**The Ohio High School Athletic Association**Central District Athletic Board
**www.ohsaa.org/cdab**

**SECTIONAL AND DISTRICT TOURNAMENT FINANCIAL PROCEDURES**

 Updated September 2020

**This document is provided to have consistency in the way financial procedures are applied for all Central District tournaments.**

**Throughout the document “CDAB” refers to the OHSAA/Central District Athletic Board.**

**Fall Sports 2020** - Sectional –HOME SITES – All Sectional and District level tournaments in Soccer and Volleyball will be hosted by the “better seeded” team.

**Winter and Spring Sports 2021**, as of September 2020 – Sectional level tournaments will be hosted by the ‘better seeded” team. District sites are yet to be determined.

**NEUTRAL SITE tournaments:**

1. Sectional level contests in Bowling, Golf, Swimming, Tennis and Wrestling
2. District level in Bowling, Cross Country, Golf, Swimming, Tennis, Wrestling, Track/Field

Financial forms referenced in this document can be found on the OHSAA.org/CDAB website. Click on the tournament forms options in the right margin.

1. **SECTIONAL Site Agreement – Host Site**: (**better seeded team**)
	1. Prior to fall tournaments starting, school s will submit a Site Availability Agreement identifying sports in which they are willing to serve as a host school when their team is the higher/better seeded team. Host schools agree to provide a facility at no cost to the Central District Athletic Board. (No rental, set up, light or custodial fees.)
	2. If the better seeded team’s facilities do not meet minimum NFHS standards, the better seeded team may choose to find another facility, at their cost, at which they will host or they may choose to waive their right to host. If the better seeded team chooses to waive their right to host, their opponent will have the right to host the event under the same conditions.
	3. If neither school is willing to host the sectional level contest, the school that is scheduled to host will be responsible for securing a facility at their cost. If the reason for not hosting is because neither school’s facilities meet minimum NFHS standards, the CDAB will assist in facility use fees for a neutral site.
	4. If the better seeded team’s facilities are unavailable because of another scheduled school event, the CDAB may be willing to change the date of the contest by one day to accommodate the conflict. An administrator from the host school must contact the appropriate CDAB tournament manager/sport liaison to discuss the conflict.
	5. A flat fee will be paid to the host school by the CDAB to staff the event and cover the additional treasurer’s office expenses of payroll, pension and postage to return unsold tickets that may have been sold at the school.
	6. **Site Confirmation Agreement** – once a date has been established on which a school will host a tournament contest as the higher/better seeded team, the school must complete and return a signed Confirmation Agreement prior to the event date.
2. **Neutral Site SECTIONAL/DISTRICT Site Agreement** - The CDAB will select schools/venues to host and those schools/venues will sign the approved OHSAA site agreement. Facility use costs will be defined in the agreement and will include items such as: rental fee, set up/tear down fees, incidentals and custodial fees. These items will be included in one lump sum to be paid to the host school. A flat fee will be paid to the host school by the CDAB to staff the event and cover the additional treasurer’s office expenses of payroll, pension, and postage to return unsold tickets that may have been sold at the host site.
3. **Tournament funds** – Host schools are to run all tournament funds through their school treasurer using Agency accounts or a school approved (issued by and audited by the school treasurer) tournament account. If neither form of accounting can be established, the school will not host the event. If the venue is not a local school district, the venue is required to run all funds through CDAB/OHSAA approved procedures and accounts.
4. **Ticket procedures**:
	1. **All tickets will be sold online through HomeTown Ticketing**. (ohsaa.org/tickets)
	2. **Ticket prices**: all tickets are $8.00 per person, per session. The price includes all online convenience fees.
	3. Online ticket sales will be reported to the CDAB treasurer by HomeTown Ticketing and will not be included on the financial report submitted by the host school.
	4. You may have a local policy to permit spectators to step outside to smoke. Please create a special pass for them or stamp their hand
	5. IF an event needs paper tickets, they will be provided by the CDAB. Auditing procedures will be provided.
5. **Passes**
	1. HomeTown Ticketing (HTT) will provide each participating school with access to 8 complimentary electronic tickets for administrative use. Access codes will be emailed to Athletic Director.
	2. Coaches and team personnel will use the designated pass gate form
	3. HTT will generate electronic tickets for OHSAA Staff, DAB members, Officials Observers, and COVID Compliance Observers.
	4. Media credentials may be honored
	5. Scout passes - A digital pass process is being developed.
6. **Payment of Expenses**: The Site Manager/School treasurer will be responsible for paying the following expenses: facility use fee as listed on the District Site Agreement (Zero payment at sites when the better seeded team is hosting), sworn security officers (if needed, use your judgment), and tournament staffing. Tournament staffing payments are not to exceed the limits established by the CDAB. Payment of these individuals will be made by check in the manner approved by the host school’s treasurer.
7. **Tournament staffing fees**- these include fees paid to the site manager, athletic trainer, ticket taker/scanning, score table personnel, etc. Included in the Flat Fee amount are funds to pay any administrative payroll/pension expenses the host district might include (Approx. 20%). The number of staff needed to operate one sectional/district tournament game should be the same as needed to operate a regular season home game.
8. **Sectional/District contests – Staffing fees are not to exceed the following amounts.**

**Overages are the responsibility of the host school. *Listed amounts include approximately 20%***

***For Payroll/administrative/pension expenses that may be charged by the local treasurer and postage to return unsold tickets if used*. The fee listed is per game unless noted otherwise. (Staff + admin) See *the addendum for guidance and suggestions in setting worker fees.***

1. **Baseball** – **Sectional** - $100.00 (80+20);

 **District** -$360.00 (300+60)

1. **Basketball** – **Sectional/District Semi-Final** - $385.00 (320+65)

 **District Finals** - $450.00 (375+75)

1. **Bowling** - $575.00 per session (475+100)
2. **Cross Country** - $425.00 (350+75) per race.
3. **Golf** – **Sectional** $800.00 per day (665+135);

**District** $925.00 per day (775+150)

1. **Gymnastics** – District - $2200.00 total for the day. (1835+365)
2. **Soccer** – **Sectional & District** - $270.00 (225 +25);
3. **Softball** – **Sectional** - $100.00 (80+20)

**District** - $360.00 single field site. (300 + 60) Multi-field site - $400.00 for first field plus $100.00 (85 +15) for each additional field.

1. **Swimming** – **Sectional** - $2300.00 per day (1915 +385);

**District** -$4000.00 District total for the meet. (3335+665)

1. **Tennis** – **Sectionals** - $750.00 total for tournament (625 +125)

**District**: D1 - $820.00 (685 +135); D2 - $700. (600+100)

1. **Track and Field** – **Division 1**-$10,000.00 total for 4 days (8335 +1665)

**Divisions 2 & 3** - $6800 total for 3 days. (5665 +1135)

1. **Volleyball** – **Sectional & District** - $300.00 per match (250 +30)

**Line Judges**- **the CDAB is responsible for hiring and paying line judges**.

Libero tracker – if one is needed, they are to be provided by the participating schools and it is not a paid position.

1. **Wrestling** – **Sectional** – one day - $3500.00 (2915+585); two day - $4400.00 (3665+735)

 **District** $6200.00 total for two days. (5165 +1035)

Extenuating circumstances may allow for these amounts to be altered. Approval must be sought from the CDAB.

1. **1099’s/W2’s**- The host school district is responsible for tracking income for all tournament staff. Income should be reported on the appropriate IRS form.
2. **Officials –** the CDAB will pay all officials assigned by the CDAB to work the tournament contest.
3. **Security fees are** **in addition to** the defined personnel expense limits.
	1. Sworn, uniformed security or contracted security companies are Independent Contractors and the host site should pay them their normal hourly/contracted rate. Submit a copy of the security invoice with the financial report.
	2. If you use other individuals as security, their pay is part of the staffing fee and should be considered as an adult worker.
4. **Program/Heat Sheet sales: - Media should be provided complimentary programs.**
	1. **Basketball and Volleyball - $**2.00 per program. The host school may keep all proceeds from the sale of the programs. No reporting of program sales is required.
	2. **Swimming - Sectional $4.00 per Heat Sheet. /District $5.00 per Heat Sheet.** Host school/site manager keeps 50% of the receipts to cover costs of printing and selling programs. List net amount due the CDAB on the financial report.
	3. **All other sports –** host school may print and sell a program at their expense. All profits/losses are the host school’s responsibility. No reporting to CDAB is necessary.
5. **Broadcast Fees for Sectional and District contests-**
	1. **Basketball**
		1. Columbus stations - $80.00
		2. Non-commercial stations - $25.00
		3. All other stations, including internet only - $60.00
	2. **All other sports –** no fee
	3. **Streaming –** Streaming rights belong to the OHSAA. Fees and procedures to be announced.
	4. **Checks to pay broadcast fees are to be made payable to the OHSAA or the CDAB.** They are to be submitted to the CDAB treasurer with the contest’s financial report.
6. **Apparel (T-Shirt/Sweatshirt) Sales** – the procedures for the apparel sales will be communicated by the OHSAA approved vendor. Nothing is listed on the financial report regarding these sales.
7. **Automated Timing Systems (Cross Country/Track only) –** the CDAB Cross Country/Track tournament manager will select automated timing systems at each site. The CDAB will pay each vendor providing this service.
8. **Financial report**- the CDAB tournament financial reports can be found on the Central District Athletic Board’s website. (www.ohsaa.org/cdab) The site manager will complete a financial report for each event hosted. Please review the Instructions tab before completing the report.
9. ***The report must be submitted in its excel format via email to the CDAB treasurer within one week of the date of the event.*** ***All necessary supporting documentation for Extra-Ordinary expenses must be submitted to the CDAB treasurer within one week of the date of the event.***  The CDAB treasurer will review the report and provide confirmation of approval or contact the site manager to clarify any points of questions within one week or receiving the report. Site managers are to save copies of all financial reports and supporting documentation for seven years in case they are needed for auditing purposes.
10. **Tournament Expenses** -since most revenue is through gate sales, and those are all being conducted online, most site reports will reflect a loss and an amount due from the CDAB. *The CDAB treasurer will process school payments at the conclusion of the tournament season. Each school that hosted events will receive one check to cover their expenses.*
11. **Broadcast checks** – broadcast checks received that are payable to the OHSAA or CDAB should be mailed to the CDAB Treasurer with one week of receipt.
12. Failure to meet reporting deadlines may have the following consequences:
	1. 1st time – loss of reimbursement of personnel expenses,
	2. 2nd time – loss of the privilege to host tournament events in that sport for one year.

***Submit financial reports, documentation or questions to Jim Hayes, CDAB Treasurer***

Email: jhayes@ohsaa.org

Mailing:

Central District Athletic Board

Jim Hayes, Treasurer Cell – 740-207-1059

1790 Edgewood Dr.

Circleville OH 43113 NO FAX number

**TOURNAMENT PERSONNEL EXPENSES ADDENDUM:**

To offer ***guidance*** to the host school, the following is a ***suggested*** fee schedule. Suggested fees may total less than the approved fee. This provides the host site flexibility. **The host site may pay different fees as long as the approved total fee is not exceeded.** (Remember to account for payroll/pension/postage expenses- a $250 fee means you have about $210 for personnel and $40 for the administrative costs for payroll/pension/postage.) Workers are paid **per game or per day** depending upon the sport. Keep in mind that for a single game, most, if not all workers will only be on duty for about two hours.

\*\*\*In all sports, setup/tear down and custodial fees are parts of the Operations/Facility Use Fee and are not included in the staffing fee. Facility Use fees are waived when the better seeded team is hosting the contest.

**BASEBALL –**

**Sectional level – $100.00 ($80 + $20.00 for payroll/pension)**

**District level contests on neutral fields.**

**Individual games played at all sites. All rates are PER GAME**

**District staff fee: $360.00 per game ($300.00 staff+$60.00 payroll/pension)**

Site Manager - $70.00 to include completion of financial report

Trainer - $60.00

Adult Workers (ticket seller/ticket taker, press box staff) - $25.00 per game

Student Workers (Ball Boys) - $20 per game

**BASKETBALL**

**Staffing fee: Sectional/District Semi-final- $385.00 per game ($320 staffing +**

**$65payroll/pension);**

 **District -$450.00 per game ($375 staffing + $75 payroll/pension)**

Site manager –$75.00 per game, to include completion of the financial report

Athletic Trainer – $60.00 per game

Adult workers (ticket seller/ticket taker/pass gate/host/score table/announcer) – $25 per game.

**BOWLING**

 **Staffing fee: $575.00 per session**

Site Manager, $200.00

Adult Workers (Ticket seller/ticket taker/Registration/Computer scoring) 75.00 per day

The above list factors in one admission door. If site requires additional workers contact CDAB treasurer for approval.

**CROSS COUNTRY-**

**One day meet, all races run at one site.**

**Staffing - $425 per race. ($350 staffing + $75 payroll/pension)**

**GOLF**

 **Sectional -$800 per site/District $925 per site**.

Site Manager, $250.00 –includes completing all necessary reports

 Adult Workers - (Registration/scorekeeper, starter/rules official), $80 per day.

**GYMNASTICS**

**One day meet: $2200 maximum for personnel. (1835 staffing + $365 Payroll/Pension)**

**SOCCER**

**Staffing fee: All games - $270.00 per game ($225 staffing + $25 payroll/pension);**

Site manager –$75.00 per game, to include completion of the financial report

Athletic Trainer – $60.00 per game

Adult workers (ticket seller/ticket taker/ announcer) – $25 per game.

**SOFTBALL**

**Sectional level - $100.00 ($80.00 + $20.00 for payroll/pension)**

**District level contests on neutral fields.**

**If multiple fields are used and multiple games are played at each site - All rates are PER SESSION (Each session may include anywhere from 1-4 games and use 1-4 fields)**

**Staffing fee: $360 for one game/field plus $100.00 per each additional field**

 **($300 staff + 60 for payroll/pension/ plus $85 staff + $15 payroll/pension)**

Site Manager - $75.00 to include completion of financial report

Trainer - $60.00

Adult Workers (ticket seller/ticket taker, press box staff) - $25.00 per game

Student Workers (Ball Boys) - $20 per game

Note: If a site has two gates, contact CDAB treasurer if additional funds are needed.

**SWIMMING**

**SECTIONAL – staffing fee, $2300.00 ($1915 staffing +$385 payroll/pension)** *Payments listed are for the entire day (2 sessions)*. If a person is only working one session, the suggested pay would be reduced accordingly.

Site manager $325.00 (includes financial report)

Athletic Trainer $200.00

Ticket Seller (1) $100.00

Ticket Taker (1) $90.00

Door keeper/deck monitors (1) $100.00

Announcer $100.00

Console Operator $100.00

Meet Entry/Computer operations $200.00

Timers (group rate) $400.00

**DISTRICT SWIMMING – staffing fee - $4000.00 ($3335 staff + $665 Payroll/pension)**

 **SUGGESTED WORKER FEES** - suggested amounts listed are for the entire two-day event.

 If a person is only working one day, the suggested pay would be reduced accordingly.

Ohio State personnel are paid through the master agreement with Ohio State.

Site manager $550.00 (includes financial report)

Athletic Trainer $400.00

Ticket Sellers/takers/manager $500.00

Announcers (Dive/Swim) $450.00

Computer/Console Operator $525.00

Scorekeeper $175.00

Host $300.00

**TENNIS**

 **Sectional staffing fee - $750 per site ($625 for staffing, $120 for payroll/pension)**

**District Division 1 staffing fee - $820 total ($685 for staffing, $135 - payroll/pension)**

**District Division 2 staffing fee - $700 Total. ($600 for staffing, $100 - payroll/pension)**

 Site Manager - $250

 Adult Workers - $80 per day.

**TRACK AND FIELD**

**DIVISION 1 – TRIPLE DISTRICT SITE, FOUR DAY MEET**

**The staffing fee for this site will be $10,000.00. ($8335 staff + $1665 payroll/pension)** Numbers in parenthesis are suggested. Site manager may adjust as needed as long as fee allotment is not exceeded.

Site Manager, including financial report $2000.00 for the meet

Assistant site manager (1) $575.00 for the meet

Trainer (1) $125.00 per day

Ticket Seller (2) $50.00 per day

Ticket Taker (2) $45.00 per day

Pass Gate\* (1) $25.00 per day

\*Pass gate attendant can be released once all teams are in.

 Remaining passes can use normal gate.

Announcer (1) $60.00 per day

Adult workers – field event, press box, etc. (10-12) $45.00 per day

Student Workers – field events, press box, hurdles, etc. (10) $30.00 per day

 (Field event workers should not be needed on Saturday)

**TRACK/FIELD Continued**

**DIVISION 2 AND DIVISION 3 - DOUBLE DISTRICTS, THREE DAY MEETS.**

**The staffing fee these sites will be $6800. ($5665 staff + $1135 payroll/pension)** Numbers in parenthesis are suggested. Site manager may adjust as needed as long as fee allotment is not exceeded.

Site Manager, including financial report $1300.00 for the meet

Assistant site manager (1) $575.00 for the meet

Trainer (1) $125.00 per day

Ticket Seller (2) $50.00 per day

Ticket Taker (2) $45.00 per day

Pass Gate\* (1) $25.00 per day

\*Pass gate attendant can be released once all teams are in.

 Remaining passes can use normal gate.

Announcer (1) $60.00 per day

Adult workers – field event, press box, etc. (10-12) $45.00 per day

Student Workers – field events, press box, hurdles, etc. (10) - $30.00 per day

 (Field event workers should not be needed on Saturday)

**VOLLEYBALL**

**Staffing fee: All games - $300.00 per game ($250 staffing + $50 payroll/pension);**

Site manager –$70.00 per game, to include completion of the financial report

Athletic Trainer – $60.00 per game

Adult workers (ticket seller/ticket taker/scorekeeper) – $25 per game.

**Line Judges** - CDAB will assign and pay for all line judges at the Sectional and District level.

**Libero tracker** – if one is needed, they are to be provided by the participating schools and it is

 not a paid position.

**WRESTLING**

**SUGGESTED WORKER FEES FOR SECTIONAL WRESTLING.**

**One day sectional, 3 mats: $3500 personnel. (2915 staffing + 585 payroll/pension)**

Site Manager $400.00

Asst. Site Manager $175.00

Trainer $240.00

Timers, Scorers, Tappers (1 set per mat) $700.00

Bout sheets/team scorer/chart recorder $150.00

Announcer $50.00

Ticket Seller/Ticket taker (1-2 of each) $200.00

Door Keepers/floor monitors $200.00

Runners $125.00

Match coordinator/bout board $125.00

**WRESTLING cont.**

**Two-day sectional, 3 mats: $4400 for staffing. ($3665 staff + 735 payroll/pension)**

Site Manager $475.00

Asst. Site Manager $200.00

Trainer $300.00

Timers, Scorers, Tappers (1 per mat) $850.00

Bout sheets/team scorer/chart recorder $225.00

Announcer $75.00

Ticket Seller/Ticket taker (1-2 of each) $250.00

Door Keepers/floor monitors $250.00

Runners $150.00

Match coordinator/bout board $225.00

**SUGGESTED WORKER FEES FOR DISTRICT WRESTLING.**

**Two-day DISTRICT $6200 for personnel. (5165 staff +1035 payroll/pension)**

Site Manager $ 475.00

Asst. Site Manager $ 200.00

Trainer $ 350.00

Timers, Scorers, Tappers (1 set per mat) $1600.00

Bout sheets/team scorer/chart recorder $ 300.00

Announcer $ 75.00

Ticket Seller/Ticket taker (1-2 of each) $ 400.00

Door Keepers/floor monitors $ 400.00

Runners $ 200.00

Match coordinator/bout board $ 400.00

Bull Pen Personnel $ 200.00