

BOYS & GIRLS BASKETBALL – TOURNAMENT REGULATIONS
NORTHEAST DISTRICT ATHLETIC BOARD (NEDAB) / OHSAA
www.nedab.org

I. MANAGEMENT PERSONNEL - RESPONSIBILITIES

A. SECRETARY OF THE NORTHEAST BOARD:

Larry Acker, Secretary
North Central Schools
350 S. Main Street
Creston, OH 44217
Phone: 330-435-6382
Fax: 330-435-4633
Email: nrcn_acker@tccsa.net

1. Prepares and distributes all regulations and such correspondences as NEDAB (hereinafter the Board) shall direct.

B. TREASURER OF THE NORTHEAST BOARD:

Al Lopez, Treasurer
648 Braceville – Robinson Rd
Newton Falls, OH 44444
Phone: 330-898-8851
Fax: 330-898-8488

1. Prepares and distributes all financial forms, other than those of the State Office, as required by the board.
2. Receive and approve all financial reports from the respective Tournament Manager. Upon approval, Treasurer shall return a copy to the Tournament Manager, along with a receipt for any profit or Board check to cover the deficit.
3. Prepare a composite financial report to include all sectional and district tournaments for which the Board is responsible and distribute these to the Board and Tournament Manager.

C. TOURNAMENT MANAGER – as named in contract

1. Adhere to the playing dates as established by the District Board.
2. Conduct a seeding and drawing meeting in accordance with the Regulations of the State and District Board.
3. Approve all expenditures, including number of personnel necessary to be employed to conduct a safe and fair contest, at each site.
 - a. Additional employee requirements may be dictated by the Board for some sports. Specific information to be included with Sport Specific regulations.
 - b. Each Tournament Manager is authorized to approve the hiring of people, who in his judgment, are necessary to conduct a safe and fair tournament.
 - c. *It is noted that the NEDAB expects each tournament manager to use his best judgment in approval of personnel and their fees in order to keep costs at a minimum.*
4. Assign all contracted officials to specific games.
5. Maintain a checking account, depositing all receipts and paying all bills, including wages at all sites, by check.
6. Prepare a Financial Report submit to the Treasurer for approval.
7. **TOURNAMENT MANAGERS FEES** – The Manager's fee for Sectionals shall be \$200.00 flat fee, plus \$10.00 per team, plus 1% of the Total Gross Receipts, the total sum not to exceed \$700.00. The Manager's fee for Districts shall be a flat fee of \$275.00, plus 1% of the Gross Receipts, the total sum not to exceed \$800.00

II. SEEDING AND DRAWING

- A. MEETING** – Each Tournament Manager shall hold a Seeding and Drawing meeting with the coaches or their representative present.
1. Follow the ballot and verbal seeding procedure approved for Boys Basketball by the State Board.
 2. Count all games played previous to the drawing meeting.
 3. Each tournament will seed all teams.
 4. It is the policy of the NEDAB not to redraw tournament placements.
 5. Questions concerning seeding procedures must be raised at the time it happens.
 6. Final determination will be made by the Tournament Manager.
 7. If after a tournament drawing a team is withdrawn, that space on the bracket will become a bye.
 8. If a team is added after the tournament drawing the tournament manager would place the team on an appropriate bracket space at random.
 9. The final responsibility for interpreting OHSAA seeding and drawing procedures rests with the commissioner's office.
- B. BRACKETS** – OHSAA Tournament Brackets, included in this packet, must be used. HOME TEAM is top line, bottom line VISITORS. Bracket templates can be found on-line at <http://www.ohsaa.org/sports/brackets.xls>

III. FINANCIAL ITEMS AND REPORTS

- A. REPORT FORMS** – Financial forms will be sent directly to the Tournament Manager from the State Office. Financial Report Forms are also available online at: <http://www.ohsaa.org/financial/reports.htm>. The Tournament Manager will prepare and submit to the District Treasurer a Financial Report which shows all expenditures. If the tournament operates at a profit, complete the report, send a check made payable to the Northeast District Athletic Board along with the report. The Treasurer will review the report and return an approved copy along with a receipt for any monies sent. Send the OHSAA's copy to the Commissioner's office with a check for the State's share of the Tournament Receipts *after* an approved copy is received back from the District Board Treasurer. This approved copy may serve as the Tournament Manager's file copy. Combined Sectional/District Tournament sites must submit two (2) separate financial reports. File one for the Sectional Tournament and one for the District Tournament. These are actually two (2) separate tournaments being played at the same site.
- B. OHSAA SHARE and DISTRICT BOARD'S SHARE of TOURNAMENT REVENUE**
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|---|----------------------------|
| 1. Sectionals – Boys | Sectionals - Girls |
| a. OHSAA – 15% of total gross receipts | OHSAA – 5% of total gross |
| b. NEDAB – 20 % of total gross receipts | NEDAB – 20% of total gross |
| 2. Districts – Boys | Districts - Girls |
| a. OHSAA – 15% of total gross receipts | OHSAA – 5% of total gross |
| b. NEDAB – 30% of total gross receipts | NEDAB – 30% of total gross |
- C. DEFICIT OPERATION** – If a Tournament Manager finds that his tournament is operating at a deficit, pay game officials, and other personnel only. It is anticipated that game receipts will be sufficient to do this. Immediately following the conclusion of the tournament, send a Tournament Financial Report to the Treasurer for his approval. A Board check to cover the deficit will be sent to the Tournament Manager along with an approved copy of his report.
- D. TOURNAMENT PERSONNEL REPORT** – This is to be submitted to the Treasurer along with the Financial Report and must include every individual that receives payment for services. Total payment on the tournament personnel report must equal the SUB-TOTAL under services.
- E. TOURNAMENT SITE INSPECTION** – Return the Tournament Site Inspection form completed and signed to the Secretary of the District BEFORE the tournament begins.
- F. TOURNAMENT AGREEMENT FORM** – Return one copy of the Agreement Form, properly signed, to the Secretary of the District Board BEFORE the tournament begins.
- G. TEAM PARTICIPANT FORM** – It is no longer necessary to complete and send this form to the OHSAA Office in any team sport. The OHSAA will track participation from the on-line bracket.
- H. HOSPITALITY** – The maximum allowable amount for hospitality expenses is \$150.00 for the sectional tournament and \$100.00 for the district tournament.

IV. **LATE ENTRIES / WITHDRAWALS**

- A.** Schools have been assigned on the basis of information provided by the Ohio High School Athletic Association Office, and it is generally expected that there will be no more teams requesting admission. However, there is a provision for the Commissioner of the OHSAA to approve late entries for the tournament.
1. **LATE ENTRY REQUESTS** – Applications must submit a “Petition Letter of Entry” to the Commissioner, 4080 Roselea Place, Columbus, OH 43214 and will be accompanied by a fee of \$150.00. Once a decision is made according to OHSAA policy the District Board Secretary will be immediately notified.
 2. **WITHDRAWALS** – Applications must submit a “Petition Letter of Withdrawal” to the Commissioner, 4080 Roselea Place, Columbus, OH 43214 and will be accompanied by a fee of \$150.00. Once a decision is made according to OHSAA policy the District Board Secretary will be immediately notified.
 3. Tournament managers are **not** to handle late entry requests and may permit a team in the tournament only after being notified by the district board secretary.

V. **SITES**

- A. SITES** – Tournament sites are determined by NEDAB prior to season.
- B. SPECIAL EVENTS** – Managers should be aware of special events such as winter formals, testing dates, etc. and work around such events when possible.
- C. PRACTICE ON SITE** – each Sectional Tournament team may have a practice session on the tournament floor if such practice can be made available to all schools and if each practice can be arranged by the Tournament Manager. However, the participating school shall pay any rental charge for such practice. Permission for practice on a District Tournament floor shall be left to the discretion of the District Manager. It is strongly recommended that such practices be limited to those teams who have not had access to such floor during the basketball season, including tournament play, and that rental charges for such practice shall be deducted from the Bonus of the practicing school by the Tournament Manager.

VI. **OFFICIALS**

- A. CONTRACTS** – Contracts will be issued through MyOHSAA by the Tournament Manager. In case an official cannot accept a game and an alternate is not available, the Tournament Manager shall get a substitute from the list.
1. Every effort must be made to be certain that an official has no, or has not had, affiliation with either of the two schools that are playing the tournament contest. This includes, but is not limited to: A graduate of one of the schools; a teacher in one of the schools; a resident of one of the communities (an exception may be made in those cities with more than one high school) etc.
 2. If the official has an affiliation with one of the schools, or has had, he/she is not to officiate the contest.
 3. Names of officials are not to be revealed prior to any game to anyone, including Principals, Coaches, Press, etc.
- B. FEES**
1. Sectional Contests: Officials fees - \$70.00 per game plus \$1.00 per mile, one way in excess of 50 miles.
 2. District Contests: Officials fees - \$100.00 per game plus \$1.00 per mile, one way in excess of 50 miles.
 3. To determine travel payments, managers will use MapQuest or similar internet mapping programs. Managers are responsible for determining the correct amount to be paid to each official. Where practical, the manager should have checks ready no later than the conclusion of the game.
 4. If an official is notified of a cancellation, or rescheduling, of a tournament contest prior to departure the official will not receive any compensation. A telephone call to the contact number provided by the official at least one hour prior to the normal departure time will be considered sufficient notice. If an official is notified in route, the official will receive the travel payment but not the game fee. In these cases, the payment will be a minimum of \$20.00. If after beginning the game and it is interrupted and not completed the official will receive full compensation.

VII. ADMISSION

- A. **PRICES** – Pre-sale must be offered for all games at \$4.00 per student, \$6.00 per adult. All tickets at the gate will be \$6.00. These ticket prices are for both Sectional and District Tournament games. Senior Citizens are to pay the adult fee, \$6.00.
- B. **SHARE OF PRE-SALE** – Each Tournament Manager shall keep a record of the advance sales of each participating school. Each school will receive a refund of forty percent (40%) of its advance sales if the tournament operates at a profit.
- C. **TICKET RETURNS**: All pre-sale tickets and the money for those tickets sold must be returned to the Tournament Manager, or designee, by the time specified by the Tournament Manager. If a school fails to meet this deadline the school shall have \$100.00 deducted from its tournament earnings. The District Board will support any Tournament Manager who has to make this decision.
- D. **TEAM PASSES** – Tournament Packets will include a PASS LIST which is to be used at all sessions. The official PASS LIST is to be certified by the administrative head of the school and will include typewritten names of all players, head coach, assistant coaches, manager(s) and the driver(s) transporting players.
- E. **SCOUTING PASSES** – MUST be previously arranged with the Tournament Manager. NO SCOUTING PASSES WILL BE ISSUED AT THE GATE.
- F. **PARKING** – NEDAB does not support parking fees assessed at District and Sectional tournament sites. If sites choose to provide fundraising opportunities to organizations a maximum charge of \$2.00 should be charged and it should be clearly posted who the benefactor is for fees collected. Where a parking fee is required by municipal agreement (and exceeds \$2.00) the NEDAB must be notified in writing of the arrangement prior to the start of the tournament.
- G. **CHEERLEADERS** – Eight cheerleaders, or seven cheerleaders and a mascot, and sponsor will be admitted free to the session in which their team plays. Cheerleaders and Mascots must be wearing school issued uniforms and must be high school students.
- H. **TRAVEL EXPENSES** – Each participating team shall be allowed a Flat Fee of \$8.00 plus .60 per mile one way for each game to cover its travel expenses.

VIII. MEDIA

- A. **RADIO/WEBCASTING** – A fee of \$50.00 shall be charged for the radio station or audio webcasting outlet to broadcast any basketball tournament game, Sectional or District, and no more than two (2) persons shall be allowed to enter admission free for any one station for this purpose. An additional fee may be charged if the media outlet requires a phone line or other infrastructure to be installed at the facility prior to the contest which would cause the facility to incur expenses. These expenses would be the responsibility of the media outlet. Arrangements for any radio broadcast shall be made with the Tournament Manager and the fee paid to him or to the Site Manager if he so designates.
- B. **TELEVISION** – All requests for television or cable television rights shall be directed to the District Secretary.
- C. **PRESS / PHOTOGRAPHERS** – Shall be granted free admission upon presentation of proper credentials at the pass gate for the purpose of reporting the event.

IX. EQUIPMENT

- A. **BASKETBALLS** – The official OHSAA basketball for all sectional and district tournaments are:
Boys: Rawlings – COMPOHIOVB Girls: Rawlings – COMPOHIO285VB
- B. **OTHER EQUIPMENT / SUPPLIES** - If a Tournament Manager deems it necessary to have other equipment and/or supplies, he shall get the approval of the NEDAB before making any purchase requiring expenditure of funds. *The Tournament Manager shall make every effort to move such items as needed, from site to site to avoid duplicate of expenditures.*

X. AWARDS

- A. No awards for Sectionals
- B. District awards are purchased by the State Office and shipped to the District Manager. Upon receipt of awards verify accuracy and notify the State Office immediately of any damage or shortage.
- C. No other awards are to be given at either the Sectional or District Tournament.

- XI. **STATE INFORMATION:** www.OHSAA.org Choose Sports link.