



## Northeast District Athletic Board

### HOME SITE Sectional & District Basketball Tournament Reporting Instructions - 2021

1. A separate report **MUST** be completed for **EACH** Sectional/District Tournament game played at your school.
2. Flat Fees: **Sectional Tournament contest: \$350.00**      **District Tournament contest: \$500.00**
3. **FINANCIAL REPORT FOR 2021:** The sectional/district tournament financial report, and instructions sheet, are posted at <https://www.ohsaa.org/nedab> under "Tournament Forms & Financials for Download".
4. Before entering data, save the file with a new name. Your file name should be in the following order. Level, Sport, Host School Name, Tournament Division and Year. If you host more than one contest put a (.2) after the year to designate it as a second game. Examples: **SECT BBK ELYRIA DI 2021 or SECT GBK FAIRVIEW DII 2021.2**
5. **WORKSHEET TAB:** Complete ALL the highlighted information on the WORKSHEET tab. SELF inputs are highlighted in **YELLOW**. Drop Lists are **BLUE**. Key totals from the worksheet will automatically self-populated the Final Report section.
6. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Worksheet tab with a "Yes" or "No" response or a combination of Yes/No. **PLEASE DO NOT** leave these items blank.
7. **SERVICE EXPENSES:** *Host schools are being budgeted a flat rate to host a home site sectional and/or district basketball contest.* This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This includes all expenses for site manager, athletic trainer, scorers, timers, ticket sellers, ticket takers, secretarial, postage and custodial services as well as related payroll expenses. Uniformed security costs are over and above the flat fee for services.
8. **SECURITY:** Sworn, uniformed security personnel, or a professional security company must be paid through your school account. Uniformed security costs are over and above the flat fee designated for services. ***In this pandemic year we ask that security only be used if they were employed during your regular season contests.***
9. **EXTRAORDINARY EXPENSES:** All extraordinary expenses, except for uniformed security, must be pre-approved by the NEDAB president and documented.
10. As you type the information into the Worksheet tab formulas are set to complete calculations on that page. Please do not try and alter formulas. If you have questions, or a problem, please contact the NEDAB treasurer or Tournament Manager.
11. An e-mailed copy of the report is due within SEVEN (7) days of the date of your event.
12. **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 the 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.
13. **TICKETS/ADMISSION REVENUE:** There will be no paper tickets sold by competing schools for the 2021 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line.
14. **Financial information from ticket sales will NOT be reported on your tournament financial report.**
15. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform ([www.ohsaa.org/tickets](http://www.ohsaa.org/tickets)).

16. 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.
17. Families will have a select time to purchase tickets, and that window will **close prior** to the event occurring.
18. The way the Governor's order is currently worded, there will be **NO GATE/WALK UP tickets sold**.
19. The official's fees listed are only a point of reference – Officials are **NOT paid** by the host school. The sectional fees are \$80.00 with the District fees set at \$110.00. 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.
20. **OHSAA FOUNDATION 50/50 DRAW**: Will not be offered this tournament season.
21. **STREAMING**: School Websites or School-Controlled Webpage No Charge  
Educational Access, Non-Commercial, School Fan/Booster Websites \$50.00  
Detailed information regarding Tournament streaming fees are posted on the OHSAA web site see address below:
22. **RADIO/TV**: Enter the Call Letters and fee received, or the fee owed, for each station. Checks should be made payable to the OHSAA or NEDAB. Record the broadcast fee in the appropriate column listed on the Worksheet tab. **Mail ALL radio checks received for the OHSAA or NEDAB to the NEDAB Treasurer.**  
The fee structure is as follows: Akron, Canton, Cleveland, Warren & Youngstown \$80.00  
Elyria, Lorain, Willoughby \$70.00  
All Other Stations (including internet only broadcasts) \$60.00  
Detailed information regarding Tournament streaming and broadcast fees are posted on the OHSAA web site at:  
<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>
23. Host schools will sign the approved OHSAA site agreement form and are to provide a facility at no cost to the Northeast District Athletic Board. (No rental, set up, lights or custodial fees.)
24. **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.
25. If a school hosts more than one contest, boys or girls, the NEDAB may combine the flat fees onto one check. However, you must submit a separate report for each contest played at your site.
26. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
27. **COMPLETED REPORT**: Please E-mail this report in its Excel Format to: [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)
28. **CONFIRMATION**: An e-mail will be returned specifying accuracy or questions that need clarification.
29. **CONTACT INFORMATION**: Mark T. McGuire, Treasurer mmcguire@ohsaa.org  
373 Hamilton Circle 440-346-4827  
Elyria, OH 44035