



22nd Girls Basketball State Tournament

Dear Athletic Directors and Coaches,

Congratulations on an outstanding season and being selected to participate in the 2017 Girls State Tournament. Hopefully each of you has received the tournament information sent by Phil Stinnie. If for some reason you have not received that email please let me know immediately. I wanted to be sure everyone understood a couple of procedural issues.

➤ Responsibilities for Schools Hosting a First or Second Round Game

Officials:	Securing three-man officiating crews, no shot clock in VISAA play-off games
Athletic Trainer:	A certified licensed Athletic Trainer or medical professional on site for game
Scorer's Table:	Host will provide official clock operator and official book
Playing Court:	Playing area must be regulation size (84' x 50'), safe sideline and end line space, well maintained
Seating:	Bleacher seating for spectators of both teams should be available and adequate
Locker Rooms:	Locker room and shower facilities must be available for both teams
Rest Rooms:	Public restroom facilities should be adequate
Game Time:	Contact the visiting school to determine a mutually agreed upon start time
Water/cups:	Provided by host
Balls:	Warm-up and game ball will be provided.
Jersey Colors:	The higher seeded team will wear white colored jerseys
Admission:	Admission for first and second round games is \$5.00. Home team is responsible for collection of admissions. Only VISAA passes gain admission.
Reimbursements:	Officials; Housekeeping (\$15 per hour); Gate Keepers (\$15 per hour) <i>See form below</i>
Gate Receipts:	After expenses are deducted, all money should be sent to the VISAA Include the below form, detailing your expenses, with the money
Reporting Scores:	- Update Max Preps - Email Phil Stinnie – pstinnie@stab.org

➤ Inclement Weather Policy:

- Host school and visiting school communicate to determine if game can be played
- If necessary Tuesday's game will be played on Wednesday
- Wednesday's games will be played on Thursday
- Only games directly impacted will be moved, not all games in that bracket
- If rescheduled game cannot be played, notify committee member for next action
- If a game cannot be played within the allotted time, the general committee reserves the right to advance the higher seeded team to the next round
- Please keep us advised if these actions are required

If you have any questions, contact me. Congratulations again for a great season and best of luck this week.

Sincerely,

Phil

Phil Stinnie



2016-17 TOURNAMENT FINANCIAL STATEMENT FORM – 1ST ROUND/QUARTERFINAL

SPORT: _____

_____ vs. _____

Date: _____ Site _____

TOTAL INCOME: ----- _____

DISBURSEMENTS:

Event Officials: ----- _____

Event Workers (Maximum \$15 per hour): _____
Housekeeping/Maintenance: ----- _____

Ticket Takers: ----- _____

Athletic Trainer: (Maximum \$30 per hour): ----- _____
(Only if a full time trainer is not required to be present by the host school)

Other (Provide detail): ----- _____

TOTAL DISBURSEMENTS: ----- _____

NET INCOME: ----- _____

Signatures of individuals counting the money: _____

Return form and check(s) within seven days of the event to:

VISAA – Dick Kemper

P.O. Box 324

Midlothian, VA. 23114

Also send a copy of the financial form to Donna Satterwhite satterwhitedm@gmail.com

The expense of officials, ticket takers, athletic trainer and housekeeping are to be paid from the gate receipts and the remaining income sent to Dick Kemper.

The expenses of announcer, scorekeeper, clock operator, facility rental, etc. are the responsibility of the host school.

Any expenditure expected to exceed the VISAA approved amount must be approved prior to the tournament event by the Director Sports Committees and the Executive Director.