

**West Central District III**  
**2010 2A Basketball 1<sup>st</sup> Round Instructions**

1. The **boys** play 7:00 pm, **Fri Feb. 26**
2. The **girls** play 7:00 pm, **Sat. Feb 27**
3. 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.
4. The West Central District III office will assign officials after the home sites are determined.
5. The worker pay is determined by the WCD Board according to the 1<sup>st</sup> Round Expenditure Form. **Home site A.D.'s will be provided a password to submit payroll on-line.**
6. **Home Team - Responsibilities:**  
Manage as if a **home game** with the following **points of emphasis:**
  - a. WCDIII will provide the programs. You are asked to **provide a program seller**. The WCD will pay the seller \$10.00 for the service. Remember to provide them with some startup change. Arrangements will be made to deliver and transfer programs to respective sites. Record program money on separate form provided.
  - b. Use own tickets and startup change.
  - c. **Use the Key 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 deposit slip, within ONE WEEK of event to Director at: WCDIII, P.O. Box 739, Maple Valley, WA 98038**
  - d. **Do not accept checks** for admission.
  - e. It is hoped that facility **rental charges** and **custodial charges** will **not be charged** as an expense to the WCD.
  - f. The home team is to furnish the game ball: Baden is the preference, but not required.
  - g. Arrange to have the game **results called in** to the local papers, especially the Tacoma News Tribune and the Seattle Times.
  - h. E-mail that evening the scores to Shelly Thiel, Director.
  - i. Please help us advertise the WCD Tournaments.
  - j. **Only WCD provided passes and WSCA (WA State Coaches Association) are to be honored.** ASB cards, school district employees and WIAA **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. A list of School Board Members and Superintendent can enter through the Pass Gate with picture identification and sign-in signature Form:. All others will be admitted with the 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 according to Guidelines. (Use program to verify)
  - p. Radio/TV **Broadcasters must** contact Shelly Thiel (WCD III Director) at 425-433-0555. The broadcasting station is required to **complete a WCDIII Contract.**

**Thanks.** If questions, please email Shelly Thiel at [sthielwcd3@comcast.net](mailto:sthielwcd3@comcast.net) or call 425-433-0555.