



# NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: District 4A & 2A Softball Site Managers  
Fr: Bruce Campbell, Director  
Re: District Tournament Financial Information

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

## **Personnel**

**OFFICIALS:** The tournament manager or site manager will assign tournament officials. Managers will be responsible for contacting assigning secretaries with regard to when, where and how many officials are to report. Managers will make individual game assignments based on the number of games needed to complete the tournament.

**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 Director before tournament play begins.

It is NOT necessary to hire crowd supervisors as each participating school is obligated to furnish ADULT supervisors on request of the tournament manager.

## **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.

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

**AWARDS:** The NCWAA/YVIAA awards 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 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.

The site manager will furnish game balls for the tournament and bill it through the financial report.

Tournament results need to be forwarded to the District 6 Director and next level manager immediately following the tournament.

Please call if you have any questions/concerns:

Bruce Campbell, Director NCWAA

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