

Northeast District Athletic Board – Soccer Report
Home Site Sectional/District Soccer Tournament Reporting Instructions

1. A separate report **MUST** be completed for **EACH** Sectional/District Tournament game played at your school.
2. The sectional/district tournament financial report can be found at www.nedab.org under the “Forms for Managers” 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, Host School Name, Tournament Designation and Year. If you host more than one contest put a (2) after the year to designate it as a second game.
 Examples: **SECT BSOC STOW DI 2017** or **DIST GSOC PERRY DII 2017.2**
4. An e-mail copy of the report is due 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 approved, until all required documentation is on file with the Northeast District Athletic Board treasurer.
5. As you type the information into the Report page formulas are set to complete calculations on that page as well as the Summary and Personnel pages. 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 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 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 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 are highlighted in YELLOW. Key totals from the Report tab will automatically transfer to the Summary and Personnel tabs of this worksheet.
8. **SCHOOL ACCOUNTS:** Be sure to answer the first two questions on the Summary tab of the worksheet with a “Yes” or “No” response or a combination of Yes/No. **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 or district tournament levels.
10. **TICKET RETURNS:** **Ticket Returns are to go to your Tournament Manager.** Please return tickets in pre-addressed mailing box provided. Be sure to include your return address in the appropriate location.
11. **OFFICIALS FEES:**

<u>Sectional fees</u>		<u>District fees</u>	
Assistant Referees	\$70	Assistant Referees	\$80
Center Referee	\$80	Center Referee	\$90

The official's fees are NOT part of the \$300.00 flat fee.

12. **OFFICIALS MILEAGE:** 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.
13. **SERVICE EXPENSES:** *Host schools are being budgeted a flat rate of \$300.00 for a home site sectional and district 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 and 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.
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 \$300.00 flat fee.* However, non-uniformed individuals hired as security are considered game personnel and should be paid as part of the \$300.00 flat fee.
15. **ARBITER FEES:** If a school is using the Arbiter Game program to pay officials you may charge the additional expense to Operating Expenses for officials as noted on the report.
16. **MISCELLANEOUS EXPENSES:** Must be pre-approved and documented.
17. **PERSONNEL TAB:** Only need to use this tab if payments were made from an account outside of the schools account. However, even if funds go through your school account, using this tab can be useful to the manager as well as your treasurer's office when processing the report and issuing checks.
18. **PROFIT/LOSS:** Profit – make check payable to the Northeast District Athletic Board and mail to the NEDAB treasurer. Loss – the NEDAB will mail a check to the host school to cover their expenses. Be sure to complete the top section of the Summary tab report for deficit tournaments. Schools will receive their reimbursement within 30 days following the conclusion of the soccer tournament.
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 SUMMARY PAGE TO:** Mark T. McGuire, Treasurer
Northeast District Athletic Board
373 Hamilton Circle
Elyria, OH 44035
23. **MAKE CHECKS PAYABLE TO:** Northeast District Athletic Board or NEDAB