



D1 The Ohio High School Athletic Association
Central District Athletic Board
www.ohsaa.org/cdab

**SECTIONAL AND DISTRICT TOURNAMENT FINANCIAL
PROCEDURES**

Updated November 17, 2021

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.

Tournament sites:

Sectional –HOME SITES – Sectional level tournaments in the sports of Baseball, Basketball, Soccer, Softball, and Volleyball are hosted by the “better seeded” team. In soccer, the District Semi-Finals are also hosted by the better seeded team; sectional procedures apply for those contests.

Sectional - NEUTRAL SITE – Sectional level contests in Bowling, Golf, Swimming, Tennis and Wrestling are held at neutral sites.

District – NEUTRAL SITES - All district championship sites will be held at neutral sites.

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)**
 - a. 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.)
 - b. 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.
 - c. 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.

- d. 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.
 - e. 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 and pension.
 - f. **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 and pension.
 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:**
 - a. **All tickets will be sold online through HomeTown Ticketing.** (ohsaa.org/tickets)
 - b. **Ticket prices:**
 - i. **For Baseball, Basketball, Bowling, Cross Country, Golf, Gymnastics, Soccer, Softball, Tennis, Track/Field, Volleyball and Wrestling** - pre-sale tickets \$8.00. Game day price, \$10.00. (Game Day pricing goes into effect 3 hours before game time.)
 - ii. **For Swimming/Diving** – pre-sale tickets, \$10.00, Game Day price, \$12.00.
 - iii. All tickets are person, per session.
 - iv. All fans age 6 and above must have a ticket.
 - c. 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.
 - d. You may have a local policy to permit spectators to step outside to smoke. Please create a special pass or hand stamp for them.
 5. **Passes**
 - a. HomeTown Ticketing (HTT) will provide each participating school with access to complimentary electronic tickets for administrative use. Access codes will be emailed to Athletic Director.
 - b. Coaches and team personnel will use the designated pass gate form
 - c. HTT will generate electronic tickets for OHSAA Staff, DAB members, Officials Observers, and COVID Compliance Observers.

- d. Media credentials may be honored
 - e. Scout passes - coaches wishing to scout tournament events will have the opportunity to request up to two (2) comp tickets to any game in the division they are competing in so long as they remain in the tournament.
 - f. College coaches will need to purchase a ticket to enter any tournament event.
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 – Flat fees are not to exceed the following amounts.**
Overages are the responsibility of the host school. The listed amounts include approximately 20% for Payroll/administrative/pension expenses that may be charged by the local treasurer. Please remember to include that additional expense when setting your staffing fees. The amount paid event staff is set by the host school. The OHSAA/CDAB does not set the fee paid, we simply expect you stay within the amount listed.
- a. **Baseball – Sectional** - \$300.00 per game
District - \$360.00 per game
 - b. **Basketball – Sectional** - \$400.00 per game
District - \$500.00 per game
 - c. **Bowling** - \$575.00 per session
 - d. **Cross Country** - \$425.00 per race.
 - e. **Golf – Sectional** \$800.00 per day
District \$925.00 per day
 - f. **Gymnastics – District** - \$2200.00 total for the day.
 - g. **Soccer – Sectional** - \$350.00 per game
District - \$400.00
 - h. **Softball – Sectional** - \$300.00 per game
District - \$360.00 single field site. Multi-field site - \$360.00 for first field plus \$100.00 for each additional field.
 - i. **Swimming – Sectional** - \$2300.00 per day
District - \$4000.00 District total for the meet.
 - j. **Tennis – Sectionals** - \$750.00 total for tournament
District: D1 - \$820.00; D2 - \$700.
 - k. **Track and Field – Division 1** - \$10,000.00 total for 4 days
Divisions 2 & 3 - \$6800 total for 3 days.

- I. **Volleyball – Sectional** - \$350.00 per match

District - \$400.00 per match

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.

- m. **Wrestling – Sectional** – one day - \$3500.00; two day - \$4400.00

District \$6200.00 total for two days.

Note- for neutral site events, the CDAB may approve different fees on a site-by-site basis.

Extenuating circumstances may allow for these amounts to be altered. Approval must be sought from the CDAB. Sworn, uniformed security expense is in addition to the listed fees.

- 9. **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.

- 10. **Officials** – the CDAB will pay all officials assigned by the CDAB to work the tournament contest.

- 11. **Security fees are in addition to** the defined personnel expense limits.

- a. 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.
- b. If you use other individuals as security, their pay is part of the staffing fee and should be considered as an adult worker.

- 12. **Program/Heat Sheet sales: - Media should be provided complimentary programs.**

- a. **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.
- b. **Cross Country/Swimming/Wrestling/Track & Field** - Host school is encouraged to provide heat sheet/bout sheets. Host school may keep all receipts from sales. All production costs are the responsibility of the host venue. Sales price should be reasonable to for the level of competition. Suggested not to exceed \$4.00. No financial reporting to the CDAB required.

- 13. **Broadcast Fees for Sectional and District contests-**

- a. **Basketball**

- i. Columbus stations - \$80.00
- ii. Non-commercial stations - \$25.00
- iii. All other stations, including internet only - \$60.00

- b. **All other sports** – no fee

- c. **Streaming – only available when game is not being streamed by Spectrum or NFHS network**

- i. Columbus area - \$150.00
- ii. All other areas - \$100.00
- iii. Educational access, non-commercial, school booster clubs - \$50.00
- iv. School websites/school controlled webpage - \$0.00.

- d. **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.
14. **PARKING** – the host site may charge parking with the approval of the CDAB. Suggested maximum fee to be \$5.00. If host venue is keeping all parking receipts, host school is responsible for all parking related expenses. OHSAA/CDAB staff and game officials are to receive free parking.
15. **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.
16. **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.
17. **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.
18. ***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.
19. **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 expense for all events hosted.*
20. Failure to meet reporting deadlines may have the following consequences:
- 1st time – loss of reimbursement of personnel expenses,
 - 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

1790 Edgewood Dr.

Circleville OH 43113

Cell – 740-207-1059

NO FAX number