

CROSS COUNTRY (GIRLS AND BOYS)

State Meet

1. The Board of Directors will be responsible for the selection of site, time, date (Week 17), and meet director.
2. Director's responsibilities:
 - a. You are acting as the WVSSAC representative; therefore, please assure that all rules and regulations are followed.
 - b. Arrange for all needed support personnel: (games committee, referee, starter, clerk of the course, finish judge, chute inspectors, timers, and marshall. **Check National Federation Track and Field Rule Book** .
 - c. Plan to have a trainer or physician present for the meet.
 - d. It is recommended that water be available at the end of the meet.
 - e. Practice, touring, or walking the course will be the decision of the director.
 - f. The established admission prices will be: \$8.00 - adults; \$7.00 - students.
 - g. Items to be discussed in the pre-race meeting:
 - 1) Complete the meeting 30 minutes prior to race time.
 - 2) The finish line will be video taped for order of finish only.
 - 3) The first race will start at 10:00 am.
 - 4) Other items as needed.
3. At the conclusion of the meet, you will:
 - a. Score the meeting according to National Federation Track and Field Rule Book.
 - b. Present the winning and runner-up team plaques (girls and boys) and individual awards.
 - c. Compile the results and forward a copy to the WVSSAC office.
 - d. Complete the financial report and forward a copy to the WVSSAC office. **(Form CC5)**
4. **Reimbursement:** Participating schools will be reimbursed by the WVSSAC office. **(Check Reimbursement Sheet)**
5. **Director's Fee** will be paid by the WVSSAC.

FINANCIAL REPORT
STATE CROSS COUNTRY MEET

DATE _____ CITY _____

RECEIPTS:

	Adults @	\$	\$8.00	\$	
	Students @	\$	\$7.00	\$	
TOTAL RECEIPTS					\$	

DISBURSEMENTS:

Facility Rental		\$	
Custodians		\$	
Security		\$	
Ticket Takers/Sellers		\$	
Timers/Scorers		\$	
PA Announcer		\$	
Supplies		\$	
Miscellaneous		\$	
TOTAL DISBURSEMENTS		\$	
PROFIT OR LOSS		\$	

Director