

SOFTBALL

Regional Tournament: Semi-Finals and Finals.

1. The Board of Directors will be responsible for the selection of site, dates (**Week 45**), and directors.
2. **Director's Responsibilities**
 - a. As the WVSSAC representative, please see that all rules and regulations are followed. Please consult the February issue of The Interscholastic for additional information.
 - b. Select and contract officials (Class I or II).
 - c. Notify participating schools of site, times and date. Approved dates(s) are indicated in the February issue of The Interscholastic. The dates may **not** be changed.
 - d. Arrange for all needed support personnel: Official scorer, ticket sellers, ticket takers, security, etc.
 - e. Notify coaches that the home team dugout will be located on the first base line in all tournament play. **Remind coaches that the TIE BREAKER may NOT be used.**
 - f. Admission prices for Regional will be: Adult \$7.00; Student \$5.00
 - g. Arrange for programs.
 - h. Inform local media of tournament.
 - i. Ensure that playing field is safe on the day of the game.
 - j. If there are changes due to weather conditions, please give adequate notice to the participating schools, officials, and media.
 - j. At the conclusion of the tournament, you will:
 - 1) Complete the Financial Report Form and forward a copy to the WVSSAC (**Form Sb 3 or Sb 4**)

*Profits or deficits will be shared equally by the participating schools.
 - 2) **Notify the WVSSAC of the name of the winner. Please FAX to 304-428-5431.**

FINANCIAL REPORT
SEMI-FINAL REGIONAL
SOFTBALL TOURNAMENT

Class _____ Region _____

School _____

Date _____ City _____

RECEIPTS:

_____ Adults @	\$	7.00	\$	_____
_____ Students @	\$	5.00	\$	_____
TOTAL RECEIPTS				\$	_____

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

DISBURSEMENTS:

Director's Fee -- (\$75.00 per game)	_____	\$	_____
Officials	_____	\$	_____
Facility Rental	_____	\$	_____
Custodians	_____	\$	_____
Security	_____	\$	_____
Ticket Takers/Sellers	_____	\$	_____
Timers/Scorers	_____	\$	_____
PA Announcer	_____	\$	_____
Supplies (game balls, etc.)	_____	\$	_____

TOTAL DISBURSEMENTS \$ _____

GRAND TOTAL \$ _____

AMOUNT DISBURSED OR BILLED TO EACH SCHOOL \$ _____

(Circle One)

Director

Please submit by Date in The Interscholastic

FINANCIAL REPORT
REGIONAL
SOFTBALL TOURNAMENT

Class _____ Region _____

School _____

Date _____ City _____

RECEIPTS:

_____ Adults @ \$ 7.00 \$ _____

_____ Students @ \$ 5.00 \$ _____

TOTAL RECEIPTS \$ _____

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

DISBURSEMENTS:

Director's Fee -- (\$75.00 per game) _____ \$ _____

Facility Rental _____ \$ _____

Custodians/Field Maintenance _____ \$ _____

Security _____ \$ _____

Ticket Takers/Sellers _____ \$ _____

Timers/Scorers _____ \$ _____

PA Announcer _____ \$ _____

Supplies (game balls, etc.) _____ \$ _____

Officials _____ \$ _____

TOTAL DISBURSEMENTS \$ _____

GRAND TOTAL \$ _____

AMOUNT DISBURSED OR BILLED TO EACH SCHOOL \$ _____

(Circle One)

Director

Please submit by the Date in The Interscholastic

WVSSAC COURTESY AND IDENTIFICATION CARD REGISTER

Photo Id Required

NAME	SCHOOL	POSITION	GUEST

Copy as needed. Must return to the WVSSAC with financial reports.