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**2023 Basketball Home Site Instructions**

The WCD/SWD/SKD host site instructions:

1. All games to be played at 7:00PM, unless otherwise indicated on the bracket.
2. The games will be played at the **home site of the higher seeded team.**
3. The West Central District III office, in conjunction with the WOA, will assign officials.

5. Volunteer worker pay is determined by the WCD Board. **Volunteers will be paid by** the WCD III Director, as per WCD Board approval,

6. **Home Team - Responsibilities**:

Manage as if a **home game** with the following **points of emphasis**:

a. Host school, please print rosters of both teams, which you can get from the WPAN/WCD site, hopefully.

b. **GoFan Digital ticketing** will be the only method of sales and will be made available as soon as possible once brackets are set. QR codes and ticket prices with QR Codes and instructions will be sent electronically.

c. **Use** the [Tournament Financial Form (Spreadsheet)](https://docs.google.com/spreadsheets/d/1QSygyESyBzfE26O8KkLAGndFouPY0gTk/edit#gid=1137288485) to **record** all **expenses and revenues** (Other helpful forms are in the Tournament Event Procedure Forms on WCD site.) All gate receipts belong to the WCD III. **Return all paperwork, within ONE WEEK of event to Financial Director, Stark Porter:** starkwcd3@gmail.com.

d. It is encouraged that facility **rental charges** and **custodial charges** will **not** be **charged** as

 an expense to the WCD, as much as possible.

e. **The WCD**, in agreement with the **WIAA**, encourages **Baden balls** to be usedas the tournament ball. The semi-finals and finals of the WCD tourney will use Baden balls.

 f. ***Please text your scores to Joe Keller, WCDIII Director (253)225-1761 and your classification’s tournament director, immediately after the game to allow the brackets to be updated. Cell numbers are on the syllabus.You will also be given permission to add scores to WPA.***

 g. **Only WCD provided passes, WSCA (WA State Coaches Association), WSSAAA (A.D. Association), WOA Trainer, and Rush Team Apparel passes are to be honored**. ASB cards, school district employees, WIAA, SWD and other **passes will not be** **accepted.** Please enforce this policy. Accepted tournament pass copies are included in the financial form folder link.

 h. Bands, cheerleaders and drill teams are admitted free, if 1) in uniform, 2) performing at the game and 3) *accompanied by their advisor*.

 i. The following people listed on the Pass List Form can enter through the Pass Gate with picture identification and sign-in signature: School Board Members and Superintendent, principal, assistant principal, event supervisor, athletic director, activity director, trainier, school photographer(1) school videographer (1). **Submit form to host school Athletic Director ASAP.**

 j. Keep copy of the game score sheets for record purposes.

 k. Concessions belong to host school.

l. Allow tournament boys/girls team members in free if with coach or advisor identifying them.

m. Radio/TV Broadcasters must contact Joe Keller (WCDIII Director) at

253-225-1761. The broadcasting station is required to complete a WCDIII Contract as

posted on the WCDIII website under “Forms”.

 **Thanks**. Questions? please email Joe Keller at jkellerwcd3@gmail.com, text or call 253-225-1761. 2/23