35th Boys Basketball State Tournament

Dear Athletic Directors and Coaches,

Congratulations on an outstanding season and being selected to participate in the 2018 Boys State Tournament. Hopefully each of you has received the tournament information sent by Walter Westbrook. 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) *See form below*
- **Gate Receipts:** After expenses are deducted, all money should be sent to the VISAA. Include the VISAA provided form below, detailing your expenses, with gate income
- **Reporting Scores:** - Call AP – 1.800.300.8340
  - Update Max Preps
  - Email Walter Westbrook - tahoops@aol.com

➢ **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,

Max

Max Gillespie
2017-18 TOURNAMENT FINANCIAL STATEMENT FORM – 1ST ROUND/QUARTERFINAL

SPORT: __________________________________________

________________________________________ vs. __________________________________________

Date: _________________________________ Site __________________________________________

TOTAL INCOME: ________________________________

Ticket Sales:
  Beginning Ticket Number_________ Ending Ticket Number_________ 1st Round ___ Quarterfinal ___

DISBURSEMENTS:

Meet/Game 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)

Additional Preapproved Expenses: ___________________________

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
Send a copy of the form to Donna Satterwhite satterwhitedm@gmail.com and cmdicken@veritasschool.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.
Report Form for Cash and Checks Received at VISAA Championship Events:

Starting ticket number: _________       Ending ticket number: _________

(Please attach the starting and ending ticket stub)

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<th>#:</th>
<th>Total $:</th>
<th>Checks:</th>
<th>#:</th>
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</tbody>
</table>

Total: __________            Total: __________

Total To be Sent to VISAA: ________________________________

Signatures of individuals counting the money:

__________________________________________  __________________________________________

Submit this form with the financial form for the event to:

VISAA – Dick Kemper
P.O. Box 324
Midlothian, Virginia 23114