

GENERAL PROCEDURES FOR SECTIONAL CONTESTS

1. All schools in Section 2 are expected to make their facilities available for Sectional play if so requested by the Section 2 sport coordinators. It is impossible to run sectional tournaments without the cooperation of the member schools. In any case when a sectional coordinator is not given permission to use a school's facilities for sectional play, the sectional coordinator should register this information with the Section 2 President.
2. It is the responsibility of the Section 2 sport coordinator in each sport to provide the site chairmen for his or her particular sectional activity with the information, forms, etc. that he will need to conduct the sectional event.
3. The **Section will pay approved** expenses, which result from sectional activities. In order for any expense to be paid from Section 2 funds, an original Section 2 claim form must accompany the invoice, bill or statement for the expense. If the section claim form is not completed, the bill will not be paid!!!!
4. At the end of each sectional event, it is the responsibility of the site chairman to complete the Section 2 Financial Report for the event and submit it with a check for admission fees (**gate**) to the Executive Director.
5. It is the responsibility of the sport coordinator to provide the section patches and plaques for the winning teams and individuals. These are ordered through a designated member of the Executive Committee of the section.
6. It is the responsibility of the site chairman to charge and collect an admission fee for ALL spectator sports, which are played at the sectional level. The site chairman will also provide custodial services, supervision, ticket sellers, ticket takers, etc. The section will pay these people after completing a section expense claim voucher per the approved rate of pay.
7. It is the responsibility of the section sport coordinator to provide officials for the contest (referees, umpires, etc.) this responsibility may be delegated to the site chairman if so desired.
8. All sectional contests will be conducted according to the New York State Public High School Athletic Association Handbook.
9. It is the responsibility of the site chairman to delegate a committee to handle appeals or protests at sectional contests.
10. Any questions regarding the management of sectional events should be directed to the sectional coordinator of the sport. When in doubt, ask!!
11. All leagues are represented on the Section 2 Committees for each sport. Your representative is your voice in sectional play – USE IT! BE REPRESENTED!
12. **SEND ALL VOUCHERS AND RECEIPTS & 2 PAGE FINANCIAL REPORT TO SECTION 2 EXECUTIVE DIRECTOR.**

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MILEAGE WILL NOT BE A DETERMINING FACTOR IN SELECTING SECTIONAL SITES.