



Southwest District Athletic Board

Sectional & District Basketball Tournament Financial Reporting Instructions - 2025

Hosting Flat Fee: \$900.00/Game

Extraordinary Expenses: The Southwest District Athletic Board has approved extraordinary expenses for uniformed officers and or your district board of education approved security. This needs to be submitted on the google form and listed as such.

Officials: All Officials will be paid from the Southwest District Athletic Board. Each of you will have access to see the officials in your Dragonfly account. Please do not make any attempt to adjust what is assigned by the Southwest District Athletic Board. Please email Joe Roberts, Treasurer at the conclusion of your games that the assigned officials completed their assignment. Email: treas-swdab@ohsaa.org

Tickets: All tickets for all contests are available via electronic ticketing:
www.ohsaa.org/tickets

Cash: Host schools will need to offer cash ticket sales and will register those sales through the Hometown Ticketing Gate App. **** Ensure that the cash ticket sales registered in the Hometown Ticketing Gate app equals the total cash sales reported on the Tournament Report. Cash Reports will need to be uploaded into the financial report form following each contest.

Admission: All Sectional and District Tournament Basketball Game Admission –
\$8.00 - Adults
\$5.00 - Students

Tournament Reports: The tournament financial report form can be found on the Southwest District Athletic Board webpage: <https://www.ohsaa.org/SWDAB-Home/SWDAB-Financials> As a reminder a report needs to be completed following

each game you host. Example: Your site hosts three (3) games on Monday of the tournament you will submit three (3) separate reports. REMINDER TO INCLUDE YOUR CASH SALES REPORT FROM HOMETOWN.

Reconciliation of Tournaments: At the conclusion of all district basketball tournaments we will begin to reconcile the winter with each host site and issue reimbursement of expenses. This could take up to thirty (30) days after the final district tournament basketball game has been played in order to allow the Ohio High School Athletic Association to issue payouts. Please remember to complete your forms so that we can ensure we have reconciled all schools in a timely manner.

Tournament Fees: If the net ticket sales do not exceed the Flat Fee amount, a check will be submitted to the host school. If the net ticket sales exceed the Flat Fee amount, the host school will be invoiced for the amount due. PLEASE wait to receive an invoice from the OHSAA for the amount due before submitting payment.

Media Fees: The process for media/press checking into games and making payments to the AD or site manager will remain the same. Media need to present a check or money order made payable to the Ohio High School Athletic Association to the site on game day. The AD/Site manager should promptly (within 3 business days) mail all payments to:

Ohio High School Athletic Association
L-4256
Columbus, OH 43260-4256

Event Regulations: Host event site managers and tournament personnel must review the tournament regulations and manager's manual that relates to the specific tournament. Information has been sent via email but can always be found on the OHSAA website:
www.ohsaa.org

At any point you have any questions, please do not hesitate to contact:

Joe Roberts
Treasurer
Southwest District Athletic Board
6621 Lewis Clark Trail
Cincinnati, Ohio 45241
Cell: (419) 566-1255
Email: treas-swdab@ohsaa.org

**THANK YOU FOR ALL THAT YOU DO TO MAKE OUR TOURNAMENTS A
SUCCESSFUL!!!!**

www.ohsaa.org/SWDAB-Home