

2021 - Northeast District Athletic Board – Financial Report Instructions

SOCER & VOLLEYBALL - Home Site Sectional/District Tournament Reporting Instructions

1. **ONE REPORT**, for EACH SPORT, can be completed for **ALL** Sectional/District Tournament games played at your school per sport.
2. **FINANCIAL REPORT & INSTRUCTIONS FOR 2021**: The sectional/district tournament financial report, and instructions sheet, are posted at www.nedab.org under "Tournament Forms & Financials for Download".
3. **WORKSHEET TAB**: Complete ALL the highlighted information on the WORKSHEET tab. SELF inputs are highlighted in **YELLOW**. Drop List inputs are **BLUE**. Key totals from the worksheet will automatically self-populated the Final Report section.
4. Before entering data, save the file with a new name on your computer. The file name should reflect your tournament and be in the following order: **Host School Name, Sport, Division and Year**
Examples: **BRUNSWICK GSOC D1 2021** or **PADUA BSOC D2 2021** or **MEDINA VB D3 2021**
5. ALL Games hosted in one sport can be reported on one financial report, both sectional, and district contests.
6. A copy of the report must be emailed in its **EXCEL** format within SEVEN (7) days following your events. The report is not complete, and cannot be approved, until all required documentation is on file with the Northeast District Athletic Board treasurer.
7. Please do not try and alter formulas. If you have questions, or a problem, please contact the NEDAB treasurer or your Tournament Manager.
8. **TOURNAMENT FUNDS**: Schools are asked to run all tournament funds through their school treasurer using Agency 022 accounts or accounts that are monitored by the school treasurer. If the treasurer chooses not to allow funds to run through school accounts, the school will not host the event. Please request a W-9 form from the NEDAB treasurer if necessary.
9. **SCHOOL ACCOUNTS**: Be sure to answer the two questions on the Worksheet tab with a "Yes" or "No" response or a combination of Yes/No. **DO NOT** leave these items blank.
10. **OFFICIALS**: ***Schools DO NOT pay officials.*** Officials will be contracted and paid through the Arbiter system by the NEDAB for both their officiating and any mileage that may be owed to them from traveling to the contest. The rates for officiating and mileage remain the same for 2021.
11. **TICKETS/ADMISSION REVENUE**: There will be no paper tickets sold by competing schools for the 2021 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line.
12. Families will have a select time to purchase tickets. Sectional and District tickets will be offered at \$8.00 pre-sale and \$10.00 on the day of the game. The pre-sale window will **close 3 hours prior** to the beginning of the event.
13. All tickets sold will be electronic and there will be **NO GATE/WALK UP** tickets sold using cash.
14. Financial information from ticket sales will **NOT** be reported on your tournament financial report.

15. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).
16. All tournament contest tickets will be open for public sale by visiting the website: www.ohsaa.org/tickets. Anyone who attends the contest, outside of team personnel, must have a ticket.
17. **Please make every effort to SCAN all tickets.**
18. Per OHSAA policy, there are **NO REFUNDS EXCEPT** in the case of an event cancellation due to COVID-19. In this case, all orders will be fully refunded. Once the refund is processed, a confirmation email will be sent. It will take approximately 7-10 business days for the refund to be reflected on the purchaser's credit card.
19. **Event postponed before it starts:** Event starts and then gets called due to weather or other circumstance and is scheduled to finish later. **Ticket holders DO NOT NEED TO DO A THING!** If they have already been scanned into the event and it is called/rescheduled, their ticket will be reset and their ticket(s) will be moved to the new/date/time/location. **Again, they do not have to do a thing to get a ticket to the new/makeup event.**
20. No tickets will be refunded if the purchaser is not able to attend the new date/time.
21. **FLAT FEES:** *Host schools are being budgeted a flat rate of \$400.00 for a home site sectional contest. If you are hosting a district contest the flat fee is \$600.00.* This flat fee amount is to pay all personnel necessary to conduct the tournament contest. This amount includes all expenses for site manager, athletic trainer, scorers, timers, ticket sellers, ticket takers, secretarial, postage, custodial services, security as well as related payroll expenses. Uniformed security costs are now part of the flat fee for services.
22. Host schools will sign the approved OHSAA site agreement form and are to provide a facility at no cost to the Northeast District Athletic Board. (No rental, set up, lights, custodial or security fees.)
23. **EXTRAORDINARY EXPENSES:** All extraordinary expenses must be pre-approved, in writing, by the NEDAB president prior to the contest and documented.
24. **DEFICIT TOURNAMENTS:** The NEDAB will mail a check to the host school covering the total FLAT FEE plus any extraordinary expenses incurred for all games hosted. Schools will receive their reimbursement within 30 days following the conclusion of the tournament.
25. If a school hosts more than one contest, boys, or girls, the NEDAB may combine the flat fees onto one check.
26. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
27. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
28. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
29. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer
373 Hamilton Circle
Elyria, OH 44035
440-346-4827 – CELL