

**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. Arrange for all support personnel (Referee, starter, timers, judges, trainer, clerks, etc.).
- c. A public address system is recommended.
- d. Be sure to check the timing devices before the meet.
- e. Prepare heats and time schedule for events.
- f. Admission prices will be: \$6.00 - Adults; \$5.00 - Students.
- g. 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) Determine how proceeds are to be divided (profit or loss)
 - 6) Any other items as needed
- h. 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.
- i. 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			\$ _____

NUMBER ADMITTED WITH C&I CARD _____ (Attach Sign-In Form)

DISBURSEMENTS:

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

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.

