(Official as of July 10, 2019)

**TOURNAMENT MANAGER**

**RULES AND REGULATIONS**

**SEA-KING DISTRICT 2 OF THE WIAA**

**ARTICLE VII**

**ALLOCATIONS**

Section 1

 District Allocations: The number of teams and/or individuals representing Sea-King District *2* in district or regional play shall be determined by the Executive Board.

Section 2

 Allocations: Allocations shall be determined by the number of schools participating. In multi-league classifications within the district, any league with only one allocation and that has a state allocation greater than 1.01, will be provided with an avenue to playoffs for a possible second entry.

Section 3

 Dates for Allocations: Proposed District Allocations shall be presented, for consideration, to the Executive Board by the Sea-King District 2 President and District Director at the Executive Board meeting in the appropriate season.

 Fall Sports: Cross Country, Volleyball, Golf, Soccer, Football, Tennis and Girls Swimming

 Winter Sports: Basketball, Gymnastics, Wrestling and Boys Swimming

 Spring Sports*:* Track, Soccer, Softball, Baseball, Golf, and Tennis

**ARTICLE VIII**

**DISTRICT TOURNAMENTS**

Section 1

 Authority for District Tournaments The WIAA District is the original authority for determining the method by which entries that are allocated to that district qualify for State Tournaments or Meets. (WIAA 22.2.0) By entering participants in a District Championship event, each member school certifies that, barring injury, illness, or unforeseen events, the team or individuals representing the school will participate in every competition that is part of that championship event and, if they qualify for the state tournament, they will participate in every competition there as well.

Section 2

 District Tournament Definition District Tournaments are post-league events that qualify teams and/or individuals for State Tournaments and shall include those state qualifying tournaments of:

1. Single leagues within a district

 b. Intra-District play

 c. Inter-District play (Combined allocations)

Section 3

 Sea-King District 2 Tournaments Sea-King District 2 may conduct District Tournaments in the following activities for the purpose of determining District Champions and entries to WIAA sanctioned State Tournament/Meets.

 Basketball - Boys/Girls Tennis - Boys/Girls

 Cross Country - Boys/Girls Track - Boys/Girls

 Golf - Boys/Girls Swimming - Boys/Girls

 Volleyball Gymnastics

 Softball Football

 Soccer - Boys/Girls Wrestling – Boys/Girls

 Baseball Dance/Drill

 The District Board will determine positioning on the state brackets. District 2 will follow the WIAA “Bound for State” guidelines at the District level for all sports.

Section 4

 District Tournament Management The Executive Board is responsible for the conduct and arrangement of all Sea-King District 2 Tournaments. The dates, sites and format of all approved District Tournaments shall be determined by the Executive Board.

Section 5

 Tournament Manager The Executive Board shall appoint Tournament Managers for all Sea-King District 2 Tournaments. The Tournament Manager is in complete charge of the event and is empowered to make decisions and judgments deemed necessary to insure fair competition and provide a quality event.

Section 6

 Games Committee A Games Committee shall be appointed by the Tournament Manager at least two (2) weeks prior to the start of the tournament. The names of the Games Committee members shall be announced and posted when possible. Preferably, staff members of participating schools should not be permitted to serve on Games Committees. This committee could meet by conference call.

 The duties of the Games Committee are as follows:

1. Assist the Tournament Manager as needed and be available at all times during the event.
2. Act as an arbitration board for any disputes and respond to special concerns that might arise. Final decisions shall be made by consensus of the Games Committee.
3. Represent Sea-King District 2 on all Tournament policy matters.
4. Respond to alleged infractions or rule violations from participating coaches and/or administrators - not contestants.
5. Make recommendations for improvements or modifications to the Executive Board at the conclusion of the event.

Section 7

 Advance Information The Tournament Manager shall be responsible for sending pre-tournament information and instructions to all participating schools, coaches, athletic administrators and the Sea-King District 2 District Director**.** The bulletin shall include information from the Sea-King District 2 Rules and Regulations, as well as the WIAA State syllabus. Items to be included are:

1. Tournament Format
2. Tournament Rules and Procedures
3. Games/Tournament Committee Members
4. Special Rules & Regulations Particular to the Tournament
5. Admission Prices and Pass Policy
6. District Allocations to State
7. Travel Instructions

Section 8

 Publicity No money shall be expended for publicity of Sea-King District 2 Tournaments. However, the Tournament Manager shall be responsible for providing advance tournament information and results to the media.

Section 9

 Tournament Officials The Tournament Manager shall arrange for qualified officials to conduct the event. These officials may include ticket sellers/takers, timers, scorekeepers, starters, judges, crowd supervisors, announcers, as well as the game/meet officials.

Section 10

 Security The Tournament Manager shall have the responsibility to provide adequate security to maintain control both inside and outside the tournament facility.

Section 11

 Trainer The Tournament Manager shall have the responsibility to provide an athletic trainer for district tournaments (as needed…and with the prior approval of the District Director).

Section 12

 Pre-Tournament Practice Pre-tournament practices at the tournament site shall not be permitted, with the exception of Cross Country and Golf and only permitted if accessible to all participants.

Section 13

 Tournament Finances

1. The gross income from all ticket sales, entry fees, etc., shall be deposited directly in the Sea-King District 2 Central Account.
2. Tournament Managers shall not directly pay expenditures (bills) themselves. All tournament expenditures shall be paid by check from the Sea-King District 2 Central Account.
3. Sea-King District 2 assumes the financial responsibility for all its Tournament/Meet events. Therefore, all tournament profits and losses shall be reflected in the Sea-King District 2 Central Account.
4. Sea-King District 2 does not assume financial responsibility for hospitality.
5. Tournament managers only will be reimbursed mileage/tolls when travel exceeds 20 miles one way.
6. Sea-King District does not assume responsibility for lost or stolen items.
7. Kingco 4A will follow the same procedures and process them through the Kingco Central Account for the 2018-2020 Classification Cycle for those sports not involved in the Kingco/Wesco Bi-District Agreement.
8. 1st and 2nd round profits/losses from regional/state contests in football and soccer are split between the two districts involved in the contest.

Section 14

 Football and Soccer State First Round: Playoff Finances

1. Net profits (after splitting with competing team’s district) from first round games of 4A and 3A Sea-King District 2 teams shall remain with the respective team’s league. It is the responsibility of these Leagues to conduct first round games and pay all related expenses.
2. Net profits (after splitting with competing team’s district) from other classification’s first and all classifications second round games shall be retained in the Sea-King District 2 Central Account.

Section 15

 District Tournament Preliminary Budget Exceptions to the guidelines outlined below allowed only when approved in advance by the District Director.

Section 16

 Tournament/Playoff Financial Report **The Tournament Manager shall complete and submit a District Tournament/Playoff Financial Report to the District Director within ten (10) days after the completion of the event.** The Financial Report requires proper accounting for all sources of income as well as detailed requests for payment of tournament expenditures. The Financial Report shall include:

1. Cover sheet
2. Ticket and cash reconciliation forms including attached tickets
3. Deposit totals including copies of bank deposit receipts
4. Facility rental information (approved in advance and not for home games)
5. Miscellaneous expense information including all invoices
6. Working personnel lists including names, addresses, phone numbers, and contracted services/ hours

NOTES:\*\*\*Any Custodial charges MUST be approved in advance. Any deviations from pay schedules below MUST be approved in advance. The Executive Board will not authorize reimbursement payment for substitute teachers or release time for tournament managers.

Section 17

 Tournament/Playoff Manager Stipend Schedule

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| --- | --- | --- | --- |
| Football- 3A/4A | Single Game | $150  | $75 each add. game |
| Football- 2A&smaller | Single Game | $100  |  |
| Basketball- 3A | Overall Tourn. Mgr. | $600  | + $50 per game (worked) |
| Basketball- site mgr. 3A/4A | Single Game | $100  | $50 each add. game |
| Basketball- site mgr. 2A&smaller | Single Game | $75  | $40  |
| Track | One Day Meet | $250  | + $250 2nd day |
| Track Assistant- 3A/4A only | One Day Meet | $150  | + $150 2nd day |
| Cross Country | One Day Event | $150  |  |
| Volleyball- overall mgr. | One Day | $125  | $75 each add. day  |
| Volleyball- home site mgr. | One Session | $50  | $30 each add. session |
| Swimming | Per Session | $75  |  |
| Tennis | One Day Tourney | $125  | $100 add. day, up to 2 days |
| Softball- overall tourn. mgr. | Overall Tourn. Mgr.  | $100  |  |
| Softball- home site mgr. | Per Session | $45  |  |
| Baseball | Single Game | $75  |  |
| Gymnastics | One Day, One Class. | $125  | $75 for extra dist. or class. |
| Golf | One Day Event | $125  |  |
| Soccer | Single Game | $75  | $50 each add. game |
| Dance/ Drill | One Day Event | $200  |  |
| Wrestling\*\* | One Day Event | $150  | $100 add. day  |
| \*\*temporarily hosting girls wrestling |   |   |

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| **\*\*\*Any deviation from the stated amounts needs to be submitted for approval** |
|  **by the SeaKing District Director in advance of the tournament.** |

Section 18

 Tournament/Playoff Working Personnel Pay Schedule

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| **\*Any deviation from the stated amounts needs to be submitted for approval** |
|  **by the SeaKing District Director in advance of the tournament.** |
| **\*\*All athletic trainers must be approved in advance.** |
| **\*\*\*$15.00/ hour rate to be calculated to the nearest quarter hour.** |

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| **Baseball** | based off of a 3 hour avg. game |
| Ticket Seller | $45  | One |
| Announcer/Scorer | $45  | One |
| Athletic Trainer | $25/hour as approved in adv. |

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| **Basketball** |  |  |
| Ticket Seller | $30  | 1 to 2 |
| Ticket Taker | $30  | 1 to 2 |
| Scorer | $30  | One |
| Timer | $30  | One |
| 30 Second Clock | $30  | One |
| Announcer | $30  | One |
| Security/ Supervision | $15/hour | As required |

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| **Cross Country** |  |  |
| Starter/ Timer | $30  | One |
| Chute Manager | $30  | One |
| Recorder/Scorer | $30  | 1 to 2 |
| Course Personnel | $30  | As needed |
| Course Set-up | $15/hour | One |
| Athletic Trainer | $50 (2 hours) as app. in adv. |

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| **Dance/Drill** |  |  |
| Ticket Seller/ Taker | $90  | Two |
| Registration | $60  | Two |
| Music Tech | $90  | Two |
| Announcer | $90  | Two |
| Scorers | $75  | Two |
| Doors | $90  | Three |
| Supervision | $120  | Two |

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| **Soccer** |  |  |
| Ticket Seller/ Taker | $30  | 1 to 2 |
| Timer/ Scorer | $30  | One |
| Announcer | $30  | One |
| Security/ Supervision | $30  | One |

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| **Football** |  |  |
| Ticket Manager | $45  | One |
| Ticket Seller | $37.50  | 1 to 3 |
| Ticket Taker | $37.50  | 1 to 2 |
| Score Clock | $30  | One |
| Announcer | $37.50  | One  |
| Security/Supervision | $45  | As required |
| Down Marker | $30  | One |
| Chains | $30  | Two |
| **Gymnastics** |  |  |
| Ticket Seller/ Taker | $90  | One |
| Announcer | $105  | One |
| Scorekeeper | $90  | 1 to 2 |
| Security/Supervision | $105  | One |
| Computer Input/Results | $175  | One |
| Set up/ Take down | $500  |  |
| Athletic Trainer | $150 (6 hours or approved) |

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| **Softball** | (based off of a 2 hour avg. game) |
| Ticket Seller | $30/session | One |
| Announcer/Scorer | $30/session | One |
| Athletic Trainer | $25/hour as approved in adv. |

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| **Swimming** |  |  |
| Ticket Seller/ Taker | $30/session | One each |
| Announcers | $30/session | One  |
| Swim Referee | $30/session | One |
| Dive Referee | $45  | One |
| Officials, Head Timer | $30/session | Max 7/ session |
| Computer Seeding | $75 per class. | One |
| Scoring/ Results | $30/session | One |
| Timing System Operator | $30/session | One |

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| **Track** |  |  |
| Ticket Manager | $15/hour | One |
| Ticket Seller/ Taker | $15/hour | 1 to 2 |
| Referee | $15/hour | One |
| Clerk | $15/hour | One |
| Announcer | $15/hour | One |
| Starter | $15/hour | One |
| Assistant Starter | $15/hour | One |
| Head Timer/ Finish Judge | $15/hour | One |
| Timers | $15/hour | Max 8 |
| Finish Pickers | $15/hour | Max 8 |
| Head Field Events Official | $15/hour | 1 to 2 |
| Assistant Field Events Officials | $15/hour | 1 to 2 ea. event |
| Marshal (Judge) | $15/hour | Max 6 |
| Computer Input | $15/hour | 1 to 2 |
| Security | $15/hour | As needed |
| Statistician/ Official Scorer | $15/hour | One |
| Athletic Trainer | $25/hour as approved in adv. |

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| **Volleyball** |  |  |
| Ticket Seller | $30/session | 1 to 2 |
| Ticket Taker | $30/ session | 1 to 2 |
| Scorer | $30/ session | One |
| Timer | $30/ session | One |
| Announcer | $30/ session | One |
| Security/ Supervision | $30/ session | 1 to 2 |
| Athletic Trainer | $25/hour as app. in adv. |

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| **Wrestling** |  |  |
| Wrestling is a WIAA Regional event. At this time, there aren't enough female wrestlers to be |
| treated the same as the boys, so the District is temporarily funding the girls' tournament. |
| Workers will be paid at $15 per hour. |  |

Section 19

 Admission Prices

 a. Admission fees shall be charged to attend all Sea-King District 2 Tournament/Playoff events.

 b. Ticket Admission Prices:

 STUDENTS W/ASB Card (Age 6/Over)

 ADULTS SR CITIZENS (Age 65 & Over)

**WIAA FOOTBALL** $10.00 $7.00

 **SOCCER** $10.00 $7.00

 **BASEBALL** $10.00 $7.00

**DISTRICT BASKETBALL** $7.00 $5.00

 **TRACK** $7.00 $5.00

 **VOLLEYBALL** $7.00 $5.00

 **SWIMMING** $7.00 $5.00

 **GYMNASTICS** $7.00 $5.00

 **SOFTBALL** $7.00 $5.00

 **DANCE/DRILL** $7.00 $5.00

Section 20

 Passes

1. District 2 League scouting passes (with I.D.) will be honored. Faculty passes will not be honored.
2. District Tournament passes will not be printed.
3. Tournament Managers will issue passes or use a gate list for participating team members, coaches and managers. The number shall be established in the Tournament Manager’s Instructions. Teams eliminated from a Sea-King District 2 Tournament may be admitted to other tournament games, in that classification, upon request made by the head coach to the games manager.
4. A pass list will be used to admit competing school supervisors unless supervisory passes are printed and distributed by the Tournament Manager. Schools are to notify the Tournament Manager prior to the tournament game as to who will be assigned supervisory duties.
5. Sea-King District 2 Lifetime passes, Coaches Association passes (2018-2019) and WIAA and WSSAAA Lifetime passes will be honored at all District Tournaments.
6. The Superintendent, Principal and Board Members of participating school districts may be added to the school’s supervisory list.
7. Sea-King District 2 Lifetime Passes will be issued in appreciation to those individuals who:
	1. Serve as a Sea-King District 2 Executive Board member for four year.
	2. Serve as a Sea-King District 2 Tournament Director for five years.
	3. Are nominated by a Sea-King District 2 Executive Board member for service to Sea-King District 2, with a 2/3 approval of the Executive Board.

Section 21

 Cheerleaders

 a. Cheerleaders of participating schools will be admitted free if in uniform.

 b. Cheer and Song Leaders must comply with the safety standards adopted by the WIAA.

Section 22

 Drill Teams

 a. Drill teams, who are scheduled to perform during half time, will be admitted free if in uniform.

 b. Arrangements for performances must be made with the Tournament Mgr. prior to game day.

Section 23

 Bands

1. Band members of participating schools, as identified by the Band Director, will be admitted free.
2. Half time performances must be arranged with the Tournament Manager prior to game day.
3. The Tournament Manager shall have the authority to limit the number of Band Members for participating schools.
4. The Tournament Manager shall have complete control of the volume of amplified instruments. Microphones will not be permitted to be used with amplified instruments.
5. All music instruments shall be retained in the bleachers or other designated area as directed by the Tournament Manager.

Section 24

 Concessions and Programs

1. Sea-King District 2 maintains ownership of all Sea-King District 2 sponsored Tournaments and those events assigned by the WIAA Office/Executive Board.
2. The host site (school) may sell concessions and other appropriate items (school approved) normally sold at league contests.
3. 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.
4. Non-school organizations or agencies shall be prohibited from selling concession items of any kind at the event site, before, during or following the event.
5. Advertising in Sea-King District 2 sponsored events 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 events.
6. The host school for the tournament assumes all expenses for the sale of concessions and/or programs. Net revenues, if any, shall be retained by the host school.
7. T-Shirts and other items not normally sold at league contests must be approved by the District Director. Revenues from these items belong to the district.

Section 25

 Authority of Medical Personnel Upon notification to contest officials and coaches, the designated tournament physician or athletic trainer shall make the determination on an injured athlete’s removal from and/or return to contest, unless the athlete’s team doctor is in attendance. (WIAA 17.36.0) Athletic trainers provided by the Sea-King District for tournaments are designated for emergency duties only; schools shall provide their own for taping and other duties.

Section 26

 Interim Severe Weather Policy

1. The Tournament Manager, in consultation with the games committee, shall make the final decision concerning rescheduling tournament participation affected by severe weather.
2. If severe weather (or other emergency) conditions affect a participating school, but not the tournament, it is the responsibility of the Principal to notify the Tournament Manager.
3. The Tournament Director shall accommodate the affected school(s) by rescheduling, if possible.

Section 27

 Miscellaneous Tournament Practices

1. **School Supervisors:** The principal of each participating school must assign one member of the staff as the head supervisor for that student body rooting section. School supervisors have primary responsibility for crowd control. For all District team tournament events, a school supervisor must check in at least 30 minutes prior to the contest.
2. **Authority:** The Tournament Manager has the authority to halt a contest as a result of unacceptable crowd behavior. The contest may continue once the Tournament Manager has reasonable assurance the disruptive behavior is under control.
3. **Signs:** The school banner is the only sign permitted at tournament contests.
4. **Noisemakers:** Artificial and/or mechanical noisemakers are not permitted.
5. **Check Outs:** Fans may not leave a contest and return later.
6. **National Anthem:** The National Anthem is to be played at the opening contest, whenever possible; otherwise employ the flag salute.
7. **Confetti:** Confetti will **NOT** be allowed. Schools who violate this policy may be assessed a cleanup fee by the Tournament Manager.
8. **Solicitations:** Solicitations by school or non-school organizations will not be permitted.
9. **Towels:** Participating schools will provide their own towels. Towels for officials shall be provided by the host school.
10. **Game Ball:** The sport syllabus states which team shall provide the WIAA approved game ball.
11. **Squad Size:** The number of participants in each sport shall be the same as established by the WIAA unless an extension is granted by the Executive Board. Basketball will adhere to the WIAA number of participants (12).

**ARTICLE IX**

 **AWARDS**

Section 1

 Awards Sea-King District 2 will provide appropriate trophies and awards to District Team Sport Champions and Individual Performers.

1. A Championship Trophy will be presented to the Number One (#1) team in all Sea-King District 2 sponsored Tournaments.
2. Individual Pins will be awarded to members of Sea-King District 2 sponsored Team Sports. Schools may purchase additional pins for coaches, managers, athletic trainers, etc.

 Boys & Girls Basketball Pins for 1st, 2nd, & 3rd place

 Softball Pins for 1st, 2nd, & 3rd place

 Volleyball Pins for 1st, 2nd, & 3rd place

1. Pins and Ribbons will be presented to the top finalists in Individual Sports.

 Cross Country Pins for 1st, 2nd, & 3rd place

 Ribbons for 4th to 10th place

 Gymnastics - All Around Pins for 1st, 2nd, & 3rd place

 Ribbons for 4th to 6th place

 Gymnastics - Bars, Beam, Pins for 1st, 2nd & 3rd place

 Vault & Floor Exercise: Ribbons for 4th to 10th place

 Swimming Pins for 1st, 2nd & 3rd place

 Ribbons for 4th to 6th place

 Tennis Pins for 1st, 2nd & 3rd place

 Ribbons for 4th to 6th place

 Track Pins for 1st, 2nd & 3rd place

 Ribbons for 4th to 6th place

 Golf Pins for 1st, 2nd & 3rd place

 Ribbons for 4th to 10th places

 Girls Wrestling (2020 only) Host will purchase medals – 1,2,3

 District will reimburse

**ARTICLE X**

**RADIO AND TV**

Section 1

 Radio and TV Sea-King District 2 of the WIAA maintains exclusive broadcasting and television rights to all District Tournament and Playoff events. Ancillary to this right is the right to require payment from the Broadcaster or Televisor.

1. Radio and Television Stations will be required to submit their requests in writing to the Sea-King District 2 District Director to receive permission to broadcast or televise Sea-King District 2 Tournament of Playoff events.
2. Authorization may be granted following the Sea-King District 2 Executive Board's or designee's satisfactory consultation with the tournament or event manager and assurance that facilities are available, and too, acceptance by the two (2) schools involved.
3. All contests will be played on the date and time as scheduled. Times and dates will not be altered to satisfy special broadcast or television schedules.
4. Radio and Television Stations will be required to pay a rights fee to broadcast or televise said contests.
5. Rights Fee Schedule:

 **Radio:**

 Football (Regional - Quarter Finals) $200.00 per contest

 Basketball (Sea-King District 2 Championship) $200.00 per contest

 Other Sports & Web $100.00 per contest

 **Delayed Television:**

 Commercial TV $600.00 per contest

 Educational TV $100.00 per contest

 **Direct Television:**

 Commercial TV $2,000.00 per contest

1. Fee schedules for Broadcasting or Televising Inter-District Tournaments or Playoffs will be based on the Fee Schedule of the home WIAA District.
2. Fees shall be prepaid or paid at game site, prior to the start of the contest. Checks are to be made payable to: SEA-KING DISTRICT 2 OF WIAA. Broadcasts or Telecasts **will not** be permitted if fee **is not** paid.
3. Commercial Advertising standards must be acceptable to the Sea-King District 2 Executive Board.
4. Sea-King District 2 reserves the right to cancel agreements with broadcasters or televisors who violate any section of this article.