

**TRACK  
(BOYS AND GIRLS)**

**State Meet**

1. The Board of Directors will be responsible for the selection of site, time, date (Week 46), admission fee charged, and State 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 (Starters, timers, judges, clerks, medical, PA announcer, etc.).
  - c. Prepare the heats, order of events, and time schedule.
  - d. Make sure that information pertaining to the meet is sent to each participating school.
  - e. All trophies and medals will be shipped to Laidley Field. Check to make sure that they have arrived prior to the meet.
  - f. Make arrangements for awards to be given during the meet.
  - g. Admission prices will be: \$8.00 - Adults; \$7.00 - Students.
  - h. At the conclusion of the meet, you will
    - 1) Make arrangements for the championship, runner-up, and other related awards to be given.
    - 2) Complete the financial report and send a copy and check to the WVSSAC office (**Form Tr 2**).
    - 3) Send a copy of the results to the WVSSAC office.

FINANCIAL REPORT  
STATE TRACK

City \_\_\_\_\_ Date \_\_\_\_\_

RECEIPTS:

\_\_\_\_\_ Adults @ \$ 8.00 ..... \$ \_\_\_\_\_

\_\_\_\_\_ Students @ \$ 7.00 ..... \$ \_\_\_\_\_

ALL SESSION PASS

\_\_\_\_\_ Adults @ \$ 15.00 ..... \$ \_\_\_\_\_

\_\_\_\_\_ Students @ \$ 12.00 ..... \$ \_\_\_\_\_

TOTAL RECEIPTS ..... \$ \_\_\_\_\_

DISBURSEMENTS:

Facility Rental \_\_\_\_\_ \$ \_\_\_\_\_

Custodians \_\_\_\_\_ \$ \_\_\_\_\_

Security \_\_\_\_\_ \$ \_\_\_\_\_

Ticket Takers/Sellers \_\_\_\_\_ \$ \_\_\_\_\_

Timers/Scorers \_\_\_\_\_ \$ \_\_\_\_\_

PA Announcer \_\_\_\_\_ \$ \_\_\_\_\_

Supplies \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Return to: WVSSAC  
2875 Staunton Turnpike  
Parkersburg, WV 26104

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Director