



Northeast District Athletic Board

Host Cross Country Tournament Information Sheet

1. Complete the information on each tab that is highlighted in **YELLOW**. Key totals from the worksheet will automatically self-populate to the Final Report tab. Select appropriate item in all **BLUE** Drop-Boxes.
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 CC MADISON D234 2025
3. Please do not try and alter formulas. If you have questions, or a problem, contact the NEDAB treasurer.
4. An e-mail copy of the report is due 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.
5. **ADMISSION PRICES:** Students \$5.00, **All** Adults \$10.00. **FLEX Pass - \$85.00** good for 10 Admissions to Sectional, District & Regional events. Not valid for state tournament events or any swimming tournaments. Pass can be used for multiple people at one event.
6. Cash ticket sales at the district meet must be reported the financial report. The school retains the cash admissions, and it is deducted from the Total Amount Due, to or from, the OHSAA.
7. **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 your school, or host facility, requires a W-9 please request the form from the NEDAB treasurer.
8. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
9. **REIMBURSEMENT of EXPENSES:** Reimbursement for all Operating & Miscellaneous Expenses require receipt of payment, or invoice, to be submitted along with your tournament financial report.
10. **TOURNAMENT PERSONNEL:** All personnel are required to be listed at the bottom of the Worksheet tab. This is very useful to manager, and treasurer, to determine the accuracy of the report. This total **MUST** equal Service Expenses.
11. **OFFICIALS:** Schools/**Managers DO NOT pay officials**. Officials will be contracted and paid through the DragonFly system by the NEDAB for both their officiating and any mileage that may be owed to them for traveling to the meet. The rates for officiating the 2025 tournament have yet to be finalized.
12. **DEFICIT TOURNAMENTS:** The OHSAA will mail a check to the host school/manager to cover their expenses. Schools/manager will receive their reimbursement within 30 days following the conclusion of the tournaments.
13. Save copies of all documents used to prepare your financial report for possible auditing purposes.
14. **COMPLETED REPORT:** E-mail in Excel Format to: mmcguire@ohsaa.org

Northeast District Athletic Board Treasurer:

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www.ohsaa.org/nedab