



Northeast District Athletic Board

Host Site Swimming & Diving Tournament Information Sheet

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**
Example: SECT SWD AKRON D1 2026, DIST SWD CSU D1 D2 2026
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. **ADMISSIONS REVENUE: Adult/Senior Citizens - \$10.00 Students - \$5.00**
Cash tickets will only be offered at CT Branin Natatorium. All other locations will ONLY offer Online Ticket Sales. Only the cash ticket sales need to be reported on the Tournament Financial Report. Online ticket sales DO NOT need to be reported on the Tournament Financial Report.
6. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
7. **TOURNAMENT PERSONNEL:** All personnel 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.
8. **FORM W-9:** All tournament personnel listed on the report form **MUST** have a W9 form on file with the OHSAA. If one is not on file, it needs to be submitted to the NE District treasurer.
9. **TOURNAMENT PAYMENTS:** The OHSAA will mail checks to the host manager and individual workers. Managers and workers will receive their reimbursement within 30 days following the conclusion of the tournaments. The OHSAA may combine all fees into one check for managers and workers who work more than one tournament.
10. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
11. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
12. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
13. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer Cell Phone: 440-346-4827
mmcguire@ohsaa.org