

Steps for completing a request for an Eligibility Appeal Hearing in WCD 3

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1. Clear all of your athletes using the **AD CHECKLIST** found on the **WIAA Website** under the **Eligibility tab** found at the top of the WIAA website home page.

2. If you are unable to check "**Meets the Rule**" on the **AD CHECKLIST**, the student **MAY** need an appeal hearing if they wish to be eligible for **varsity level** competition. If you find a student who you believe might be ineligible, but you are not sure, please **call me at the number above** so we can discuss the particulars.

3. If you/we determine that the student will need an eligibility appeal hearing, go to the **WIAA Eligibility tab**, under **DETERMINATION OF INELIGIBILITY - FOR ATHLETIC DIRECTORS** and complete the fillable form. This form is entitled **NOTIFICATION OF ELIGIBILITY STATUS**.

4. When you "serve the student" with this **NOTIFICATION OF ELIGIBILITY STATUS**, explain to them the reasons why they have been declared ineligible.

Remind them of the WIAA timeline rules associated with their appeal process:

19.3.3 - Three days to request an appeal hearing - Date

19.3.5 - Date packet was provided and explained - Date

19.3.4 - The date/deadline they need to return the paperwork to AD - Date

If the student fails to meet these timelines the student has lost their right to appeal their eligibility status to the WCD 3 Eligibility Committee.

5. Direct the student and family to the WIAA website wiaa.com/eligibility section entitled **FOR STUDENTS/FAMILIES SECTION** under the **NOTIFICATION OF**

ELIGIBILITY STATUS. All students need to fill out **STEP ONE** - "REQUEST FOR APPEAL" along with the additional **STEP TWO** section(s) which pertain to the hardship category(s) they will be presenting. Ask them to use the fillable forms on the WIAA website to complete all their paperwork.

6. The student and parents need to sign and date the **REQUEST FOR APPEAL** form, **return all paperwork forms and appropriate support documentation** to you with a **\$10.00 check or Money Order** made out to **WCD 3**. **Mail only their check** to me in a standard business envelope at the address above. No need to mail their whole packet.

7. Help the student compile and secure the additional required paperwork items. These items are listed under "**Needed Documents Prior to Scheduling an Appeal Hearing**" listed on the bottom of the **REQUEST FOR APPEAL** document (Transcripts, schedules, etc.)

8. Make a copy of the entire appeal paperwork. Give one copy to the student and keep a copy for your records. **Electronically SCAN** (on one sided only) a copy of all the appeal paperwork for me to use. Then send this scanned paperwork as an **attachment to your email**. In this short email, tell me who the packet is for and assure me that **you have mailed** the check to my PO box address above.

9. I will let you know when I received the scanned paperwork. I will review it and let you know if I discover any missing information. When the check and paperwork have both arrived I will schedule a hearing date and time for your student. I will send you a multiple page electronic packet of information for you to print out and hand to the student. This packet will provide the student with all **the information they will need to successfully participate in their appeal hearing**.

10. Following the hearing, within one to five business days, I will provide you and your student with a **letter of finding**. This letter will let everyone involved know the decision(s) made by the Eligibility Committee and the rationale behind those decisions. These letters primarily state that the student's eligibility has been **approved or denied**, but may contain additional stipulations regarding eligibility. If a student is denied eligibility following the WCD 3 hearing, I will provide you and the student with information needed for **additional appeal opportunities at the WIAA level**.