

# BASKETBALL (BOYS AND GIRLS)

## Regional Tournament

1. The Board of Directors will be responsible for the selection of site, time, date, pairings, admission fee and tournament director.
2. **Regional Coordinators Responsibilities:**
  - a. Coordinate regional tournament in sections.
  - b. Distribute tickets to host and visiting schools
  - c. Communicate with Site Administrator concerning: ticket takers/sellers; scorekeeper; clock operator; security, etc.
  - d. Distribute trophy - game ball
  - e. Provide Form B3 to Site Administrator.
3. **Site Administrator**
  - a. **Ticket Information**
    - 1) Tickets will be mailed to you for adults and students prior to the tournament. (\$7.00 - adults; \$5.00 - students)
    - 2) Do not use any other tickets unless the supply is exhausted.
    - 3) If you anticipate a need for additional tickets and there is available time, contact the WVSSAC office. If there is not time, you may use your own tickets.
    - 4) All **remaining tickets** must be returned to the WVSSAC office.
    - 5) Instruct ticket takers to tear each ticket into two or more pieces and deposit **all** pieces in a receptacle. It is not necessary to issue a portion of the ticket to any purchaser.
    - 6) The WVSSAC Courtesy and Identification Cards and cards issued to members of the press and radio are to be honored. No other cards will be accepted.
    - 7) No pass outs.
    - 8) Use your own discretion about allotting tickets to the schools.
    - 9) Uniformed police officers are the only people admitted without a ticket.
    - 10) Two tickets from the WVSSAC office will be issued to each school - one for 15 people including cheerleaders, drivers, chaperones, etc., and one for 20 players, coaches, managers, etc.
  - b. If there are changes due to weather conditions, please give adequate notice to the participating schools, officials and media.
  - c. The following awards will be shipped to you for distribution:

- 1) Winning plaque
  - 2) Game ball
- d. The WVSSAC will assign and pay the officials.
- e. **Broadcasting:**
- 1) Contracts are included in this manual.
  - 2) **Broadcasting fee is \$150.00** for Class AAA, **\$125.00** for Class AA and **\$100.00** for Class A. The fee is to be paid in advance to the Tournament Director. The fee for taping for a **later broadcast will be \$75.00**. Assignments will be made on space available on a “**first come, first serve**” basis. Note: This fee is not part of the proceeds and is to be listed as indicated on Form B3.
- f. **At the conclusion of the tournament:**
- 1) Complete the Financial Report Form and forward with a check to the WVSSAC office. (**Form B3**)
  - 2) Notify the WVSSAC as soon as possible of the name of the winner.
  - 3) Inform the winning school of the pre-State Tournament meeting. The meeting will be on Sunday of Week 36 for girls and Week 37 for boys at 12:00 noon. Give the winning coach the Rooming List Information and Room List Form.

**REGIONAL BASKETBALL TOURNAMENT  
DIRECTOR'S REPORT OF FINANCES**

**BOYS** \_\_\_\_\_ **GIRLS** \_\_\_\_\_ **CLASS** \_\_\_\_\_ **REGION** \_\_\_\_\_ **SECTION** \_\_\_\_\_

Send a copy of this report to each participating school. Director should keep a copy and forward one copy **with check** to the Executive Director.

City \_\_\_\_\_ Director \_\_\_\_\_

Home Team \_\_\_\_\_ Visiting Team \_\_\_\_\_

**RECEIPTS:**

Date	No. Tickets Sold	Type of Admission	Admission Price	Amount
_____	_____	Adult	_____ \$7.00	\$ _____
	_____	Student (K-12)	_____ \$5.00	\$ _____

GRAND TOTAL RECEIPTS ..... **A** \$ \_\_\_\_\_

**DISBURSEMENTS:**

1. Personnel Services
  - \_\_\_\_\_ Timer \_\_\_\_\_ Custodian \_\_\_\_\_ Police
  - \_\_\_\_\_ Scorer \_\_\_\_\_ Ticket Help \_\_\_\_\_ Other
2. Plaque \$ \_\_\_\_\_  
2009  
NOCHARGE
3. Fees
  - Site Administrator \$ 125.00

TOTAL DISBURSEMENTS BY DIRECTOR **B** \$ \_\_\_\_\_

NET RECEIPTS TO BE FORWARDED BY DIRECTOR TO THE EXECUTIVE DIRECTOR WITH ONE COPY OF THIS REPORT - ITEM A MINUS B \$ \_\_\_\_\_

Make remittance payable to West Virginia Secondary School Activities Commission. Attach one copy of the report and forward to the Executive Director, 2875 Staunton Turnpike, Parkersburg, WV 26104. **For two years there will be no reimbursement to participating schools as directed by the Basketball Restructure Committee and endorsed by the Board of Directors.**

Radio broadcast fees per game per station: (List stations on back) Broadcast fees are not to be included in gross or net receipts. Check should be made to WVSSAC.

A Schools - \$100.00    AA Schools - \$125.00    AAA Schools - \$150.00    Total \$ \_\_\_\_\_

Please return no later than:  
March 20

\_\_\_\_\_  
Director