**SEA-KING DISTRICT 2 OF THE WIAA
TOURNAMENT INFORMATION PACKET**

To: 2019-20 Sea-King District 2 District Tournament Managers

From: Tom Doyle, Sea-King District 2 Director

Subject: Tournament Information Packet

**GENERAL INFORMATION**

As District Tournament Managers, you as a group represent the Executive Board of the Sea-King District 2. The Tournament Manager is in complete charge of each event and is empowered to make any decisions and judgments deemed necessary to insure fair competition and a quality event. The Executive Board expects you to make all reasonable advance preparations to insure a safe and successful tournament and to exercise prudence in the handling of all expenses.

Tournament Managers include those who are managing a full tournament and those who are managing a home site event on one of our brackets. So some will be managing one contest on a given night, others will host a double header, and others will host the multiple game portion of the brackets.

**RULES AND REGULATIONS**

The major portion of the Sea-King District 2 Rules and Regulations is devoted to providing information and guidelines for management of District Tournaments. District Tournament Managers are expected to review those Articles and Sections of the Rules and Regulations related to the operation of District Tournaments, with specific attention to:

 Article I: Board Operations; Section 3 – Accounting Procedures
 Article V: Rule Violations and Penalties
 Article VI: Protests and Appeals
 Article VII: Allocations
 Article VIII: District Tournaments
 Article IX: Awards
 Article X: Radio, Internet, TV

In addition, the Sea-King District 2 is committed to following the WIAA **“Bound for State Guidelines”** for each sport. The Tournament Managers are expected to be familiar with the Bound for State regulations for their sport.

**GAMES COMMITTEE**

A Games Committee is to be appointed by the Tournament Manager prior to the start of the event. The names of the Games Committee Members should be announced and posted when possible. 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 will be made by consensus of the Games Committee.
3. Represent Sea-King District 2 on all Policy matters.
4. Respond to alleged infractions, rule violations, or appeals from participating coaches or administrators.
5. Make recommendations to the Executive Board for improvement of the District Tournament for the following year.
6. The Games Committee may be composed of no fewer than three, nor more than five, members. Games committee members may include 1) the event manager or designee; 2) the head official; 3) a coach, athletic director or school administrator not involved in the appeal; and may include 4) the official scorekeeper or 5) another event staff member.
	1. The Games Committee members may not have a conflict of interest with the teams/individuals involved with the appeal.
	2. The Games Committee member(s) may be available by phone if necessary.

**DISTRICT TOURNAMENT MANAGER INSTRUCTIONS**

1. **ADVANCE INFORMATION**. The District Tournament Manager is responsible for sending pre-tournament information and instructions to all participating schools and their athletic directors. This bulletin should include information from the Sea-King Rules and Regulations as well as items included in the WIAA Bound for State. This bulletin/syllabus should also be sent to the District Director for publishing on the Sea-King District 2 website. Copies of previous year’s bulletins are available from the District Director upon request. Include items such as:
	1. Tournament Rules and Procedures
	2. Travel/parking instructions
	3. Games Committee Members
	4. District Allocations to State
	5. Admission Prices and Pass Policy
	6. Special Regulations particular to the District Tournament
	7. Requirement of Schools to provide adequate supervision
2. **TOURNAMENT OFFICIALS**. The District Tournament Manager shall arrange for qualified officials to conduct the tournament.
	1. For Referees/Umps/Officials, contact the official’s assignor and request RTO certified officials.
	2. For other required positions such as timers, scorekeepers, starters, judges, supervisors, security, and announcers, the Manager is responsible for securing the needed workers and/or volunteers.
3. **SECURITY**. The District Tournament Manager shall have the responsibility to provide adequate security to maintain crowd control both inside and outside the tournament facility. Each school should be reminded in the bulletin of their WIAA responsibility to provide school supervisors at every event.
4. **PRE-TOURNAMENT PRACTICES**. Pre-tournament practices at the tournament site shall not be permitted.
5. **Neutral Sites**. It is not the policy of the Sea-King District 2 Executive Board that contests need to be played at neutral sites. We are very grateful to our schools who allow us to use their facilities.
6. **APPROVED SITES**. The Sea-King District 2 Director provides the WIAA with a list of approved sites for all contests in Football and Soccer. The Director is responsible for approving sites in all other sports to be used for District play.
	1. When a school uses their own home site for a district contest, it is expected that there will be no custodial or rental fee for this use. If a school cannot use their site without applying a fee, the District Tournament Manager will move the game to the visitor’s site. If neither is available, then the Tournament Manager will combine the game with another contest where appropriate.
	2. When a school does not have an approved site, it is that school’s responsibility to secure and pay the costs for an appropriate site.

**GENERAL INFORMATION**

1. **AWARDS.** The Sea-King District 2 Executive Board will provide a District Championship Trophy and pins and ribbons when appropriate. The awards will be shipped directly to the Tournament Manager prior to the event. No other trophies or awards shall be purchased by the Tournament Manager.
2. **Radio, Television, Internet Broadcasts.** Radio, Television, Internet broadcasts of the Sea-King District 2 tournament events will be permitted only with the approval of the District Director and payment of the broadcast fee.

**TOURNAMENT FINANCES**

1. **INCOME.** The gross income from all ticket sales, entry fees, etc., shall be deposited directly in the Sea-King District 2 Central Account. Tournament tickets shall be pre-numbered with beginning and ending serial numbers recorded. Shortages and overages should be noted on the Ticket Sales Report. DO NOT ACCEPT CHECKS FOR TICKET SALES.
2. **EXPENDITURES.** Tournament Managers will pay no expenditures (bills) themselves or out of the tournament cash. All tournament expenditures shall be paid by check by the Sea-King District 2 Director.
3. **DISTRICT TOURNAMENT PRELIMINARY BUDGET.** District Tournament Managers shall submit a preliminary tournament budget to the Sea-King District Director prior to the tournament. The preliminary budget should include the payment schedule for tournament workers as shown in the Sea-King Rules and Regulations and any other expected expenses.
4. **PROFITS AND LOSSES.** Sea-King District 2 assumes the financial sponsorship of all its District Tournament events. Therefore, all tournament profits and losses shall be reflected in the balance of the District 2 Central Account.
5. **DISTRICT TOURNAMENT FINANCIAL REPORT.**  The Tournament Manager is required to complete and submit the District Tournament Financial Report to the District Director within one week after the event. The report requires proper accounting for all sources of income as well as detailed requests (billings) for payment of tournament expenditures which include rental, equipment, and services rendered.
6. **DEPOSIT.** Tournament Managers are required to deposit all income into the Sea-King District 2 bank account. A copy of the deposit receipt should be attached to the Tournament Financial Report.
7. **SPECIAL SITUATIONS.** For many 1B and 2B events taking place at the home school sites, schools have the option of following all the above procedures, charging admission, depositing the money into the Sea-King account, and filing a Tournament Financial Report; or the school may choose not to charge admission and pay any expenses themselves for the contest including any official’s fees and rental costs. The Tournament Manager should notify the District Director which option will be used.
8. **CUSTODIAL AND FACILITY RENTAL CHARGES.** As a District, we share the hosting of events. As a result, generally for any home events, schools are responsible for their own costs for these items. In the case of a multiple contest (more than 3 contests in a day) tournament being hosted at a school site, custodial or rental costs must be approved by the District Director prior to the event.

**CHECKLIST FOR SEA-KING DISTRICT 2 TOURNAMENT MANAGERS**

The proper management of a District Tournament requires a great deal of attention to detail. The following CHECKLIST is intended to provide assistance in preparation of the event. The list may not be all-inclusive and managers are encouraged to add to it.

1. \_\_\_\_\_ Arrange for use of event facility.
2. \_\_\_\_\_ Send out instruction bulletins to participating schools and submit to the District Director to post on the district website.
3. \_\_\_\_\_ Report results to Director and/or put them up on the District website.
4. \_\_\_\_\_ Report results to the WIAA Assistant Executive Director responsible for the sport.
5. \_\_\_\_\_ Appoint a Games Committee.
6. \_\_\_\_\_ Arrange for ticket sellers, takers, announcers, timers, etc.
7. \_\_\_\_\_ Arrange for parking and traffic control as needed.
8. \_\_\_\_\_ Arrange for security as needed.
9. \_\_\_\_\_ Arrange for a trainer, if needed, with prior approval from the District Director.
10. \_\_\_\_\_ Arrange for event officials – referees, judges, starters, etc.
11. \_\_\_\_\_ Arrange for concessions, if applicable.
12. \_\_\_\_\_ Print event programs, if applicable.
13. \_\_\_\_\_ Custodial and/or Facility charges must be approved in advance.
14. \_\_\_\_\_ Submit proposed tournament budget to the District Director.
15. \_\_\_\_\_ Submit Tournament Financial Report and Deposit Funds.