**Southwest District Athletic Board**

**Sectional and District Soccer & Volleyball Tournament Reporting Instructions - 2025**

1. A separate report **MUST** be completed for **EACH** Sectional & District Tournament game played at your site.
2. Flat Fee (Per Game): **Sectionals: $700.00 District Semi-Final: $500.00 District Final: $600.00**
3. **FINANCIAL REPORT FOR 2025 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, Media, and Reimbursement Information.
5. **SERVICE EXPENSES**: ***Host schools are being budgeted a flat rate to host both sectional and district soccer and volleyball 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.

1. **EXTRAORDINARY EXPENSES**: All extraordinary expenses must be **pre-approved** by the SWDAB President or Tournament Coordinator in writing and documented. Extraordinary expenses are designed for uniformed officers or security for events.
2. **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.
3. **TICKETS/ADMISSION REVENUE**: There will be no paper tickets sold by competing schools for the 2025-2026 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line. [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets)
4. Ticket prices for all Sectional & District contests will be $5.00 – Students $10.00 – Adults. Tickets will be available on-line, [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets) Cash options are available at school site venues only.
5. **POSTPONED CONTEST**: In the event of a rainout or postponement, no refunds will be issued. The ticket from the postponed contest will be honored on the date and location of the makeup contest.
6. Financial information from ticket sales reports need to be added into your report forms.
7. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).
8. 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.
9. Officials will continue to be assigned by the Southwest District Athletic Board. All tournament officials will be paid via DragonFly.
10. **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*
11. **DEFICIT 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 reimbursements once all sites have submitted all reports and all tournaments are reconciled. We highly recommend that at the conclusion of each contest you complete your financial reports and upload your digital ticketing report.
12. If a school hosts more than one contest, the SWDAB will combine the flat fees onto one check. However, you must submit a separate google form for each contest played at your site.
13. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**

1. **COMPLETED REPORT**: Responders will receive a copy of their response as well as a confirmation message.
2. **CONTACT INFORMATION**: Joe Roberts, Treasurer

Southwest District Athletic Board

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