



# NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: District 2B & 1B Basketball Site Manager  
Fr: Bruce Campbell, Director  
Re: District Tournament Information

The site manager is responsible for all details of the games at their site including the preparation and distribution of tournament information bulletins to participating schools, securing tournament personnel, equipment, supplies, etc.

## **Personnel**

**OFFICIALS:** The District Director will assign all tournament officials. The District Director will make individual game assignments based on the district policy regarding assignment of basketball officials to tournament games.

**WORKING PERSONNEL:** Pay scale for site manager and other working personnel should be adhered to (guidelines at the District 6 website, [www.ncwaa.org](http://www.ncwaa.org)) and any unusual expenses anticipated by the manager should be cleared through the District Director before tournament play begins.

## **Finances**

**ADMISSION PRICES:** Current prices available at the District 6 website, [www.ncwaa.org](http://www.ncwaa.org)

NCWAA will not furnish admission tickets. You need to get tickets and submit the cost as a tournament expense.

**PASSES:** LEAGUE PASSES WILL NOT ADMIT TO ANY DISTRICT TOURNAMENT. MEMBERS OF THE COACHES ASSOCIATION/AD'S ASSOCIATION WILL BE ADMITTED WITH THEIR MEMBERSHIP CARD AND ID.

**GATE RECEIPTS:** Adult supervision of the gate receipts is required at all times. TOTAL gate receipts are to be remitted to the District Director. Do not make any local payments or expenditures from this money.

The NCWAA will **NOT** fund hospitality rooms or coach's rooms.

**AWARDS:** The NCWAA trophies and medals will be delivered in advance of the tournament date.

**FINANCIAL REPORT:** Please refer to the District 6 website, [www.ncwaa.org](http://www.ncwaa.org), for the financial forms needed for reporting your tournament finances. Tournament financial reports are to be sent to the District Director no later than ONE WEEK after the conclusion of the tournament. THE DISTRICT DIRECTOR WILL PAY ALL BILLS AND EXPENSES FOR THE TOURNAMENT, INCLUDING OFFICIALS, WHICH WILL BE BILLED BY THE ASSOCIATIONS DIRECTLY TO THE DISTRICT DIRECTOR.

Host site will need to furnish game balls for their tournament.

Tournament results need to be forwarded to the District Director immediately following the conclusion of each game of the tournament. Immediately following the conclusion of the tournament, report the qualifiers to the appropriate WIAA person.

The NCWAA 2B & 1B Basketball Tournament Guidelines provide all pertinent information needed for the operation of the tournament.

Please call if you have any questions/concerns:

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