



NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: District Soccer Site Managers
Fr: Bruce Campbell, Director
Re: District Soccer Information

The management of a district soccer game is the site manager's responsibility at the home site. The site manager should be thoroughly familiar with the current WIAA Soccer guidelines (available at the WIAA Website – www.wiaa.com).

In addition, the site manager is responsible for contacting the visiting school 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. Designating uniforms – light/dark
6. Sideline policies
7. Pass policy (no league passes allowed; any member of the coaches association or the AD association with their card and ID are admitted)
8. Ticket Sales
9. Game Balls
10. Soccer Games Committee (for Postponement/Rescheduling/Emergency Site Change)
11. Securing game officials

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

Personnel

OFFICIALS: Officials from the host school's association will be used and will be contacted by the site manager. Site managers will be responsible for contacting assigning secretaries with regard to how many, when and where officials are to report.

ASSIGNING SECRETARIES:

WENATCHEE VALLEY

Greg Olson
1505 Pershing St. N
Wenatchee, WA 98801
Home: 662-7251
Cell: 669-5386
Email: grego@ptrans.net

COLUMBIA BASIN

Lonnie O'Neal
9020 A McConnell Drive
Moses Lake, WA 98837
Office: 754-5035
Home: 762-1307
Email: lonnieoneal@genext.net

WORKING PERSONNEL: Pay scale for site managers and other working personnel should be adhered to (guidelines at the District 6 website, www.ncwaa.org) and any unusual expenses anticipated by managers should be cleared through the District 6 Director before play-off games begin

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

Finances

ADMISSION PRICES: Current prices available at the District 6 website, 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 CONTEST. 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.

FINANCIAL REPORT: Please refer to the District 6 website, 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.

Host schools will need to furnish game balls for their game.

Tournament 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:

Bruce Campbell, Director NCWAA
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Wenatchee, WA 98801
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Phone: 663-1020 Fax: 662-5885
Cell: 630-2056