



# NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: 1<sup>ST</sup> & 2<sup>ND</sup> Round Football Site Managers  
Fr: Bruce Campbell, Director  
Re: Post-Season Information

The management of a 1<sup>st</sup> and 2<sup>nd</sup> Round Football game is the site manager's responsibility. The site manager should be thoroughly familiar with the current WIAA Football guidelines (available at the WIAA Website – [www.wiaa.com](http://www.wiaa.com)).

In addition, the site manager is responsible for contacting all schools with information regarding any/all of the items listed below:

1. Pre-game planning (duties and areas of responsibility)
2. Supervisors reporting time and identification
3. Crowd control procedures
4. Assignment of team dressing rooms
5. Location of dressing rooms
6. Sideline policies
7. Parking – team, rooster buses, band bus
8. Pass policy (no league passes allowed; any member of the coaches association or the AD association with their card and ID are admitted)
  - a. Pass gate should be provided
9. Ticket Prices
10. Game Balls

## **Personnel**

**OFFICIALS:** The District 6 Director will assign all tournament officials. Site managers will be responsible for contacting assigning secretaries with regard to when and where officials are to report.

**WORKING PERSONNEL:** Pay scale for site managers 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 managers should be cleared through the District 6 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 CARD AND ID.

**GATE RECEIPTS:** Adults supervision of the gate receipts is required at all times. TOTAL gate receipts are to be remitted to the District 6 Director. Do not make any local payments or expenditures from this money.

**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 6 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.

Schools will need to furnish game balls for their game.

Game results need to be forwarded to the District 6 Director and appropriate WIAA person immediately following the game.

Please call if you have any questions/concerns:

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