



Northeast District Athletic Board – Spring 2024

Track & Field Tournament Reporting Instructions

1. **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.
2. 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 - **Level, Sport, Location, Division, Year**
Examples: DIST TRF AMHERST D1 2024; DIST TRF LAKEVIEW D2 2024
3. A copy of the report must be emailed in its **EXCEL** format within SEVEN (7) days following your event. The report is not complete, and cannot be approved, until all required documentation is on file with the Northeast District Athletic Board treasurer.
4. Please do not try and alter formulas. If you have questions, or a problem, contact the NEDAB treasurer.
5. **TOURNAMENT FUNDS:** Managers are asked to run all tournament funds through the school treasurer using Agency accounts or accounts that are monitored by the school treasurer. If the treasurer chooses not to do this, the manager will use a checking account approved by the school treasurer and the OHSAA. Please request a W-9 form from the NEDAB treasurer if necessary.
6. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Worksheet tab with a ‘Yes’, ‘No’ or ‘Yes/No’ response or a combination of Yes/No. **DO NOT** leave these items blank.
7. **ADMISSION FEES - District: Adult - \$8.00, Student - \$5.00 for either online or cash sales.** Online ticketing sales are not reported on the tournament financial report.
8. **TICKETS:** **Online** - tournament event tickets will be sold using Hometown Ticketing. The host site is required to have personnel available with the appropriate technology to scan event tickets.
Cash – Host schools must offer cash ticket sales and will register those sales through the Hometown Ticketing Gate App. ***** Ensure that the cash ticket sales registered in the Hometown Ticketing Gate app equals the total cash sales reported on the Report Form.*
9. **POSTPONED CONTEST:** In the event of a rainout or postponement, no refunds will be issued. The ticket from the postponed contest should be honored on the date and location of the makeup.
10. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
11. **TOURNAMENT PERSONNEL:** Is required to be listed on this report. This is very useful to the manager, and treasurer, to determine the accuracy of the report. This total **MUST** equal the total of Service Expenses.
12. **DEFICIT TOURNAMENTS:** The OHSAA will mail a check payable to the host school/manager to cover their expenses. Schools/manager will receive their reimbursement within 30 days following the conclusion of the tournaments. If a school hosts more than one contest, the NEDAB may combine all expenses onto one check; however, you still must submit a separate report for each contest hosted at your site.
13. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
14. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
15. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer Cell Phone: 440-346-4827
373 Hamilton Circle mmcguire@ohsaa.org
Elyria, OH 44035