



EVENT MANAGER INFORMATION



Revised 9/21/16

EVENT MANAGER : Responsible for handling all aspects of the scheduled district event under the direction of the District 6 Executive Board and the District 6 Director.

Insuring NCWAA / WIAA expectations are being met

- Games Committee is developed and communicated to necessary individuals.
- Roster / Squad Size need to be in accordance with WIAA State Guidelines unless approved by District 6 Executive Board.

Schedule the facility and all event workers

- Insure facility is scheduled and all needed equipment / custodial support is available.
- Staff all positions needed to successfully host the event.
- Schedule other needed support : ambulance, custodial, police, etc.

Communicate with participating schools for needed operational items

- Pre-event information and instructions
- Rosters / Pass Lists
- Event Schedule
- Facility details and expectations
- Tournament Rules and Procedures
- Admission Prices and Pass policy

Communicate with District Director to insure Officials are scheduled and you have necessary awards.

- District Director will secure officials for Volleyball, Basketball, Wrestling, Baseball, Softball
- Event Manager will secure officials for Soccer
- WIAA will secure officials for Football
- Do not pay officials as the event site.
- Awards are ordered by district director and made by Haglunds. Insure you have the correct ones in advance.

Complete all Financial requirements and documents

- Set up tickets to sale using acceptable ticket reconciliation forms
- Provide start-up money as needed
- Oversee the sales of tickets and use of passes for event
- Insure ticket and money reconciliation is completed
- Either deposit money directly into NCWAA Account or create a cashier's check for profit.
- Complete District Financial Form for Event
- Send the following items to District Director within 2 business days via email, google docs or US Mail
 - District Financial Form
 - Ticket Reconciliation
 - Deposit Receipt or Cashiers Check

Insure all results have been updated and sent along to District Director and event management for the next level of competition.

- Scores updated on WPA Network (District Director will give you access to District Event for updates)
- Final standings provided to WIAA as needed for state bracket preparation

District 6 does not fund hospitality rooms for events.

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