

**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: Suggested price: \$8.00 - Adults; \$6.00 - 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 @ \$ \_\_\_\_\_ ..... \$ \_\_\_\_\_

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

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.

