

# Tri-District 1A/2B/1B

Northwest District 1

Sea-King District 2

West Central District III

## Handbook

2009-2010

### Rules and Regulations for Tournament/Play-Off Managers

**Cascade  
Emerald City  
Nisqually**

**Northwest  
SeaTac  
Olympic**

#### District Directors

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### Tri-District Events Management

The Tri-District Committee (hereafter referred to as "Committee") is responsible for the conduct and management of all Tri-District (hereafter referred to as "3D") events under the auspices of the respective District Executive Boards. The dates, sites and managers of all approved events shall be recommended by the Committee and ratified by the District Boards. The responsibilities of the position of Tournament Manager follow.

### Tri-District Tournaments

The 3D shall conduct tournaments in the following activities for the purposes of determining 3D champions and entries to WIAA sanctioned Slate Tournaments or meets:

Baseball	Tennis (Boys/Girls)
Basketball (Boys/Girls)	Track (Boys/Girls)
Cross Country (Boys/Girls)	Volleyball
Golf (Boys/Girls)	Wrestling (Boys/Girls)
Softball	Girls Soccer

A tournament shall also be held for determining entries to the WIAA Boys soccer tournament, with no 3D champion determined. Also, a playoff format for football will be approved for the purposes of determining entry into the state tournament

### Tournament Site Selection

The Committee shall compile a list of preferred sites for each tournament and direct the 3D representative of that sport to procure a feasible site. Factors in making the final determination shall be:

- Centrality of location
- Cost of rental
- Functionality of venue

The management of any site interested in hosting a 3D tournament should submit an inquiry to the Committee.

### Selection of Tournament Event Manager

The Committee shall select an approved manager for each 3D tournament. Whenever feasible the athletic administrator for the host school will be given preferential consideration. The manager chosen must be willing and capable of fulfilling the duties as outlined in this handbook. Any individual interested in serving as a 3D Tournament Manager should direct a letter of inquiry to the Committee. The Committee will recommend individuals for approval by District Boards.

### Selection of Tournament Personnel

The Event Manager will have responsibility for procuring appropriate personnel for each tournament. The number and type of each worker shall be in accordance with personnel guideline (see Tournament Pay Schedule). Variance will only be with prior approval of Districts.

### Pre-Tournament Information Bulletin/Syllabus

The Tournament Manager shall be responsible for sending pre-tournament information and instructions to all participating schools' coaches and athletic administrators at least fourteen (14) days prior to the event. In addition, copies of this bulletin will be emailed to each of the District Directors at the same time for publication on the District Websites. The Bulletin shall include information from this Handbook, as well as items from the WIAA State Syllabus. Items to be included are:

1. Rules and Procedures
2. Uniform information/Jersey Color
3. Squad Size
4. Team rosier/introductions
5. Towels
6. Practice/Warm-up sessions
7. Game ball information
8. Travel directions/map
9. Dressing room/bench assignments
10. Parking information
11. Signs/Noisemakers
12. Student conduct
13. Supervisory/participant/other passes
14. Officials/selection process
15. Bands/Cheerleaders/Drill Teams
16. National Anthem/Pledge of Allegiance
17. Seating arrangements - fans, bands, etc.
18. Admission Prices
19. Medical personnel expectations
20. Protest procedure
21. Games Committee members
22. Tournament Brackets: times, sites, dates
23. Qualifying procedures/substitution rules
24. Allocations to state from 3D
25. Special regulations particular to venue/sport
26. Awards - number and procedure
27. Hospitality Room (if available)
28. Field phones (if used in Football)
29. Lane assignments/seeding (track)
30. Tee-off procedures (golf)
31. Order of competition/events (all individual events)
32. Entry forms and fees (as appropriate)
33. Scoring procedures (as appropriate)
34. Use of numbers (track/cross country)
35. Shoes (if limited by facility)
36. Reporting of game results to local media
37. Tournament information telephone hotline and WIAA Webster
38. Any other information as appropriate

### Selection of Games Committee

The Games Committee of each tournament shall consist of at least three (3) individuals, one of whom shall be the Event Manager. Additional Games Committee members may be 3D Athletic Directors, Administrators, District Board members, or non-participating coaches. If participating coaches are to serve on the Games Committee, it shall consist of no fewer than four (4) people of which two (2) may be participating coaches. The purpose of the Games Committee shall be to adjudicate protests and appeals that may arise, or any other rulings the Event Manager requests of that committee. No individual may rule in a protest, appeal, or situation in which that person's school is directly involved.

### Allocation to/from 3D Tournament

The format of the tournament shall be recommended by the Committee and approved by the Districts. Whenever appropriate the Allocation formula shall be applied to each district to determine the number of entries given to that district. It is the responsibility of the district to determine the method by which its representatives to 3D tournaments are selected. The number of teams/individuals representing the 3D at state tournaments shall be the sum of entries provided to each district comprising the Tri-district. 3D Tournaments will generally be double the number of state allocations – or the most appropriate tournament size nearest to that number.

### Game Officials

Officials for all 3D events shall be registered members of the Washington Officials Association. The Home District coordinates all officials' assignments.

### Supervision/Crowd Control

School supervisors have primary responsibility for event crowd control. Each school is responsible for providing supervision at all of their contests. The supervisors must check in with the Manager prior to the contest and be actively supervising during the contest. The Tournament Manager, after conferring with the Games Committee and the school representatives present, has the authority to stop a contest as a result of unacceptable crowd behavior. The contest may continue once the Manager has reasonable assurance that the disruptive behavior is under control. The contest officials are to be informed of this policy prior to the start of a contest.

### Protests

Game/contest protests are to be handled by the Games Committee in accordance with WIAA/NFHS guidelines and rules.

### Postponement/Cancellation of Games

Tournament contests may be subject to postponement or cancellation due to any number of emergency conditions such as; severe weather, natural disasters, freeway or ferry closures medical epidemics. In case any school(s) cannot participate in a 3D event due to an emergency situation, the Event Manager shall consult the Games Committee who shall determine the status of the event. The committee shall follow the WIAA standards in Rule 25.6.0

In the event a tournament must be canceled prior to completion, the berths to state will be assigned to the league champion(s). Any remaining positions will be assigned to the next highest ranking team in each league. In the event teams tie for the final berth, the selections shall be based upon 1) head-to-head competition, 2) best league record, or 3) coin flip. After representatives to the state tournament have been determined, seeding into the tournament will be based upon those same three criteria.

### Medical Personnel

Any and all tournament medical personnel will be the responsibility of the participating schools. A school is not required to provide a team physician, but if it does such physician shall have authority as directed by WIAA.

### Awards

Team and individual awards shall be obtained by the Tournament Manager in the following quantities for each sport:

Football, Boys/Girls Soccer - No awards authorized

Baseball, Basketball, Volleyball, Softball, Track, Golf, Tennis, Wrestling, Cross-Country, Track – Team trophy to the 3D champion. In sports where there exists a boys champion and girls champion a team trophy shall be awarded for each championship.

Cross Country, Track, Tennis, and Golf – Pins to 1-3 finishers, ribbons to 4 thru 8 finishers in each of the boys and girls events.

Track – Medals to top 6 finishers in each of the boys and girls events

### Reporting of Game Results

The Tournament Manager is responsible at the conclusion of each day of competition to report the day's results, upcoming pairings, or advancement information to the following regional newspapers:

Bellingham Herald  
Seattle Times

Everett Herald  
Columbian

Tacoma News-Tribune  
Olympian

Specific Tournament Managers will be asked to provide information (brackets, syllabus, results) to the District Directors, who will post on their respective websites.

### Miscellaneous Tournament Policies

**P.A. Announcements** - Prior to each game the P.A. announcer will read the WIAA statement regarding sportsmanship. P.A. announcements must refer directly to the tournament in progress unless approved by the Tournament Manager.

**Filming** - Filming and videotaping will be permitted if facilities can accommodate with Event Manager approval. Priority for taping will be given to teams competing in the game in progress.

**Signs** - Only one official school banner will be allowed at tournament contests. No other signs will be allowed.

**Noisemakers** - Artificial &/or mechanical noisemakers are prohibited and will be confiscated by the tournament management. Megaphones are to be used only by the cheer staff and only in the sport of football.

**Checkouts** - Passouts are to be discouraged. Students are expected to remain on site until the end of the contest

**Confetti** - Disbursal of confetti is not allowed. Schools who violate will be charged for cleanup.

**National Anthem** - The National Anthem (or Pledge of Allegiance) will be played at the beginning of each session as feasible.

**Game Ball** – WIAA approved contest game balls will be provided by the home team.

**Squad Size** - The number of participants in each sport shall be as established by the WIAA. The participant list provided by each school shall identify those athletes eligible to participate. No substituting shall be allowed unless approved by the Games Committee.

**Towels** - Each participating school shall provide its own towels.

**Programs and Concessions** - The host site (school) may sell concessions and other approved items (school approved) normally sold at league contests. All items for sale must be of acceptable quality and sold at reasonable prices, not to exceed prices of similar items sold at regular league contests. Non-school organizations or agencies shall be prohibited from selling concession items of any kind at the event site before, during or after the event, except as contracted by the 3D for apparel and specialty items (see Merchandising).

Advertising in 3D event programs must be approved by the Tournament Manager. There shall be no advertising of tobacco products, alcoholic beverages or other products deemed inappropriate for use by interscholastic sport participants or students attending these programs. The host school for the tournament assumes all expenses for the sale of concessions. Net revenues, if any, shall be retained by the school.

**Hospitality Room** - Hospitality rooms at tournaments are at the discretion of the host site. Access to the hospitality room should be limited to tournament staff, coaches and officials.

**Hospitality room expenses may not be paid from event revenues.**

### Passes

- League passes will not be honored
- Tournament passes will not be printed
- WIAA lifetime passes will be honored
- WSSAAA passes will be honored.
- WSCA passes will be honored
- Each participating team will submit to the Tournament Manager a gate list for participating team members, coaches, managers, supervisors and photographers. The number of each allowed shall be established in the Tournament Manager's Instructions and shall be consistent with the WIAA guideline for state tournaments in each sport. Teams eliminated from, or not currently participating in, the tournament may be admitted to other tournament games upon request by the Head Coach to the Tournament Manager.

### Cheerleaders/Drill Teams

Cheerleaders of participating schools and drill teams scheduled to perform at half-time will be admitted free if they are in uniform. The number of cheerleaders may be limited by the Event Manager. Cheer and song leaders must comply with the safety standards adopted by the WIAA Arrangements for drill team performances must be made with the Tournament manager prior to game day.

### Bands

Performing band members of participating schools identified by the band director will be admitted free. Half-time performances must be arranged with the Tournament Manager prior game day. The number of band members admitted is included in the Tournament Manager's instructions. The Tournament Manager has complete control over the volume of amplified instruments. No microphones will be used with amplified instruments. All music instruments shall be retained in the bleachers or other designated area as directed by the Tournament Manager. The seating for bands shall be determined by the Tournament Manager.

### Sales of Tickets

Tickets will be sold on site day of event only.

### Merchandising

The 3D Committee holds the rights to any and all apparel and specially items bearing reference the 3D, any 3D tournament or contest. The Committee may assign these rights to a separate entity in exchange for payment. The Committee will establish a deadline for bids prior to each season's tournaments and may assign merchandising rights accordingly.

### Liability/Catastrophic Insurance

The host district will obtain certificate of insurance for the tournament from WIAA. Coverage must be confirmed prior to the beginning of the tournament.

### Tickets

Admission to 3D tournaments shall be by ticket. Tickets will be issued to Tournament Manager, and must be inventoried in and out. No complimentary tickets may be issued.

### Admission Prices for Tri-District Events

Prices will be at two levels - Adults and Students/Senior Citizens. Students are defined as individuals 6-18 (High School students must present ASB card for student prices). Seniors are defined as individuals 62 or over. Children under six are admitted free.

Admission prices shall be as follows:

<u>Tournament</u>	<u>Adults</u>	<u>Students/Seniors</u>
Football/Soccer (Tri-District only)	\$6.00	\$4.00
Volleyball (One session)	\$6.00	\$4.00
Volleyball (All sessions)	\$6.00	\$4.00
Baseball/Basketball/Softball/Track	\$6.00	\$4.00
Wrestling	\$6.00	\$4.00
Golf/Cross Country (Dist. 3)/Tennis	\$7.00	\$5.00
First/Second Round of WIAA		
Brackets in Football and Soccer	\$8.00	\$6.00

Students without ASB cards will be charged at the Adult rate. When two different events are held at a single site a combination ticket will be available.

### Financial Management

The handling of funds, filing of expenses, claiming of personnel compensation, submission income/expense reports, and other issues of financial management shall be in accordance with the procedure of the District of the host site (or, when held at multiple sites in more than one district of the Tournament Manager). All funds shall be managed by the District offices. No receipt or payments may run through any school accounts.

Once all claims against the tournament are paid, any profits shall be disbursed among the three districts. For tournaments where no admission is charged (i.e. golf, tennis, cross-country) the Tournament Manager may charge an entry fee. Permission and amount of fee must be recommended by Committee and approved by District Boards.

For any tournament which shows a loss, that loss will be borne among the three districts.

### Tournament Budget

The Tournament Manager shall, at the beginning of each sport season, submit a preliminary budget to the Committee. **Each tournament should be designed to create an income back to the districts or participating schools as per district guidelines. Barring that, the tournaments must be designed to at least break even.**

Event Managers' Stipends

Cross Country - Boys & Girls	\$100
Football	\$120
Soccer - Girls	\$50/\$25 each additional match
Soccer - Boys	\$50/\$25 each additional match
Tennis – Boys & Girls	\$125
Tennis - Site Manager	\$30
Volleyball	\$125
Volleyball - Site Manager	\$30
Basketball - 1A - Boys	\$280
Basketball - 1A - Girls	\$280
Basketball - B - Boys	\$260
Basketball - B - Girls	\$260
Basketball - Site Manager (Single/DH)	\$30/\$45
Wrestling	\$125
Baseball	\$100
Golf - Boys	\$70
Golf - Girls	\$70
Track	\$150
Softball	\$110

Using whatever Stipend is established in host district.

### Tournament Pay Schedule

Position	One Contest	Number of Personnel
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#### **Football**

Ticket Manager	\$40	one
Ticket Seller	\$25	two/three
Ticket Taker	\$25	two/three
Announcer	\$25	one
Scoreboard	\$25	one
Spotter	\$25	one
Timer	\$25	one
Security/Supervision	\$35	as required
Police Security		as required
Down Marker & Chain Crew	\$20	three/four
Medical Team		as required

#### **Basketball**

Ticket Manager	\$40	one
Ticket Seller	\$25	one/two
Ticket Taker	\$25	one/two
Announcer	\$25	one
Scorer	\$25	one
30-Second Clock	\$25	one
Timer	\$25	one
Security/Supervision	\$25	as required
Police Security		as required
Medical Team		as required
Parking		as required

#### **Soccer**

Ticket Manager/Seller	\$25	one
Ticket Taker	\$20	one
Announcer/Timer	\$20	one
Security/Supervision	\$20	as required

Position	Per 1/2 Day Session	Number of Personnel
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#### **Volleyball**

Ticket Manager/Seller	\$30	one
Ticket Taker	\$20	one
Scorer	\$20	one
Security/Supervision	\$30	as required

Position	One Contest	Double Header	Number of Personnel
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### Baseball and Softball

Ticket Manager/Seller	\$25	\$50	one
Ticket Taker	\$20	\$40	one
Announcer/Scorer	\$20	\$40	one

Position	Per Day	Number of Personnel
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### Track

Ticket Manager/Seller	\$35	one
Ticket Seller	\$25	one
Ticket Taker	\$25	one
Announcer	\$35	one
Referee	\$45	one
Clerk	\$40	one
Starter	\$45	one
Assistant Starter	\$40	one
Head Timer/Finish Judge	\$40	one
Timers	\$30	max of 8
Finish Pickers	\$30	max of 8
Field Event Officials	\$30	one per event
Marshals	\$30	max of 6
Computer Impute	\$30	one/two
Official Scorer	\$30	as required
Security/Supervision	\$35	as required

### Cross Country

Starter	\$25	one
Timer	\$20	one
Chute Manager	\$20	one
Recorder	\$20	one
Course Personnel	\$15	as required

### Wrestling

Ticket Manager/Seller	\$35	one
Ticket Taker	\$25	one
Announcer	\$30	one
Match Maker	\$30	one/two
Table Scorers and Timers	\$25	as required
Security/Supervision	\$30	as required