

**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: \$7.00 - 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 @	\$ 7.00	\$ _____
_____ 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.

WVSSAC COURTESY AND IDENTIFICATION CARD REGISTER

Photo Id Required

NAME	SCHOOL	POSITION	GUEST

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