



# West Central District III

## OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

### TOURNAMENT/EVENT PROCEDURES

1. Please read general overview, accounting procedures, and facility use information
2. Read and sign Agreement Form-1.
3. Complete own facility use form....if applicable.
4. Return Form-1 and facility use form within one (1) week prior to tournament/event to:
  - i. Joe Keller, WCD III Director
  - ii. P.O.Box 39069
  - iii. Lakewood, WA 98496
  - iv E-Mail: jkellerwcd3@gmail.com
5. Return Tournament/Event Financial Report Form-2, and Ticket Sales Form-3 a maximum of one (1) week after tournament/event.

#### A. General Overview

1. West Central District III (WCD) sponsored tournament/events are the sole responsibility of the WCD and not the school district in which the tournament/event occurs.
2. As the sponsor and responsible party, the WCD carries two types of insurance:
  - a. Litigation-Liability Insurance, which covers the association in case of a lawsuit, filed over an accident or incident that may occur at the tournament/event site.
  - b. Catastrophic Insurance, which covers participants and tournament/event workers in case of an injury accident that may occur at the tournament/event site. This insurance becomes affective after the first \$25,000.00 of the individual's insurance coverage.
3. As the sponsor and responsible party the WCD pays rent (if necessary) for the use of the facility and employs a tournament/event manager who shall conduct the tournament/event according to WCD guidelines. The manager will employ the necessary personnel to conduct the event in a safe and efficient manner.
4. The pay scale for tournament/event workers is established by the WCD and shall take precedence over any pay scale established by the school district in which the tournament/ event is held.

**NOTE:** Managers **are not to** pay working personnel, support group, or officials. All monies generated from admissions and other revenue, are required to be deposited in the WCD III **Columbia Bank** checking account. The WCD III Director will make every effort to pay all working personnel within two weeks of receipt of deposit and Tournament/Event Financial Report.

10-15

## **B. Accounting Procedures - WCD III Tournaments/Events:**

1. If requested, each tournament/event manager is to send a preliminary budget to the WCD III Director before the start of the tournament/event.
2. Each tournament/event manager must keep an accurate and detailed record on the WCD III Financial Report forms. This includes all monies received and disbursed.
3. All monies received from admissions etc. are to be deposited into WCDIII **Columbia Bank** Account #7000737457. A checking deposit slip is available. Attach copy of deposit total with Form 2
4. *It is the managers' personal responsibility to deposit/reconcile proceeds with the bank within one (1) business day of the event. It is preferred that monies NOT be deposited in a bank night depository. However, if your district policy is contrary, then it is expected that the deposit be reconciled at the bank the next day, along with a bank deposit slip collected for records.*
5. *The District Office must be notified by email or phone call of exact bank deposit within 1-2 days of transaction. This is vital for bank reconciliation reports.*
6. All expenditures (expenses for working personnel, support group, officials, equipment/supplies, etc.) will be paid by the Director.
7. On-line Payroll: Complete Online Payroll Excel Form. List each tournament/event worker with first and last name address with city and zip, their assignment. This form gives specific instructions that needs to be followed. Contact the Director if questions.
8. If payment for expenditures is expected from the WCDIII, please enclose with paperwork all bills/invoices..... or send via attachment.
9. It is recommended that ticket sellers continue sales until end of contest. DO NOT ACCEPT PERSONAL CHECKS
10. **Return Tournament/Event Financial Report Form-2, and Ticket Sales Form-3 a maximum of one (1) week after tournament/event.**

## **C. Facility Use Permit:**

1. Tournament/event managers are REQUIRED to complete a Facility Use Permit **if** the tournament/event is conducted on school property.
2. Please E-mail completed Permit before event is scheduled
3. Enclose copy of the completed Facilities Use Permit along with your financial report.

10-15



# West Central District III OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

## AGREEMENT

BETWEEN \_\_\_\_\_ SCHOOL DISTRICT  
AND  
WEST CENTRAL DISTRICT III OF THE  
WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

The purpose of this agreement is to provide a procedure for the conduct and financial management of the West Central District III of the Washington Interscholastic Activities Association tournaments held in the \_\_\_\_\_ School District. The West Central District III of the WIAA and the \_\_\_\_\_ School District enter into this agreement effective upon signing by both parties under the following terms.

\_\_\_\_\_ SCHOOL DISTRICT will:

1. Provide a clean and safe facility for tournament/event activities.
2. Provide concessions (if applicable) for tournament/events.
3. Deposit revenues from tournament/event into **Columbia Bank** account.
4. Complete all WCDIII Financial Paperwork as required.
5. Provide a Facility Use Permit if tournament/event is held on school property.

WEST CENTRAL DISTRICT III of the WIAA will:

1. Provide a separate bank account (**Columbia Bank**- #7000737457 under the West Central District III of WIAA tax-exempt identification number (91-1157246).
2. Be responsible for overseeing the hiring of all personnel needed to carry out the tournament/event.
3. Pay all personnel and expenses needed to carry out the tournament/event.
4. Provide complete financial reconciliation of each tournament/event, along with supportive documentation.
5. Comply with \_\_\_\_\_ School District Facility Usage requirements including any facility use charges.
6. Comply with all Internal Revenue Service requirements for reporting wages paid to tournament personnel. Social Security numbers will need to be included in tournament/event report.

The term of this agreement is for the current 2015-16 school year and is subject to renegotiate for subsequent years.

**I have read and understand the WCD III Tournament/Event Procedures (General Overview, Accounting Procedures, and Facility Use Permit) information.**

\_\_\_\_\_  
Signature of School District Authority/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCD III

\_\_\_\_\_  
Date