

Regional Tournament Directors are to give a copy of this Rooming List Information Sheet and the Rooming List to the coach of each state qualifier.

WVSSAC STATE TOURNAMENT ROOMING LIST INFORMATION

Please complete the rooming list for this year's State Tournament. Area hotels/motels usually provide rooms at a special rate to those teams and parents attending the State Tournament. Payments for teams must be made in full by a **school check** (not personal) for all expenses.

Reservations must be made as early as possible. When speaking with the hotel/motel contact, please be sure to identify your school name and indicate that the reservations are for the state tournament.

Please check the website for the approved list of hotels/motels who will provide rooms for your sport state tournament.

Hotel / Motel Policy

Effective with the 2010-2011 school year, member schools that are eligible to receive reimbursement for lodging at state championship sites **MUST** be housed at hotel/motel sites that participate in a cooperative agreement with the WVSSAC. *(Member schools will be notified by information posted on the WVSSAC website and material included in the sport specific coaches packets as to which lodging sites have entered into an agreement with the WVSSAC.)*

Schools that choose to use unapproved lodging sites will not receive any reimbursement.

WVSSAC STATE TOURNAMENT ROOMING LIST

School Name _____ Sport _____

Address _____

Phone # _____

Principal _____

Athletic Director _____

Coach _____

Person In Charge of Supervision _____

Hotel/Motel Name _____

Coach Cell Phone _____ E-mail _____



* List each person who will be staying in each room and his/her official capacity. (Coach or Player)

* Reservations should be made as early as possible.

* After making reservations, send a copy of the room list to the WVSSAC office (Fax 304-428-5431) and to the hotel/motel contact person. If any changes are made to the room list, a revised copy should be submitted to the hotel/motel management immediately upon arrival.

Room #1	Name	Official Capacity	Room #9	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #2	Name	Official Capacity	Room #10	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #3	Name	Official Capacity	Room #11	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #4	Name	Official Capacity	Room #12	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #5	Name	Official Capacity	Room #13	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #6	Name	Official Capacity	Room #14	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #7	Name	Official Capacity	Room #15	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____

Room #8	Name	Official Capacity	Room #16	Name	Official Capacity
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
4. _____	_____	_____	4. _____	_____	_____