



# West Central District III

## OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

### 2020 Basketball Home 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 or the team listed at the bottom of the game bracket.
3. The West Central District III office will assign officials.
5. The worker pay is determined by the WCD Board. **Workers will be paid by** the WCD III Director, according to the 1<sup>st</sup> Round Expenditure Form.
6. **Home Team - Responsibilities:**  
Manage as if a **home game** with the following **points of emphasis**:
  - a. The WCDIII will electronically deliver rosters to school well in advance of tip-off. Host school, please print those rosters.
  - b. Use own tickets and startup change.
  - c. **Use the Columbia Bank account for all your deposits.** (See Tournament Event Procedure Forms.) Deposit game revenue and program monies using the deposit slip included in above forms. **Record all expenses and revenues on the financial forms** enclosed in financial packet. All gate receipts and program monies belong to the WCD III. **Return all paperwork, including bank copy of actual deposit slip, within ONE WEEK of event to Director.**
  - d. **Do not accept checks** for admission. **No bills larger than \$20.00.**
  - e. It is expected that facility **rental charges** and **custodial charges** will **not be charged** as an expense to the WCD, as much as possible.
  - f. **The WCD**, through the home team, will furnish the game ball: **Baden** is required for the WCD Tournament.
  - g. **Please text your scores to Joe Keller, WCDIII Director (253)405-7009 and Tim Thomsen, Tournament Director (253)229-6132 immediately after the game to allow the brackets to be updated. You will also be given permission to add scores to WPA.**
  - i. Please help us advertise the WCD Tournaments.
  - j. **Only WCD provided passes, WSCA (WA State Coaches Association) and WSSAAA (A.D. Association) passes are to be honored.** ASB cards, school district employees and WIAA and SWD and other **passes will not be accepted.** Please enforce this policy.
  - k. Bands, cheerleaders and drill teams are admitted free, if 1) in uniform, 2) performing at the game and 3) accompanied by their advisor.
  - l. 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. All others will be admitted with the Sponsor, Supervisor or Chaperone Passes. (See *Guidelines*)
  - m. Keep copy of the game score sheets for record purposes.
  - n. Concessions belong to host school.
  - o. Allow tournament boys/girls team members in free if with coach or advisor identifying them.
  - p. **Radio/TV Broadcasters must contact Joe Keller (WCDIII Director) at 253-405-7009. The broadcasting station is required to complete a WCDIII Contract as posted on the WCDIII website under "Forms".**