

**NORTHWEST INTERSCHOLASTIC ACTIVITIES ASSOCIATION**  
**2011 – 12**  
**District Event Management**

The Executive Board is responsible for the conduct and management of all Northwest District One district level playoff events conducted in the Northwest District. The Board shall confirm the playoff sites and dates of all District contests and tournaments. The Executive Board shall appoint/confirm the event manager for all Northwest District One events. The responsibilities of this position are listed below. The Board shall approve annually the fees for event managers and all event staff. (6/09)

**Staffing**

The Tournament Manager will staff all positions for the post-season events per the Northwest District One Playoff Tournament and Playoff Personnel Pay Schedule. This typically includes a certified athletic trainer, announcer, ticket sellers, ticket takers, score keepers, scoreboard operator, and so on.

**Event Information Bulletin**

The Tournament Manager shall be responsible for preparing a pre-tournament information and instructions for the participating schools, coaches and athletic administrators at least fourteen (14) calendar days prior to the event. An electronic copy of this bulletin needs to be e-mailed as a WORD Attachment document to Jim Piccolo, Northwest District One Director, for posting on the District Web Site. The participating schools will be able to access the bulletin information via the District One Web Site. The Bulletin shall include information from this Handbook, as well as items from the WIAA State Syllabus. Items to be included are:

- Tournament Rules and Procedures
- Event Committee Members
- Admission Prices and Pass Policy
- Travel Instructions
- District Allocations to State
- Special Regulations Particular to the Tournament

**Start-Up Money**

If a Tournament Manager requires start-up money for their tournament or playoff, it may be borrowed from the Northwest District One Director, at least one week before the tournament date. This request may be made by telephone, e-mail, fax, or letter.

**Bank Deposits**

You are to deposit your tournament event income into the **Bank of America** Northwest District One Tournament Account or you may mail a check made out to the Northwest District One Tournament Account. If you do not have a deposit slip, you may deposit the income into the Tournament Account using the Account # 26435503. All monies need to be deposited on the next business day after the money is collected. On the next school day, please notify the District Director of the amount of your deposit.

**Tournament and Playoff Financial Reports**

The Tournament Manager shall submit a completed copy of the “District One Tournament Financial Report” to Jim Piccolo, Northwest District One Director, within fifteen (15) days following the completion of the event. The Financial Report requires proper accounting for all sources of income, a detailed list of tournament expenditures, as well as the requests for payment. An electronic copy of the financial report is available on the District One Web Site. In addition to the Financial Report the following also need to be submitted:

- A check made out to “Northwest District One” or a completed copy of the Bank of America Northwest District One Tournament Account (account # 26435503) deposit receipt
- Copy of the Facility Use Permits

- A list of radio or television stations broadcasting from the tournament and the number of contests each station broadcast.

If a tournament or playoff is held at multiple sites, the Tournament Manager is responsible for distributing financial information and supplies to site managers.

- **REMINDER: When filling out deposit slips:**
  1. **Write on the deposit slip the Tournament/Game or Match site.**
  2. **E-mail District Director ASAP the date of the deposit and the amount. (piccolodist1@frontier.com)**
  3. **E-mail or Mail Financial statement with the copy of the deposit slip. As per NW District Tournament Handbook.**

### Entry Fees

Entry fees need to be collected by the Tournament Manager. These fees should not be sent directly to the Northwest District One District Director. The Tournament Manager needs to handle the depositing of these funds.

### Finances

- The host school district of the Northwest District One event shall not lose money.
- All member leagues/schools that participate in a Northwest District One event shall share in the profit or loss of the event, based on one share for each school involved in the event. The distribution of the profit or share of the loss shall be done in accordance with league policy.
- Income from the district events shall be handled as outlined below:
  - a. Northwest District One event funds are to be deposited in the Bank of America Northwest District One Tournament Account.
  - b. An event financial report is to be completed by the manager after receipts and expenses have been finalized and sent to the District Director. The District Director will complete sections of the financial reports concerning WOA official's expenses and the 3%/6% operational fee.
  - c. All expenses of the event are to be paid by check prepared by the District Director.
  - d. The total net receipts are to be disbursed as approved by the District Director in accordance with Northwest District One policy.
  - e. The event managers' stipend shall be paid as directed by the Northwest District One Director, which will be after completion of the event manager's responsibility. The District Director has been authorized to adjust the event manager's stipend based on attendance, income, and preparation time.
  - f. The radio/television broadcast fees for Northwest District One events will be deposited as Association revenue.
- Only Board approved expenses will be paid from event income.
- **Expenses for a hospitality room are not to be paid from event expenses.**
- Entry fees to participating schools will be permitted to cover the cost of an event. Permission and the amount of the fee require prior approval by the Executive Board. Checks completed by patrons to pay for admission must be made out to the "Northwest District One Tournament Fund" and must be endorsed on the back with "Northwest District One Tournament Account."

### 3% & 6% Athletic/Activities Operational Fee

If an income is generated from an Athletic/Activities playoff event, an operational fee will be charged. This includes the WIAA first round and quarterfinal contests involving Northwest District One schools.

1. The fee is 3% of the gross income if the event /tournament also involves schools from other activity districts.
2. The fee is 6% of the gross income if all participants in the contest/tournament are members of Northwest District One.
3. A net profit shared with other Activity Districts is not subject to the Northwest District One operational fee charge.

**Roster/Squad Size/Passes/Pass List**

Names to be placed on any pass list for Northwest District One Tournament and Playoffs events are to be in accordance with the WIAA guidelines for that sport. The guidelines for each sport can be determined by accessing the WIAA web site @ [www.wiaa.com](http://www.wiaa.com), accessing tournaments, and clicking on the particular sport. School Board members and the superintendent of a participating school should be admitted by properly identifying themselves. School supervisors will be admitted by an “Event Supervisors” pass only.

Scouting Passes: Coaches wishing to scout their next opponent must contact the playoff game manager prior to the game and a maximum of four (4) coaches may be put on the pass list.

**Roster/Pass List Numbers for District Tournaments**

<u>Sport</u>	<u># of Players</u>	<u># of Bench Personnel</u>	<u># of Supervisors To be admitted by Event Supervisor Pass Only</u>
<b>Baseball</b>	20	7	
<b>Basketball</b>	12	8	
<b>Fastpitch</b>	20	5	
<b>Football</b>	4A – 65	20	
	3A – 65	18	
	2A – 60	16	
	1A – 50	14	
	B-11 – 40*	12	
	B-8 – 35*	10	
<b>Soccer</b>	22	6	
<b>Volleyball</b>	14	4	
<b>Wrestling</b>	Varies	3 or 4	

\*See WIAA Regulations for an Exception. See WIAA Guidelines for # of Supervisors for Inter-District Events  
 Press Passes – School Newspaper, Photographer, & Video Photographer  
 Superintendent w/ ID  
 School Board Member w/ ID  
 WIAA Lifetime Passes  
 NW District Lifetime Passes (Salmon color)  
 Band Director  
 Cheerleaders (in uniform) & Advisor

**Rosters:** Rosters for baseball, basketball, fastpitch, soccer, and volleyball are to be set at the beginning of the district tournament and changes can be made only for unusual “emergency or catastrophic” circumstances. All changes must be approved by the Tournament Manager and confirmed by the District Director. See WIAA Regulation 25.3.0 & 25.3.1.

**Passes**

- Only the Northwest District One Event Supervisory Passes, lifetime passes, appropriate inter-district and WIAA passes are valid. The Northwest District One Supervisory Pass is **not** valid for Northwest District One events.
- Tournament managers will use a gate list for participating school team members, coaches, and managers. The WIAA number shall be used for each of the Northwest District tournament events.
- Teams eliminated from a Northwest District One tournament may be admitted to other tournament games in that classification upon request of the head coach to the tournament manger.
- Schools are expected to use their **Event Supervisor Passes** to admit their supervisors. No additional pass lists should be developed to provide admission for additional personnel. Superintendents and School Directors may be admitted by providing proper identification at the pass gate.
- Northwest District One passes are also not valid for any multi-District events.

### 2011 - 2012 Admission Prices

The Executive Board shall set all admission prices and policies.

	<u>Adult</u>	<u>High School Student w/ASB Card, Children &amp; Senior Citizens</u>
Baseball	\$6.00	\$4.00
Basketball	\$6.00	\$4.00
Bowling	Free	Free
Cross Country	Free	Free
Football (District)	\$6.00	\$4.00
<u>Football (State Bracket)</u>	\$8.00	\$6.00
Golf	Free	Free
Gymnastics	\$6.00	\$4.00
Soccer (District)	\$6.00	\$4.00
<u>Soccer (State Bracket)</u>	\$8.00	\$6.00
Softball	\$6.00	\$4.00
Swimming	\$6.00	\$4.00
Tennis	Free	Free
Track	\$6.00	\$4.00
Volleyball	\$6.00	\$4.00
Wrestling	\$6.00	\$4.00

No tournament or all session tickets will be sold as a part of a tournament admission policy. Students without a valid ASB card will be charged the adult price. The age for a Senior Citizen is 62. Preschool children are to be admitted Free with a Paid adult admission.

### Event Committee

For all post season athletic events held within District One, an event or “games” committee must be present to deal with protests and appeals that may arise, or other rulings the event manager requests of the committee. It is the responsibility of the manager to appoint the committee in accordance with these guidelines.

#### General Guidelines

1. The committee is to be appointed prior to the start of the event.
2. The manager is to serve as the chairperson.
3. Committee members may not be directly involved with schools included in a protest or appeal.
4. The committee is to consist of a minimum of three and a maximum of five people.  
The committee membership must include representation from the leagues to which the involved schools belong. The names of the committee members should be included on the Event Information Bulletin.

5. General Make-up Of the Committee: event manager, school district administrator (max. of 2), head coaches in the sport (max. of 2), and a meet official.

### **Cheerleaders and Drill Teams**

- Cheerleaders of participating schools will be admitted free if they are in uniform. The event manager may limit the number of cheerleaders.
- Cheer and song leaders must comply with the safety standards adopted by the WIAA.
- Drill teams scheduled to perform during half time will be admitted free if they are in uniform.
- Arrangements for drill team performances must be made with the Tournament Manager prior to game day.

### **Bands**

- Performing band members of participating schools identified by the band director will be admitted free.
- For games, other than football, at a home school site, the host school has the sole responsibility to determine whether or not a visiting school can bring a band.
- Half-time performances must be arranged with the tournament manager prior to game day.
- The number of band members admitted is included in the Tournament Manager's instructions.
- The Tournament Manager has complete control over the volume of amplified instruments. No microphones may be used with amplified instruments.
- All music instruments shall be retained in the bleachers or other designated areas as directed by the Tournament Manager.
- The Tournament Manager shall determine the seating location for bands.

### **Awards**

Northwest District One will provide the awards for each district level event. They will be sent to the Tournament Manager prior to the tournament. The number of awards for each tournament has been set by Northwest District One Executive Board policy. There is no charge to the tournaments for the cost of awards.

### **Awards Policy**

- The type and number of awards presented at District One events will be consistent for all classifications as set by the Northwest District One Executive Board.
- Team Award: A first place trophy will be provided.
- Individual Awards:
  - Cross Country – ribbons for the first three places and ribbons for state qualifiers
  - Forensics – ribbons for three places in eight events
  - Golf – ribbons for the first three places and ribbons for state qualifiers
  - Gymnastics – ribbons for the first three places in the individual events
  - Swimming – ribbons for the first three places and pins for places 4 – 6 in all events. Ribbons for places 7 through 12.
  - Tennis – ribbons for the first three places in singles and doubles and ribbons for places 4 - 8
  - Track – ribbons to the first three places and ribbons to places 4 – 8 in all events
  - Wrestling – ribbons for the first three and pins for places 4 – 6 in each weight class
- Team Awards: No Team Pins or ribbons will be awarded.
- Medals will be given to 1<sup>st</sup> place individual sports champions

Ties for team and individual placement in District events shall be handled as follows:

- Whenever there is a tie for final team/individual placement, which cannot be resolved by the rules of the sport, a flip of a coin will determine which school/individual will be presented the higher place team award.

Northwest District One will provide either the correct inscription plate or the correct award, whichever is necessary, to the other school(s)/individual(s) upon notification by the event manager. The manager is to return any surplus awards. A list of the student, events, placements, and school is to be provided by the Tournament Manager.

- In case of a tie for award placement the number of teams/individuals tied will replace as many of the succeeding places in the standings. For example, if two teams/individuals tied for first place, the next highest place finish is third.

### **Concessions and Programs**

Northwest District One maintains ownership of all Northwest Interscholastic Activities Association sponsored events and those events assigned by the WIAA Office and Executive Board.

- The host school may sell concessions and other appropriate school approved items normally sold at regular league contests.
- All items for sale must be of acceptable quality and sold at reasonable prices not to exceed prices of similar items sold at regular league contests.
- All non-school organizations or agencies are prohibited from selling concession items of any kind at the event site before, during, or following the event unless the tournament management grants specific permission. Questions regarding this policy should be directed to the District Director.
- Advertising in Northwest District One sponsored event programs must be approved by the Event Manager. Such advertising must comply with the Northwest District One Executive Board policy, that is, there shall be no advertising of tobacco products, alcoholic beverages, or other products deemed inappropriate for use by interscholastic sports participants or students attending these events.
- The host school/site for the event assumes all expenses for the sale of concessions. Net revenue, if any, shall be retained by the host school/site.
- The approved sponsor for the tournament program assumes all expenses for the printing and sale of programs. The sponsor, if any, shall retain net revenue. Participating schools may be charged the printing costs for each program received which may be deducted from each school's tournament share. No tournament funds may be used to subsidize programs.

### **Emergency Condition Policy**

- a. **Definition.** Emergency conditions may include, but are not limited to, severe weather, natural disasters, freeway closures and medical epidemics.
- b. **Procedure.** In case any school(s) cannot participate in a district event due to an emergency condition, the event manager shall consult with the event committee who shall determine the status of the event. The committee shall consider, but not be limited to, the following factors in arriving at a decision regarding the continuation of the event and/or the participation of any individual school(s):
  - The tournament manager will consult with the host site superintendent, or designee, regarding the status of the tournament site.
  - The distance from the affected school(s) to the event site.
  - The weather pattern of two previous days, i.e., has it improved in the daylight hours and what are the weather conditions at night?
  - Government agency recommendations regarding road use.
  - The number of available playing dates left to complete the event and the availability of the playing sites.
  - The ability to reschedule event activities without adversely affecting the event and group travel. (Sunday may be used as a play date by agreement of all superintendents whose schools would be affected by such a decision.)
  - The loss of school time for participants and event personnel.
  - In the event of severe weather the possibility of moving activities from evenings to afternoons shall be a consideration.
  - If there are event dates available preference will be given to rescheduling the entire day's activities.

- c. If the committee, after considering the above factors, decides to continue with the tournament one or more teams deciding not to participate, the representatives to the state tournament will be determined from among those schools that are able to participate in the district tournament.
- d. In the event a tournament must be canceled prior to completion, the berths to state will be assigned to the league champion(s). Any remaining positions shall be assigned to the next highest-ranking team in each league. In the event teams tie for the final berth, the selections shall be based on 1) head to head competition, 2) best league record, or 3) coin flip. After representatives to the state tournament have been determined, seeding into the tournament will be determined by 1) head to head competition, 2) league record, or 3) coin flip.

### Miscellaneous Tournament Practices

- School Supervisors: School supervisors have primary responsibility for crowd control.
- Crowd Control: The Tournament Manager has the authority to stop a contest as a result of unacceptable crowd behavior after conferring with the event committee and school representatives present. The contest may continue once the Manager has reasonable assurance that the disruptive behavior is under control. The contest officials are to be informed of this policy prior to the start of a contest.
- Signs: The school banner will be the only sign permitted at tournament contests.
- Noisemakers: Artificial and/or mechanical noisemakers are not permitted.
- Pass Outs: Pass outs are discouraged.
- National Anthem: The national anthem is to be played whenever possible, otherwise the flag salute is to be used.
- Confetti: Confetti will not be allowed. Schools who violate this policy may be assessed a clean up fee by the Tournament Manager.
- Solicitations: Solicitations by the school or non-school organizations will not be allowed.
- Towels: Participating schools will provide their own towels. The host school may provide towels for officials.
- Game Balls: The Tournament Manager is responsible for obtaining the approved tournament ball and/or assuring that an official approved ball is being used by the participating teams.

### WOA Officials

- When WOA officials work your tournament, their Association/Board are responsible for their pay for their services. (WOA officials are those officials who are assigned by an Official's Association. Swim and track officials are not WOA officials.) The Official's Association/Board needs to bill the Northwest District One Director. Do not pay any officials at the site.
- The Tournament Manager needs to send the District Director a list of official's associations/boards and the number of officials from each association/board who worked the event. Be sure to complete section 6 (Game Officials) on page 3 of the "Finance Report.)

The **Tournament Finance Forms** are available on the Northwest District One Web Site at [www.nwdist1.com](http://www.nwdist1.com) You can down load the forms from the web site and either submit your finance report by e-mail attachment or by regular mail.