

Memo Regarding Radio and TV Stations Approved for Delayed Fee Payment

October 2019

TO: Radio & TV Stations With Alternative Rights Fee Payment Plans and OHSAA Tournament Managers
FR: Tim Stried, OHSAA Director of Communications, 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 on one of the blank lines 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, mail or fax your log sheet(s) and/or a bill to your parent company's main office for processing and also **mail, email or fax a copy of the log sheet to the OHSAA, attention Tim Stried (fax 614-267-1677, email tstried@ohsaa.org or mail to 4080 Roselea Place, Columbus, OH 43214)**. Make sure the check or the information attached to it indicates what station (city and call letters) and the sport that the check is for. Checks should be payable to the OHSAA.

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 on file in the OHSAA Communications Office.
Please Contact Tim Stried to check on the status of a media outlet.

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.