Northwest District Athletic Board
Sectional, District Basketball Tournament Reporting Instructions - 2026

EVENT REGULATIONS: Host event site managers and tournament personnel ***must*** review regulation and guidelines specific to their tournament on the OHSAA website.

A separate Google Flat Fee Report Form **MUST** be completed for **EACH** Sectional Tournament basketball game played at your site.

Flat Fee: Sectional Tournament: $1,300 **District Tournament Contest $1,500/game**

FINANCIAL REPORT FOR 2026 is a Google Form: The sectional & district tournament report is posted at https://www.ohsaa.org/NWDAB under "Tournament Forms & Downloads".

The Information necessary to complete the google form are Responder's e-mail address, Sport Division, Host Manager's Name, Contact Phone Number, Game Location, Game Date, Tournament Funds, Level, Home Team, Visiting Team, Winning Team, Extraordinary Expenses, Media, and Reimbursement Information.

FLAT FEE: ***Host schools are being budgeted a flat fee to host both sectional and district boys & girls basketball contests.*** This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This includes all expenses for site manager, scorers, ticket takers, and secretarial as well as related payroll expenses.

EXTRAORDINARY EXPENSES: Extraordinary expenses are for additional monies needed over and above the flat fee. It includes Security, Custodial, and Trainer. It must be reported on the google form.

TOURNAMENT FUNDS: Schools are asked to run all tournament funds through their school treasurer. If the school district chooses not to do this the school will not host the event. Please request a W-9 form from your tournament manager, or the NWDAB treasurer, if the NWDAB needs to be setup as a vendor through your school treasurer's office.

TICKETS/ADMISSION REVENUE: All ticket sales will be managed by HomeTown Ticketing and can be purchased in advance online or for cash at the gate.

TICKET PRICES: All Sectional & District contests tickets will cost $10.00 for Adults & Senior Citizens and $5.00 for Students. Please run the HTT Audit Gate Report to reconcile the cash collected at the gate prior to 11:00 PM.

CASH TICKET SALES: All Schools will retain the cash ticket sales and the OHSAA will deduct that amount from your Flat Fee payment. If the cash ticket sales exceed the Flat Fee & the extraordinary expenses amount, the OHSAA will invoice the school for the amount due to the OHSAA.

POSTPONED CONTEST: In the event of a postponement, no refunds will be issued. The ticket from the postponed contest will be honored on the date and location of the makeup contest.

The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).

Officials will be paid by the OHSAA through DragonFly. Officials are **NOT paid** by the host school.

MEDIA FEES PROCESS: Media need to present check or money order **made payable to the Ohio High School Athletic Association** to the site on game day. The Athletic Director/Site Manager should promptly (within 3 business days) mail all media payments to the OHSAA lockbox at:

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

The media payments are to be recorded on the google tournament form.

STREAMING, VIDEO and TELEVISION: Detailed information regarding live audio broadcasts, video streaming and video broadcasting and the cost, is posted on the OHSAA web site.
Link:*https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf*. Please contact Tim Stried, Director of Media Relations, in the OHSAA office if you have questions.

TOURNAMENT PAYMENTS: The OHSAA will mail a check to the host school to cover the FLAT FEE plus any extraordinary expenses incurred. Schools will receive their reimbursement within 30 days following the conclusion of the tournament. If a school hosts more than one contest the OHSAA may combine the flat fees onto one check.

1. CONTACT INFORMATION

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