

**TRACK
(BOYS AND GIRLS)**

State Meet

1. The Board of Directors will be responsible for the selection of site, time, date (Week 46), admission fee charged, and State Meet Director.
2. **Director's Responsibilities**
 - a. You are acting as the WVSSAC representative; therefore, please see that all rules and regulations are followed.
 - b. Arrange for all support personnel (Starters, timers, judges, clerks, medical, PA announcer, etc.,).
 - c. Prepare the heats, order of events, and time schedule.
 - d. Make sure that information pertaining to the meet is sent to each participating school.
 - e. All trophies and medals will be shipped to Laidley Field. Check to make sure that they have arrived prior to the meet.
 - f. Make arrangements for awards to be given during the meet.
 - g. Admission prices will be: \$8.00 - Adults; \$7.00 - Students.
 - h. At the conclusion of the meet, you will
 - 1) Make arrangements for the championship, runner-up, and other related awards to be given.
 - 2) Complete the financial report and send a copy and check to the WVSSAC office (**Form Tr 2**).
 - 3) Send a copy of the results to the WVSSAC office.

FINANCIAL REPORT
STATE TRACK

City _____ Date _____

RECEIPTS:

_____ Adults @ \$ 8.00 \$ _____

_____ Students @ \$ 7.00 \$ _____

ALL SESSION PASS

_____ Adults @ \$ 15.00 \$ _____

_____ Students @ \$ 12.00 \$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS:

Facility Rental _____ \$ _____

Custodians _____ \$ _____

Security _____ \$ _____

Ticket Takers/Sellers _____ \$ _____

Timers/Scorers _____ \$ _____

PA Announcer _____ \$ _____

Supplies _____ \$ _____

Miscellaneous _____ \$ _____

TOTAL DISBURSEMENTS \$ _____

GRAND TOTAL \$ _____

Return to: WVSSAC
2875 Staunton Turnpike
Parkersburg, WV 26104

Director