



The Ohio High School Athletic Association Central District Athletic Board

www.ohsaa.org/cdab

SECTIONAL AND DISTRICT TOURNAMENT FINANCIAL PROCEDURES

Updated March 2024

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 Baseball, Soccer and Softball the District Semi-Finals are also hosted by the better seeded team.

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

District – Pre-Assigned SITE - All district championship sites will be held at pre-assigned 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, schools 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. **Assigned 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. **Ticket procedures:**
- a. **All tickets will be sold online through HomeTown Ticketing.** (ohsaa.org/tickets)
 - b. **High School venues will also have a cash at the door option. All cash collected must be deposited in school audited accounts.**
 - c. **Discounted tickets are available online. (See supplement material for pricing)**
 - i. All tickets are per person, per session.
 - ii. All fans age 6 and above must have a ticket.
 - d. Cash tickets sales at the gate will be reported in the financial report submitted for the contest.
 - e. 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.
 - f. You may have a local policy to permit spectators to step outside to smoke. Please create a special pass or hand stamp for them.
 - g. **SEE SUPPLEMENTAL PROCEDURES FOR CASH TICKETING PROCEDURES. -pages 7-8.**
4. **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 the Athletic Director. Team sports – 8 codes, Individual sports – 3 codes.
 - b. Game day admission for participating teams - Coaches and team personnel will use the designated bench list form for game day admission.
 - c. Coach pass – The head coach of the school will be provided with one digital pass, good for the holder plus one. This pass can be used for scouting future opponents or attending games.
 - d. Scouting passes – if coaches need additional scouting passes, they must be purchased through the online process.
 - e. HTT will generate electronic tickets for OHSAA Staff, DAB members, Officials Observers.
 - f. Media credentials may be honored.
 - g. College coaches will need to purchase a ticket to enter any tournament event.

5. **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.

6. **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. 18%). 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.

7. **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 18% 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. (Staffing of a cash ticket sales position has been factored into the fee for high school venues.)**
 - a. **Baseball – Sectional** - \$400.00 per game
District - \$750.00 per game (\$500 staff + \$250 facility)
 - b. **Basketball – Sectional** - \$550.00 per game
District - \$900.00 per game (\$600 staff + \$300 facility)
 - c. **Bowling** - \$650.00 per session
 - d. **Cross Country** - \$490.00 per race.
 - e. **Golf – Sectional** \$850.00 per day
District \$975.00 per day
 - f. **Gymnastics – District** - \$4100.00 total for the day. (\$3350 staff + \$750 facility)
 - g. **Soccer – Sectional** - \$450.00 per game
District - \$675.00 (\$500 staffing + \$175.00 Facility)
 - h. **Softball – Sectional** - \$400.00 per game
District - \$700.00 per game (\$500 staff + \$200 facility).
 - i. **Swimming – Sectional** - \$2600.00 per day (\$2100 staff + \$500 facility)
District - \$4500.00 District total for the meet.
 - j. **Tennis – Sectionals** - \$1100 (\$800 staffing + \$300 facility for two days)
District: D1 - \$1100 (800 staffing + 300 facility); D2 - \$1000.00 (700 Staff + \$300 facility fee)
 - k. **Track and Field – Division 1**-\$12,500.00 total for 4 days
Divisions 2 & 3 - \$9000 total for 3 days.
 - l. **Volleyball – Sectional** - \$450.00 per match
District - \$675.00 (Staffing \$500.00 + \$175 facility) per match

Line Judges- the CDAB is responsible for hiring and paying line judges.
Liberio 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 - \$4400.00 (\$3900 staffing + \$500 facility)
District \$7800.00 total for two days. (\$6800 staffing + \$1000 facility)

Note- for neutral site events, the CDAB may approve 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.

- 8. **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.
- 9. **Officials** – the CDAB will pay all officials assigned by the CDAB to work the tournament contest.
- 10. **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.
- 11. **Program/Heat Sheet sales: - Media should be provided complimentary programs.**
 - a. **Basketball and Volleyball - Programs** will be provided by Royal Publishing. \$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** – The host school is encouraged to provide heat sheet/bout sheets. The 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 price not to exceed \$5.00. No financial reporting to the CDAB required.
 - c. If a private individual, (someone who is not representing the host school), is overseeing program production and sales, \$2.00 of each program sold will be sent to the CDAB.
- 12. **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.** Checks provided to the host site should be mailed to the OHSAA within three days of receipt. Mail all checks to:

Ohio High School Athletic Association
L-4256
Columbus, OH 43260-4256

- e. Broadcast fees received are to be listed on the financial report.
13. **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.
14. **Apparel (T-Shirt/Sweatshirt) Sales** – the procedures for the apparel sales will be communicated by the OHSAA approved vendor. Apparel sales are not included on the financial report.
15. **Automated Timing Systems (Cross Country/Track only)** – the CDAB Cross Country/Track tournament manager will select automated timing systems at each site. The OHSAA/CDAB will pay each vendor providing this service once an invoice is received.
16. **Financial report**- the CDAB tournament financial reports (Google Forms) 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.
17. ***The Google Forms report must be submitted to the CDAB treasurer within one week of the date of the event. All necessary supporting documentation for Extraordinary 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 of 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.
18. **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 OHSAA/CDAB. The OHSAA Accounting Department will process school payments at the conclusion of the tournament season. Each school hosting events will receive one check to cover their expense for all events hosted.
19. **Cash ticket sales at the gate** – if the site had cash ticket sales at the gate, those will be reported on the financial report. The amount of the cash tickets sales will be deducted from the Flat Fee being paid to the host venue. If the Flat Fee is greater than the cash ticket sales, the payment due to the host venue (Flat fee – cash ticket sales) will be included with other payments from the OHSAA. If the cash sales are greater than the Flat Fee, the host venue will be invoiced by the OHSAA.

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

2023-24 OHSAA TOURNAMENT TICKETING PROCEDURES

Please note these procedures are subject to change by actions taken by the OHSAA Board of Directors or the OHSAA Controller.

TICKET PRICING:

Winter Sports – Basketball, Gymnastics, Swim/Dive, Wrestling

Spring Sports- Baseball, Softball, Tennis, Track/Field

Sectional and District - \$5.00 Students, \$8.00 Adults.

Tickets will be available online for all OHSAA tournaments. OHSAA tournament events held at high school venues may have tickets available for sale at the gate. All ticket purchases will be made through the HomeTown Ticketing OHSAA box office. Paper tickets will not be available.

For events held at a *high school owned venue*, cash will be accepted on-site upon fan request. A fan can still purchase at the gate via their phone online at the discounted online price.

Ticket sale process

ALL CASH COLLECTED MUST BE DEPOSITED IN SCHOOL AUDITED ACCOUNTS.

Schools and venue management will receive the OHSAA box office codes for the event so they can scan and sell tickets. All gate/cash ticket sales must run through the Hometown Ticketing Gate application. (*Make sure you have version 3.14.0.*) This can be done by entering the order and utilizing the “cash” option within Hometown Ticketing application. Tickets sold via cash will be set to scan automatically. (Go into settings and set “auto scan”). There is no need to print the ticket. You may still want to email or text the ticket in case the fan needs a receipt.

Best practice: have at least two individuals working the ticket gate. One designated to scan tickets. One designated to sell tickets (seller can also scan). This should provide for a smooth flow at the gate as fans that have already purchased an online ticket will have easy access for scanned entry and those wishing to purchase cash tickets will go to a separate gate.

Schools will need to provide a “start bank” of cash. Subtract the start bank from cash collected and then match the cash collected to the HTT audit report.

Best practice: Tickets will remain available for purchase online by fans at a discount even after the event has started. Utilize QR code to help those wanting to purchase online. Reduced price student tickets are only available online.

Credit Card Readers - Credit card readers issued by HomeTown Ticketing may be used at the gate to sell tickets for the GATE price. If your school has a HomeTown Ticketing credit card reader, contact Claudia Markoff (cmarkoff@ohsaa.org) to sign the required use agreement.

ONLY HomeTown Ticketing credit card readers can be used.

After the event- HTT Point of Sale (POS) report :

The host venue Athletic Director and OHSAA will have access to the reporting of cash sales within HTT reports. Athletic Directors can access the report through the “Event Management” option on the HTT app. The audit report will need to be printed so it can be submitted to the school treasurer along with the cash collected. The audit report will be available until 11:59 PM, the day of the event. **The ticket sales audit report must be printed prior to that time.**

Athletic Directors will provide the HTT audit report to their Treasurer with the cash. Athletic Directors will input the number of tickets sold and cash receipts according to the audit report on the financial report submitted to the OHSAA accounting department or DAB Treasurer.

The net cash ticket sales will be deducted from the hosting fee. If cash sales exceed the hosting fee, the school will need to remit the difference to OHSAA. If the cash sales are less than the hosting fee, the OHSAA will send a payment to school.

If the school owes the OHSAA, please wait for the OHSAA accounting office to issue an invoice defining the amount due from your school.

If the OHSAA owes the school, payment will be made after the conclusion of the tournament.