

Track and Field Regional Meet Informational Sheet

A. Regional Meet

1. The Board of Directors will be responsible for the selection of site, date (Week 45) and meet director.

2. Director's Responsibilities

a. You are acting as the WVSSAC representative; therefore, please see that all rules and regulations are followed.

b. Arrange for all support personnel (referee, starter, timers, judges, athletic trainer, clerks, etc.).

c. Secure a public address system.

d. Be sure to check the timing devices before the meet.

e. Prepare heats and time schedules for the events.

f. Admission prices will be: Suggested price: \$8.00 – Adults; \$6.00 –Students.

g. Have a meeting with all coaches in advance and discuss the following:

- 1) Participants to be scratched/replaced, no adds.
- 2) Order of events.
- 3) Time schedule.
- 4) Lunch break.
- 5) Determine how proceeds are to be divided (profit/loss)
- 6) Any other items as needed.

h. Champion plaques for boys and girls will be shipped directly to you. Any other awards will be a local option with agreement of all schools participating.

i. At the conclusion of the meet, you will:

- 1) Plan for the presentation of awards.
- 2) Forward all required information from the automatic timing of the regional meet to the State Meet Director as prescribed in the regional Meet Directors Meeting.
- 3) Gate proceeds will be used for director's fee (maximum of \$125.00) and other expenses.



WVSSAC COURTESY & IDENTIFICATION CARD SIGN IN SHEET

Photo ID Required

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Copy as needed