

West Central District Host Checklist

Book facility and arrange for any equipment that may be required.	
Work with District President to make the draw for event.	
Make sure schedule is sent to participating teams.	
Work with Officials Commissioner to ensure officials have been booked.	
Arrange for all minor officials necessary for event.	
Arrange for collection of a gate. Check West Central bylaws for rates.	
Arrange for staffing and supervision for the event.	
Be sure to have District medals and ribbons in your possession.	
Make arrangements for medal ceremony at the end of the event.	
Arrange for payment of the officials after the event. (if applicable)	
File the online activity report after the event. See West Central website.	
File Officials' Expense Report and send to Officials Commissioner. (see below)	
Send back extra medals and ribbons to District President.	

West Central Officials' Commission

District Host and Commissioner:

Location:

Category:

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A. To Pay Officials

Please pay the officials directly at your school level. Your school will be reimbursed for the .5 District portion of the officials' cost and the mileage.

- Pay officials 1.5 of their classification
- Mileage = .35/km

Note: Host is responsible for providing meals for officials.

Official	Regular Game Fee	.5 Reg. Game Fee	Mileage	Total Paid
Sub-totals				

B. Gate
Deduct your school's portion of the officials' cost from the gate. Please send 50% of the

West Central Owes Host School



remainder to the West Central Officials Commission.

Gate	Total School Officials' Cost	Profit	50% to Officials' Commission

Fax this sheet and send cheque to:

Vicki Moore
Biggar Central School 2000
Box 1148
Biggar, Sask. S0K 0M0
Fax (948-2591)