



Northeast District Athletic Board

Sectional and District Baseball & Softball Tournament Reporting Instructions - 2022

1. A separate report **MUST** be completed for **EACH** Sectional & District Tournament game played at your site.
2. Flat Fee: **Sectional Tournament contest: \$500.00 District Tournament contest: \$900.00**
3. **FINANCIAL REPORT FOR 2022 is now a Google Form:** The sectional & district tournament report is posted at <https://www.ohsaa.org/nedab> under "Tournament Forms & Financials for Download".
4. The Information necessary to complete the google form are Responder's e-mail address, Sport, Division, Host Manager's Name, Contact Phone Number, Game Location, Game Date, Tournament Funds questions, Level, Home Team, Visiting Team, Winning Team & Score, Extraordinary Expenses, Media, and Reimbursement Information.
5. **SERVICE EXPENSES:** *Host schools are being budgeted a flat rate to host both sectional and district baseball and/or softball contests.* This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This includes all expenses for site manager, athletic trainer, scorers, ticket takers, maintenance, custodial, secretarial as well as related payroll expenses.
6. **EXTRAORDINARY EXPENSES:** All extraordinary expenses must be **pre-approved** by the NEDAB president in writing and documented.
7. **TOURNAMENT FUNDS:** Schools are asked to run all tournament funds through their school treasurer using Agency accounts. If the treasurer chooses not to do this, the site manager will use a checking account approved by their school treasurer and the OHSAA. If neither form of accounting can be established, the school will not host the event. Please request a W-9 form from your tournament manager, or the NEDAB treasurer, if the NEDAB needs to be setup as a vendor through your school treasurer's office.
8. **TICKETS/ADMISSION REVENUE:** There will be no paper tickets sold by competing schools for the 2022 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line.
9. Ticket prices for all Sectional & District contests will be \$8.00 in advance and \$10.00 if purchased less than 3 hours prior to the contest for adults, students, and senior citizens. Ticketing flier is on the NEDAB website.
10. **POSTPONED CONTEST:** In the event of a rainout or postponement, no refunds will be issued. The ticket from the postponed contest will be honored on the date and location of the makeup contest.
11. Financial information from ticket sales will **NOT** be reported on your tournament financial report.

12. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).
13. Once teams are listed for an event, each athletic director for the participating schools of that event will receive an email with specific instructions and a personalized code for their team. This code will be shared with the participants families so they can login and purchase up to the allotted ticket amounts based on venue capacity limitations.
14. There will be **NO CASH TICKET SALES at the Gate**. All tickets must be purchased online.
15. The official's fees listed are only a point of reference – Officials are **NOT paid** by the host school. The sectional fees are \$75.00 with the District fees set at \$90.00. The mileage fee is \$1.00 per mile, one way, over 50 miles from the official's home address listed in the Arbiter to your school.
16. **BROADCAST FEES**: There is no charge for an audio broadcast, radio, or internet, for baseball or softball at the sectional and district level.
17. **STREAMING, VIDEO and TELEVISION**: Detailed information regarding Tournament live video streaming and video broadcasting fees are posted on the OHSAA web site and listed on page 7 of the document: <https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>
18. **DEFICIT TOURNAMENTS**: The NEDAB will mail a check to the host school to cover the FLAT FEE plus any extraordinary expenses incurred. Schools will receive their reimbursement within 30 days following the conclusion of the tournament.
19. If a school hosts more than one contest, baseball or softball, the NEDAB may combine the flat fees onto one check. However, you must submit a separate google form for each contest played at your site.
20. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
21. **COMPLETED REPORT**: Responders will receive a copy of their response as well as a confirmation message.
22. **CONTACT INFORMATION**:
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