

SWIMMING (GIRLS AND BOYS)

State Tournament

1. The Board of Directors shall be responsible for selecting the site, time, date (**Week 33**), pairings, admission, and tournament director.
2. Director's Responsibilities
 - a. The director shall prepare the heats, order of events, and time schedule. The director will be responsible for notifying the WVSSAC of the number of participants (male and female) for each participating school.
 - b. The director shall arrange for ticket sellers/takers, public address announcers, national anthem, security, scorers, timers, and medical personnel.
 - c. The director shall arrange for electronic timing and needed computer operations.
 - d. The director shall be responsible for securing the necessary equipment for production of heat sheets for all sessions.
 - e. The director shall review the WVSSAC Spectator Support Information Regulations and notify participating teams accordingly.
 - f. The director shall provide pre-tournament information (lodging, meeting times, directions, etc.,) to participating schools.
 - g. The director shall inform media of the upcoming event and provide admission passes.
 - h. The director shall coordinate opening ceremonies - introduction of teams and officials, National Anthem, senior recognition, etc.
 - i. The director shall arrange for hospitality rooms for the coaches and officials.
 - j. The director shall arrange warm-up schedules for teams. Consult The Interscholastic for regulations.
 - k. The director shall assign seatings to each team. The director is also responsible for monitoring on-deck personnel - swimmers, officials, and contracted coaches only.
 - l. The director shall coordinate selection of an All Tournament Team for girls and boys.
 - m. The director shall make arrangements for the Awards Ceremony.
 - n. The director shall provide meet results to the WVSSAC office and to the media. The director shall also provide appropriate working equipment for media: modem/telephone line, event results, etc.
 - 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. The director shall also select the Meet Committee, conduct appropriate meetings, present all protests to the committee, and relay all committee decisions.

3. Admission Information

- a. The established admission price will be listed in the Interscholastic.
- b. The WVSSAC will mail tickets to the director. The director is responsible for returning unused tickets and the Ticket Order Form to the WVSSAC.
- c. Only WVSSAC Principal Courtesy and Identification Passes and Media Passes are to be accepted.
- d. Uniformed police officers are the only people admitted without a pass.
- e. It is recommended that pass-out tickets are NOT allowed.
- f. The director is responsible for restricting deck access to officials, coaches, and participating swimmers.

4. Financial Information

- a. The director shall complete the Financial Report (**Form SWM 4**) and submit it to the WVSSAC office.

5. Awards

- a. The director shall arrange for the Awards Ceremony.

FINANCIAL REPORT
STATE SWIM TOURNAMENT

Date _____ City _____

RECEIPTS:

_____ Adults @ _____ \$ _____

_____ Students @ _____ \$ _____

TOTAL RECEIPTS \$ _____

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

DISBURSEMENTS:

Facility Rental _____ \$ _____

Officials _____ \$ _____

Custodians _____ \$ _____

Security _____ \$ _____

Ticket Takers/Sellers _____ \$ _____

Timers/Scorers _____ \$ _____

Lifeguards _____ \$ _____

PA Announcer _____ \$ _____

Athletic Trainers _____ \$ _____

Supplies _____ \$ _____

Computer Rental/Operators _____ \$ _____

TOTAL DISBURSEMENTS \$ _____

PROFIT OR LOSS \$ _____

Return to: WVSSAC
2875 Staunton Turnpike
Parkersburg, WV 26104

_____ Director

