



NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: District 1A, 2B & 1B Tennis Site Manager
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

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 Director before tournament play begins.

Finances

ADMISSION PRICES (IF POSSIBLE): 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 TOURNAMENT. MEMBERS OF THE COACHES ASSOCIATION/AD'S ASSOCIATION WILL BE ADMITTED WITH THEIR CARD AND ID.

GATE RECEIPTS (IF POSSIBLE): Adults 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, 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.

Tournament results need to be forwarded to the District Director and appropriate WIAA person immediately following the tournament.

The NCWAA Tennis Tournament Guidelines provide all pertinent information needed for the operation of the tournament and are available on the District 6 website, www.ncwaa.org.

Please call if you have any questions/concerns: Bruce Campbell, Director NCWAA
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