

# Delayed Fee Payment Process for Radio and TV Stations

**October 2023**

**TO:** Radio and TV Stations Approved by OHSAA for Delayed Rights Fee Payment Plan  
**FR:** Tim Stried, OHSAA Director of Media Relations, [tstried@ohsaa.org](mailto:tstried@ohsaa.org), 614-267-2502, ext. 124  
**RE:** Delayed Payment to OHSAA Office of Broadcast Rights Fee

## **INSTRUCTIONS FOR TOURNAMENT MANAGERS:**

Some radio and TV stations have a financial structure that makes it impossible for them to have a check to submit on-site before a tournament contest. Typically, such stations are owned by companies outside Ohio (iHeartMedia, etc.). Therefore, the OHSAA has developed a process for stations that need to pay their rights fee at a later date. **Guidelines for tournament managers:**

1. Stations approved by the OHSAA to pay later have been sent a broadcast log sheet by the OHSAA. They must have the log sheet with them at the contest for tournament manager or media coordinator to sign.
2. Tournament managers should report this information on the OHSAA financial report. On the TV and Radio Receipts page, write in the station's city and call letters with \*\*\* after them. Write in the fee that the station owes. Include the missing fee in your total TV and radio receipts and forward the total to the Cover Page's TV and Radio Receipts line.
3. At the bottom-right corner of the Cover Page, write in the city and call letters of the radio/TV station and insert the amount they owe as a negative number. Recalculate the total due to/from the OHSAA by deducting that amount from the net profit.

## **INSTRUCTIONS FOR APPROVED RADIO/TV STATIONS:**

1. Request a delayed payment application from Tim Stried at the OHSAA. Approved outlets will then receive a broadcast log sheet, which must be taken to each tournament contest for verification and signature of the tournament manager or the media coordinator.
2. After your coverage of the tournament is over, send your log sheet(s) and/or a bill to your parent company's main office for processing and also **send a copy of the log sheet(s) to the OHSAA, attention Tim Stried (fax 614-267-1677, email [tstried@ohsaa.org](mailto:tstried@ohsaa.org) or mail to 4080 Roselea Place, Columbus, OH 43214)**. Make sure the check indicates what station (city and call letters) and the sport that the check is for. Checks should be payable to the OHSAA. Stations may also call and pay by credit card.

**Spectrum is the official TV partner of the OHSAA and does not owe a rights fee on a per-game basis and does not need to sign broadcast log sheets.**

## **TOURNAMENT MANAGERS**

**The list of media outlets approved for alternative rights fee payment is kept in the OHSAA Media Relations Office.**

**Please Contact Tim Stried to check on the status of a media outlet.**

**[tstried@ohsaa.org](mailto:tstried@ohsaa.org)  
614-267-2502, ext. 124**

**Those stations approved for alternative rights fee payment will have a broadcast log sheet for the tournament manager or media coordinator to sign before the game.**