

SWIMMING (GIRLS AND BOYS)

Regional Tournament

1. The Board of Directors shall be responsible for selection of site, date (**Week 32**), alignment, admission fee and tournament director.

2. Director's Responsibilities:

The director shall consult the Swim Program featured in The Interscholastic and the WVSSAC Rules and Regulations Handbook before making any meet decisions or plans.

- a. The director shall be responsible for selecting the specific meet time and date within the week designated by the Board of Directors. The Swim Coaches' Committee recommends an early start time to prevent late night travel for teams and also recommends that the meet be held on Friday or Saturday.
- b. The director shall act as the WVSSAC representative; therefore, it is his/her responsibility to ensure that all rules and regulations are followed.
- c. The director shall ensure the facility meets all National Federation and WVSSAC standards (particularly water depth and starting block regulations).
- d. The director shall arrange for all needed support personnel and pay all local expenses.
 1. General supplies, postage, telephone, rental facilities, stop watches, etc.
 2. Official scorer, timers, ticket sellers/takers, security, officials, etc.
 3. The director shall have an athletic trainer or physician present at all times.
- e. The director shall arrange for all needed timing devices and personnel to operate such devices. Electronic timing is preferred with scoring by Hy-Tek computer software.
- f. The director shall select and contract officials for the meet.
 1. Only registered officials may be selected.
 2. A minimum of seven officials is required (referee, starter, stroke and turn (4), back up).
 3. The director may request recommendations from the participating schools; however, the director has the final decision on the selection of the officials.
 4. Officials' fee is set at the discretion of the Director.
 5. The director shall also select the Meet Committee, conduct appropriate meetings, present all protests to the committee, and relay all committee decisions.
- g. The director shall receive all School Entries by Hytek and determine appropriate heat assignments for each event, the order of events and time schedule. Refer to WVSSAC Entry Form for procedures for late submission of forms (NO TIMES, etc.)
- h. The director shall arrange warm-up schedules for teams. Consult The Interscholastic for regulations.
- i. The director shall review the WVSSAC Spectator Support Regulations and notify teams accordingly.
- j. The director shall contact participating schools, media, and officials concerning start time and other appropriate information. For participating schools, this information shall be mailed to the coach and principal. Media should be informed of meet time, admission cost, participating teams, and deck restrictions.

- k. When appropriate, the director shall provide participating schools with information concerning lodging facilities, eateries, and travel directions.
- l. If there are any changes (date, time, location, etc.), the director shall give adequate notice to participating schools, officials, and media.
- m. If appropriate, the director may arrange for sale of concessions, souvenir programs, tee-shirts, etc. It is recommended that the director allocate these responsibilities to the host site and the participating schools.
- n. It is recommended that the director provide a hospitality room for coaches and officials.
- o. Video taping is allowed; however, it is recommended that an area for taping be designated to avoid spectator viewing problems. No flash photography is allowed during starts.
- p. The director shall conduct the scratch meeting.
- q. Coaches on Deck - Each team allowed only two coaches; at least one must be contracted coach. Consult The Interscholastic for further regulations.

3. Admissions

- a. The director's fee is \$100.00 and should be deducted from the receipts of the tournament.
- b. The established admission price will be as listed in the Interscholastic.
- c. Tickets shall be used at all regional meets. Directors are responsible for supplying tickets.
- d. WVSSAC Courtesy and Identification Passes are to be accepted.
- e. Uniformed police officers are the only people admitted without a ticket.
- f. It is suggested that pass-out tickets are NOT allowed.
- g. The director is responsible for restricting deck access to officials and participating swimmers only.

4. Financial Information

- a. Complete the Financial Report Form and forward a copy to each participating school and the WVSSAC (**Form SWM 1**). Profit or loss shall be shared by the participating schools.

5. Awards

- a. The WVSSAC will mail a Regional Girls' and Boys' Team Championship Plaque to the director.
- b. Ribbons and certificates are to be issued; the cost should be deducted from gate receipts.
- c. The director shall arrange for an Awards Ceremony at the conclusion of the meet.

6. Reports

- a. The director shall submit **SWM Forms 2 and 3 (Girls and Boys)** to the WVSSAC and to the State Tournament Director.
- b. The director shall forward the scoring diskette (Hy-Tek) or scoring results to the State Tournament Director by Saturday of **Week 32**.
- c. The director shall be responsible for submitting meet results to the media.

FINANCIAL REPORT

REGIONAL SWIM TOURNAMENT

Region _____

Site _____

Date _____ City _____

RECEIPTS:

Adults @ \$ _____ \$ _____

Students @ \$ _____ \$ _____

Other (Sponsorships, heat sheets, etc.) \$ _____

TOTAL RECEIPTS \$ _____

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

DISBURSEMENTS:

Officials' Expenses _____ \$ _____

Director's Fee _____ \$ 100.00

Facility Rental _____ \$ _____

Custodians _____ \$ _____

Security _____ \$ _____

Ticket Takers/Sellers _____ \$ _____

Timers/Scorers _____ \$ _____

Computer Rental/Operator _____ \$ _____

PA Announcer _____ \$ _____

Supplies _____ \$ _____

Awards _____ \$ _____

TOTAL DISBURSEMENTS \$ _____

GRAND TOTAL \$ _____

AMOUNT DISBURSED OR BILLED TO EACH SCHOOL \$ _____
(Circle One)

Director

SWIM REGIONAL
TEAM SCORING REPORT

TEAM SCORING REGION _____

<u>SCHOOL</u>	<u>SCORE</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

PLEASE FAX TO WVSSAC OFFICE (304-428-5431)
AT THE CONCLUSION OF THE MEET

PLEASE RETURN ONE COPY WITH FINANCIAL STATEMENT by February 27

SWIM REGIONAL
TEAM SCORING REPORT

TEAM SCORING REGION _____

<u>SCHOOL</u>	<u>SCORE</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

**PLEASE FAX TO WVSSAC OFFICE (304-428-5431)
AT THE CONCLUSION OF THE MEET**

PLEASE RETURN ONE COPY WITH FINANCIAL STATEMENT February 27