

## **TRACK (BOYS AND GIRLS)**

### **A. Regional Meet**

1. The Board of Directors will be responsible for the selection of site, date (Week 45) and 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. Select specific dates and times.
- c. Arrange for all support personnel (Starter, timers, judges, trainer, clerks, etc.).
- d. A public address system is recommended.
- e. Be sure to check the timing devices before the meet.
- f. Prepare heats and time schedule for events.
- g. Admission prices will be: \$6.00 - Adults; \$5.00 - Students.
- h. Have a meeting with all coaches in advance and discuss the following:
  - 1) Participants to be scratched
  - 2) Order of events
  - 3) Time schedule
  - 4) Lunch break
  - 5) Emphasize the top four individuals in running and field meet events will advance to the State Meet.
  - 6) Determine how proceeds are to be divided (profit or loss)
  - 7) Any other items as needed
- i. Championship team trophies for boys and girls will be shipped directly to you. Any other awards will be a local option with agreement of all schools participating.
- j. At the conclusion of the meet, you will:
  - 1) Make arrangements for the presentation of awards.
  - 2) Transfer results of regional meet by modem to State Tournament Director as prescribed in the Regional Tournament Director's Meeting.
  - 3) Complete the Regional Financial Report (Form Tr 1) and send one copy to the WVSSAC and one copy to each participating school within five (5) working days.
  - 4) Entry fee money will be used for director's fee (maximum of \$125.00) and other expenses.

FINANCIAL REPORT  
REGIONAL TRACK

School \_\_\_\_\_

Class \_\_\_\_\_ Region \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

RECEIPTS:

_____ Adults @	\$ 6.00	.....	\$ _____
_____ Students @	\$ 5.00	.....	\$ _____
TOTAL RECEIPTS .....			\$ _____

DISBURSEMENTS:

Director's Fee	\$ 125.00
Facility Rental	\$ _____
Custodians	\$ _____
Security	\$ _____
Ticket Takers/Sellers	\$ _____
Timers/Scorers	\$ _____
PA Announcer	\$ _____
Supplies (Postage, Stationary, etc.)	\$ _____
Miscellaneous (Computer Programmer, Hospitality Room, etc.)	\$ _____

TOTAL DISBURSEMENTS .....\$ \_\_\_\_\_

GRAND TOTAL .....\$ \_\_\_\_\_

AMOUNT DISBURSED OR BILLED TO EACH SCHOOL .....\$ \_\_\_\_\_

(Circle One)

\_\_\_\_\_  
Director

Mail one copy to each participating school and one copy to the WVSSAC office within five (5) working days.