

SWIMMING – TOURNAMENT REGULATIONS  
NORTHEAST DISTRICT ATHLETIC BOARD (NEDAB) / OHSAA  
[www.nedab.org](http://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](mailto: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 contest dates as established by the District Board.
2. 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/her best judgment in approval of personnel and their fees in order to keep costs at a minimum.*
3. Assign all contracted officials.
4. Maintain a checking account, depositing all receipts and paying all bills, including wages at all sites, by check.
5. Prepare a Financial Report submit to the Treasurer for approval.
6. **TOURNAMENT MANAGERS FEES** – There will be a flat fee for the manager of the sectional swim meet of \$200.00 and sectional diving meet of \$75.00. The district swimming and diving meet will be a fee of \$275.00. Mileage will be reimbursed at .50 per mile, round trip.

## II. 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.
- B. **DEFICIT OPERATION** – If a Tournament Manager finds that his tournament is operating at a deficit, pay tournament officials, and other personnel only. It is anticipated that tournament 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.
- C. **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.
- D. **TOURNAMENT SITE INSPECTION** – Return the Tournament Site Inspection form completed and signed to the Secretary of the District BEFORE the tournament begins.
- E. **TOURNAMENT AGREEMENT FORM** – Return one copy of the Agreement Form, properly signed, to the Secretary of the District Board BEFORE the tournament begins.
- F. **TEAM/INDIVIDUAL PARTICIPANTS** – At the conclusion of the meet, the manager is asked to report to the Secretary those schools that participated, full teams or individuals, and those that failed to enter.

## III. 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 or individuals 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, or individual, into the tournament only after being notified by the district board secretary.

## IV. OFFICIALS

### A. FEES - Sectional and District:

1. Sectionals:	Swimming Referee	\$ 70.00
	Swimming Starter	65.00
	Swim Official	55.00
	Diving Referee	70.00
	Diving Judge	55.00
2. District:	Swimming Referee	\$100.00
	Swimming Starter	90.00
	Swim Official	70.00
	Diving Referee	70.00
	Diving Judge	55.00

3. Travel Allowance for all sectional and district officials are as follows - \$1.00 per mile, one way in excess of 50 miles.
4. 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.
5. 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.

**B. HOSPITALITY** – There is a maximum of \$300.00 allotted for hospitality. If additional is needed, you must get prior Board approval

#### V. **ADMISSION**

- A. PRICES** – No pre-sale tickets will be offered. All tickets at the gate will be \$4.00 per student, \$6.00 per adult. These ticket prices are for both Sectional and District Tournaments. Senior Citizens are to pay the adult fee, \$6.00.
- B. 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.
- C. 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.

#### VI. **MEDIA**

- A. PRESS / PHOTOGRAPHERS** – Shall be granted free admission upon presentation of proper credentials at the pass gate for the purpose of reporting the event.

#### VII. **EQUIPMENT**

- A. 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.*

#### VIII. **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.

**IX. DISTRICT INFORMATION:** [www.nedab.org](http://www.nedab.org)

**X. STATE INFORMATION:** [www.ohsaa.org](http://www.ohsaa.org) Choose appropriate sports link.