



Northeast District Athletic Board

Home Site Sectional Basketball Tournament Reporting Instructions

1. A separate report **MUST** be completed for **EACH** Sectional Tournament game played at your school.
2. The home site sectional tournament financial report can be found at www.nedab.org under the “Winter Financial Forms” tab on the right side of the page.
3. Before entering data, save the file with a new name. Your file name should be in the following order. Level, Sport Abbreviation, Host School Name, Division, Year. If you host more than one contest in boys or girls basketball put a .2 after the year to designate it as a second game.
Examples: **SECT BBK MIDVIEW DI 2017 – OR – SECT GBK HAWKEN DIII 2017.2**
4. **E-MAIL** a copy of the report in the **EXCEL** format within SEVEN (7) days of the date of your event. Tournament proceeds are to be paid within THIRTY (30) days of receiving confirmation that your report has been approved. The report is not complete, and cannot be approved, until all required documentation is on file with the Northeast District Athletic Board treasurer.
5. As you enter information to the WORKSHEET page formulas are set to complete calculations on that page as well as the FINAL REPORT page. Please do not try and alter formulas. If you have questions, or a problem, please contact the NEDAB treasurer or your Tournament Manager.
6. **TOURNAMENT FUNDS:** Schools are to run all tournament funds through their school treasurer using Agency accounts or accounts that are monitored by the school treasurer. If the treasurer chooses not to allow funds to run through school accounts the school will not host the event. Please request a W-9 form, from your tournament manager or NEDAB treasurer, if the NEDAB needs to be setup as a vendor through your school treasurer’s office.
7. **WORKSHEET:** Complete all of the information on the worksheet that is highlighted in BLUE. Drop down selection boxes are highlighted in RED. Key totals from the Report tab will automatically transfer to the Final Report tab of the worksheet.
8. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Final Report tab with a “YES” or “NO” response. Answer the “Type of Account” question if necessary. **DO NOT** leave these items blank.
9. **TICKETS:** All ticket prices at the gate will be \$6.00 for Adults/Senior Citizens and \$4.00 for Students. There are no pre-sale tickets at the sectional level. Special requests will be considered.
10. **TICKET RETURNS:** Please return tickets to your District tournament manager in pre-addressed priority mailing box that was provided. Be sure to include your return address in the appropriate location.
11. **RADIO/TV:** Enter the City/Call Letters and fee for each station as well as the fee received. Checks should be made payable to the OHSAA or NEDAB. You can accept, and deposit, if the check is payable to the host school. Record the broadcast fee in the appropriate column listed on the Worksheet tab. If you receive a check payable to the OHSAA or NEDAB please send check to the NEDAB Treasurer. Broadcast fees can be found at: <http://ohsaa.org/Portals/0/News/Media/TournamentBroadcastRates.pdf>

12. **OFFICIALS FEES AND MILEAGE:** Officials' base pay for a sectional contest is \$80.00 per official. The host school is responsible for paying the OHSAA officials their contract fee plus a mileage fee for miles traveled over 50 miles one way. The mileage fee is \$1.00 per mile, one way, over 50 miles. Miles should be rounded to the nearest mile. Use a MapQuest type program to determine the distance from the official's home address to your school. ***The official's fees are NOT part of the \$475.00 flat fee.***
13. **SERVICE EXPENSES:** ***Host schools are being budgeted a flat rate of \$475.00 for a home site sectional contest.*** This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This amount includes all expenses for site manager, athletic trainer, scorers, timers, ticket sellers, ticket takers, secretarial, postage, custodial services as well as related payroll expenses. This amount should be paid from your tournament ticket receipts. Officials' fees and uniformed security costs are over and above the flat fee for services. The host school retains any portion of the \$475.00 that is not spent to be utilized for other non-reported expenses. Ex. – maintenance, custodial, lighting and non-fixed costs.
14. **SECURITY:** Sworn uniformed security personnel, or a professional security company, should be paid through your school account. This expense is **NOT** part of the \$475.00 flat fee. However, non-uniformed individuals hired as security are considered game personnel and should be paid as part of the \$475.00 flat fee.
15. **MISCELLANEOUS EXPENSES:** All miscellaneous expenses must be pre-approved and documented. Postage is **NOT** a miscellaneous expense. It is part of the Flat Fee.
16. **ARBITER PAY EXPENSE:** If a school is using the Arbiter Game program to pay officials you may charge the additional expense to Miscellaneous Expenses as noted on the report.
17. **OHSAA FOUNDATION 50/50 DRAW – BASKETBALL ONLY:** Indicate if you held a 50/50 draw by selecting 'Yes' or 'No' in the drop down box. If you did, list the 501-C-3 organization. The \$50 fee for conducting the 50/50 will be reflected on the Final Report tab.
18. **PROFIT/LOSS:** Profit – make check payable to the Northeast District Athletic Board and mail to the NEDAB treasurer with a copy of the Final Report page included. Loss – the NEDAB will mail a check to the host school to cover their expenses. Be sure to complete the top section of the Final Report tab report for deficit tournaments.
19. If a school hosts more than one contest, boys or girls, you can combine profits/losses onto one check. However, you must submit a separate report for each contest played at your site.
20. Save copies of all documents sent to the NEDAB treasurer for possible auditing purposes.
21. **COMPLETED REPORT:** E-mail in Excel Format to: mmcguire@ohsaa.org
22. **MAIL PROCEEDS PAYMENT ALONG WITH FINAL REPORT TO:**
Mark T. McGuire, Treasurer
Northeast District Athletic Board
373 Hamilton Circle
Elyria, OH 44035
Phone: 440-346-4827
23. **MAKE CHECKS PAYABLE TO:** Northeast District Athletic Board or NEDAB