



Northeast District Athletic Board

Host Site Soccer & Volleyball Tournament Information Sheet

<u>Hosting Flat Fee:</u>	Sectional - \$500.00 District Semi-Final & District Final - \$700.00 Hosting flat fee payments will be processed within 30 days following the conclusion of the tournament.
<u>Security:</u>	Licensed law enforcement expenses will be considered an extraordinary expense in addition to the flat fee. If a host school is required to, or feels it necessary to hire police, sheriff, etc., please include security in your tournament flat fee report.
<u>Officials Fees and Travel Allowance:</u>	All Officials Fees and Travel will be paid by the NEDAB through Dragonfly. All officials shall be assigned by the District Board for Sectional and District Contests.
<u>Tickets:</u>	<u>Online</u> - 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 admission tickets. <u>Cash</u> – Host schools will need to offer cash ticket sales and will register those sales through the Hometown Ticketing Gate App. **** <i>Ensure that the cash ticket sales registered in the Hometown Ticketing Gate app equals the total cash sales reported on the Google Tournament Flat Fee Report Form.</i>
<u>Admission Fees:</u>	Sectional and District: \$10.00 (Adult), \$5.00 (Student) for either online or cash sales <u>FLEX Pass - \$85.00</u> Good for 10 Admissions to Sectional, District & Regional events.
<u>Tournament Report:</u>	A Google Flat Fee Report Form will be utilized to report tournament financials. The link to the report is located on the NEDAB website at www.ohsaa.org/nedab and is listed under <u>Tournament Forms and Financials</u> . A separate report is to be entered for each game played.
<u>Tournament Fees:</u>	If the cash ticket sales do not exceed the Flat Fee amount plus extraordinary expenses a check will be submitted to the host school. If the cash ticket sales exceed the Flat Fee amount plus extraordinary expenses, the host school will be invoiced for the amount due. PLEASE wait to receive an invoice from the OHSAA before submitting payment.
<u>Media Fees:</u>	The process for media/press checking into games and making payments to the Athletic Director or site manager will remain the same. Media need to present a check or money order <u>made payable to the Ohio High School Athletic Association</u> on game day. The Athletic Director/Site Manager should promptly (within 3 business days) mail all payments to: Ohio High School Athletic Association L-4256 Columbus, OH 43260-4256
<u>Event Regulations:</u>	Host event site managers and tournament personnel <u>must</u> review tournament regulations and managers manual specific to their tournament on the OHSAA website.

Northeast District Athletic Board Treasurer:

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