athletes to compete on teams other than the school he/she attends when deemed that other possible avenues to resolve the reason for the

exemption have been exhausted. The WAHSET State Exception committee will view any exemption as an exception which is to be declined in most cases. An athlete being unable to competing in WAHSET if the exemption request is denied will not be taken into consideration when determining approval of the request.

3. Any special exemption will not become rule or set precedence for subsequent exemption approvals. Each application for exemption will be considered on a case-by-case basis and on its own merit.
4. Exception requests of any nature must be submitted to the State Secretary & committee chairperson no later then 48 hours before the next scheduled committee meeting. Failure to do so will result in the exemption not being brought before a vote at the following scheduled committee meeting.
5. Requests for exemptions within the same district boundaries:
    a) When an exemption is requested within a district (two teams in the same district), the District has the authority to approve or deny the request following the general procedures outlined in this section.
    b) The District Chairperson (or designee) must report the exemption request and action taken to the State Exemption committee chairperson.
    c) If a party wishes to appeal the decision of the District, he/she may do so in writing to the State Exemption committee. The appeal will be heard and decided at the next scheduled State Exemption committee meeting. The committee chairperson may request the party to personally appear at the next scheduled State Exemption committee meeting to present their appeal. The final decision over the appeal rests with the State Exemption committee. The decision made by the State Exemption committee concerning the appeal is final and not subject to further appeal. The decision will be logged for the record with the State Secretary
6. Requests for exemptions outside district boundaries:
    a) When an exemption is requested that crosses district boundaries (affects more than one district), the following procedures apply:
        1. Requests will be submitted to the District Chair, who will contact the other District Chair(s) involved to coordinate the exemption request.
        2. The District Chairs will contact the affected team Advisors/Coaches to solicit their opinions/thoughts on the proposed exemption.
        3. After researching the proposed exemption, the District Chairs are responsible to submit the proposal to the State Exemption committee chairperson and State Secretary. The request must include the opinions of the affected team Advisors/Coaches and the recommendations of the District Chairs.
        4. The exemption request will be considered and decided by the State Exemption committee at the next scheduled State Exemption committee meeting.
        5. The State Exemption Committee Chairperson may request the parties to personally appear at the next scheduled State Exemption committee meeting to present their appeal. If no request is made of the parties the parties may voluntarily appear at the State Exemption committee meeting

where the District Chairs present the exception request; however, it is up to the District chairs to present the case/cause for exception and their decision.

6. The decision made by the State Exemption committee concerning the exemption is final and not subject to appeal. The decision will be logged for the record with the State Secretary

B. Procedures:

1. The WAHSET State Exemption committee may approve exemptions in certain standard cases:
    a) For medical reasons:
        1. Medical documentation must accompany the request that includes verification by a currently practicing licensed practitioner of the medical need for an exemption. Details of the condition are not required; simple recommendation of what accommodation is recommended for the athlete.
        2. An athlete desiring to ride with a team other than the school of attendance for medical reasons must first notify the appropriate District Chairperson(s) of their intent. The District Chairperson(s) notify the State Chairperson if the proposed co-op crosses district boundaries. The request must specify in writing that a medical exemption is being requested. The District Chairperson(s) are also responsible to facilitate communications between the responsible Team Advisor(s) in advance of the formal application to the State Chairperson (if applicable).
        3. Upon receipt of the application, the State/District Chairperson will review documentation provided and present to their executive board for approval. Confidentiality will be maintained to the extent possible during this process. The State Exemption Committee Chairperson may request the parties to personally appear in front of the State Exemption committee to present their case. If matter is resolved at District Level, the approval as well as documentation must be passed to State Secretary & committee chairperson.
        4. If the application is approved, the athlete does not have to sit out from competition for a year, the move between teams is effective immediately.

D. Exemption Committee

Purpose: To protect the integrity of competition between teams and districts and help ensure that WAHSET's goal of an athlete competing for the school in which they attend is maintained to the highest ability.

1. Specific responsibilities include, but are not limited to:
    a. Review all state level exception requests submitted by the districts for review
    b. Track and manage the tracking and communication of all exceptions and their disposition

c. Develop and review annually the Policy & Procedures on exceptions, providing recommendations to the state executive board for review/vote

2. Reports to: Exemption Committee Chair
3. Appointment Process:
    a. a) Membership of the Exemption Committee shall consist of 5 members which will be from at least four different districts across the state.
    b. The state chair will appoint the committee members or defer to selected districts for their designee.
    c. Membership of the committee will serve a tenure no longer then two consecutive years. A committee member must sit at least one season off the committee before being able to hold membership again.
    d. As the committee chairperson does not vote, they have no tenure limitations.

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Judge Payment & Contracts

A. Policy:

1. It is WAHSET policy that all judges be paid on the same pay schedule regardless of contracting District. Judges hold a state certification and thus should be compensated at the same pay schedule regardless of the District in which they judge for
2. Pay schedule:
    - $200 Per Day (> 4 Hours)
    - $125 Pay for Half Day (< 4 Hours)
    - $35 Per Hour Overtime (> 8 Hours Worked)
    - Lodging accommodations booked and paid for by District
    - Travel paid based on Federal Mileage rate for the year (> 30 miles round trip)
    - Meals covered will be covered by district by means of Tab at concession stand, providing food directly or reimbursing a judge via them turning in a receipt. Reimbursement allowance (District may cover more but is not required)
        - ZERO Alcohol will be covered
        - Breakfast Allowance ($13)
        - Lunch Allowance ($14)
        - Dinner Allowance ($23)

B. Procedures:

1. Contract:
    a) WAHSET State contract template will be leveraged as a standard when contracting judges.
    b) Judges shall be contracted at least 90 days in advance
    c) Judges shall be paid prior to departure from their final day of judging.
    d) W-9 must be collected prior to payment,