

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. (**Form B3**) Forward with a check for net proceeds made out to the WVSSAC. Be sure all unused tickets are returned with the form and check.
 - 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	\$35.00			
Scorer	\$35.00			
Ticket Help (____ X \$25.00)				
PA Announcer	\$35.00			
Custodian				
Police		(If they charge)		
Other				
			Total Column 1	\$ _____
2. Plaque No Charge
3. Fees

Site Administrator				\$ 125.00
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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.

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