

**West Central District III**  
**2011 4A Basketball 1<sup>st</sup> Round Instructions**

1. The **girls** play 7:00 pm **Tuesday, February 15.**
2. The **boys** play 7:00 pm **Wednesday, February 16.**
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.
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. 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 actual deposit slip, within ONE WEEK of event to Director.**
  - 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 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. Posters are available.
  - 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 **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 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. (Use program to verify)
  - p. Radio/TV **Broadcasters must** contact Shelly Thiel (WCDIII 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.