



NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: District 1A, 2B & 1B Track & Field Site Managers
Fr: Bruce Campbell, Director
Re: District Tournament Financial Information

The site manager is responsible for all details of the event including the preparation and distribution of meet information bulletins to participating schools, securing meet 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 the meet begins.

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 TOURNAMENT/MEET. 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 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, medals and ribbons will be delivered in advance of the meet 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.

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

The NCWAA 1A, 2B & 1B District Track Meet Guidelines provide all pertinent information needed for the operation of the meet and are available on the District 6 website at www.ncwaa.org.

Please call if you have any questions/concerns:

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