



Southwest District Athletic Board

Sectional and District Basketball Tournament Reporting Instructions - 2026

1. A separate report **MUST** be completed for **EACH** Sectional & District Tournament game played at your site.
2. Flat Fee (Per Game): **\$900.00**
3. **FINANCIAL REPORT FOR 2026 is now a Google Form:** The sectional & district tournament report is posted at <https://www.ohsaa.org/swdab> under "Tournament Forms & Financials for Download".
4. The Information necessary to complete the google form are Responder's e-mail address, Sport, Division, Host Manager's Name, Contact Phone Number, Game Location, Game Date, Tournament Funds questions, Level, Home Team, Visiting Team, Winning Team & Score, Extraordinary Expenses, Media, and Reimbursement Information.
5. **SERVICE EXPENSES:** *Host schools are being budgeted a flat rate to host both sectional and district basketball contests.* This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This includes all expenses for site manager, athletic trainer, scorers, ticket takers, maintenance, custodial, secretarial as well as related payroll expenses.
6. **EXTRAORDINARY EXPENSES:** All extraordinary expenses must be pre-approved by the SWDAB President or Tournament Coordinator in writing and documented.
7. **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 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 SWDAB treasurer, if the SWDAB needs to be setup as a vendor through your school treasurer's office.
8. **TICKETS/ADMISSION REVENUE:** There will be no paper tickets sold by competing schools for the 2026 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing available online. www.ohsaa.org/tickets Tournaments conducted in school facilities will also have CASH options.
9. Ticket prices for all Sectional & District contests will be \$10.00 – ADULTS \$5.00 – Students
10. **POSTPONED CONTEST:** In the event of a postponement, no refunds will be issued. The ticket from the postponed contest will be honored on the date and location of the makeup contest.
11. **Financial information from ticket sales will be reported on your tournament financial report.**

12. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).
13. The official's fees listed are only a point of reference – Officials are **NOT paid** by the host school. The Southwest District Athletic Board will pay all officials via DragonFly. At the conclusion of each game please email a confirmation to Joe Roberts, (swdab-treas@ohsaa.org) that the crews worked the games you hosted. Please assist the SWDAB and remind the officials that they will be paid each Monday of the week for games worked.
14. **STREAMING, VIDEO and TELEVISION**: Detailed information regarding Tournament live video streaming and video broadcasting fees are posted on the OHSAA web site and listed on page 7 of the document:
<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>
15. **RECONCILIATION OF TOURNAMENTS**: The SWDAB 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 all winter tournaments. Please complete the google financial report form no later than twenty-four (24) hours after the contests you host. Please remember to upload your cash reports. Please remember a separate report is needed for each game you host. At the conclusion of the winter district tournament season, we will reconcile each site and reimburse host schools for expenses.
16. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
17. **COMPLETED REPORT**: Responders will receive a copy of their response as well as a confirmation message.
18. **CONTACT INFORMATION**:
Joe Roberts, Treasurer
Southwest District Athletic Board
6621 Lewis Clark Trail
Cincinnati, Ohio 45241
Email: swdab-treas@ohsaa.org
Cell: (419) 566-1255