

MPSSAA DIRECTOR'S GUIDE 2013 FOOTBALL

Region Tournament Management September, 2013



Table of Contents

Post-Draw Communications	1
Guidelines for Hosting a Region Contest	1
Policy on Thunder/Lightning	3
Financial Considerations	3
State Tournament Responsibilities	3
Game Administration, Respect the Game	4
Respect the Game Checklist.....	5-6
PA Announcers, Respect the Game	7
Respect the Game PA Announcements	8
Coaches, Respect the Game	9
Guidelines for Broadcasting MPSSAA Regional and State Playoff Games	10
MPSSAA Broadcast Agreement	12
Newscast Privileges Agreement.....	14
Fee Structure (Radio, TV, Internet video streaming)	15

REGION DIRECTOR'S GUIDE FOR FOOTBALL - 2013

TOURNAMENT MANAGEMENT

A. Post-Draw Communications

1. Immediately following the establishment of brackets, region directors shall contact athletic directors from the four schools participating in their region tournament. The date, site, and time of the contest should be confirmed at this time and the arrangements for inclement weather clarified. A log of all contacts and distributed information should be maintained. Region directors will ask athletic directors to review the state bulletin information for that sport along with the "Guidelines for Hosting a Region Playoff Contest" contained in section B under this heading. The importance of prompt reporting of scores must be conveyed to the home school's athletic director. Scores must be called in to the region director promptly following the conclusion of each contest to ensure smooth arrangements for the next round.
2. Region directors shall emphasize to athletic directors the importance of playing every contest on the prescribed date. In the interest of fair play and sportsmanship, all schools are expected to maximize efforts to begin and complete region contests as scheduled.
3. Each region director shall call the commissioner of the local football officials' board that services the designated home team to arrange for five (5) field officials, three (3) chain crew officials, and one (1) clock operator, as well as confirming the date, site, and time for each contest. Inclement weather arrangements must be reviewed to ensure availability of officials on makeup dates.
4. Region directors shall immediately report all results and pairings for the region finals to the state committee director.
5. Region directors shall make arrangements for awards to be distributed at the region's championship game. The coach of the region winner must be reminded to complete the media form found on the MPSSAA football home page and email it to the MPSSAA by Noon Monday, November 18, 2013. Emphasize the information will be included in the information packet dis-

tributed to the media at the football press luncheon held on Tuesday, November 26.

6. Region directors have the responsibility of distributing and collecting tickets, paperwork, and monies for region semifinals and finals.

B. Guidelines for Hosting a Region Contest

Tournament committees are empowered by MPSSAA to administer and supervise tournaments in the various sports at the district, region, and state levels. By entering the state tournament, participating schools agree to abide by the rules established by the Football Tournament Committee. This includes the time and place of each game and the selection of officials. All games will be played under the rules of the MPSSAA. In cases not covered by written regulations, the Football Tournament Committee is empowered to make decisions.

Each school hosting a tournament contest should strive to provide an atmosphere which is appropriate for a tournament event. This responsibility is shared by the school administration, athletic director, and the coaching staff. The following set of guidelines is essential to providing a positive environment for play-off contests. Please feel free to go beyond these guidelines to create a positive impression for all visiting coaches, participants, and spectators.

1. All region games and the state semifinal games shall be played on the home field of the higher-seeded team provided it meets the following criteria
 - Adequate seating & restroom facilities
 - A safe & playable turf
 - A working scoreboard
 - Sufficient accessible shower-equipped dressing rooms which are available for both teams and officials or other accommodations.
2. Communicate with the athletic director of the visiting school. Anticipate potential security needs and make arrangements accordingly. These may include, but are not limited to, the following: designating home and visiting seating, clarifying that the home team (higher seed) wears the DARK jersey, securing administrative or security personnel from visiting

- school, and informing local police if large crowds are expected. Directions to the game site, parking regulations, inclement weather arrangements, and advance ticket sales, (if necessary), shall also be discussed at this time.
3. The playing surface should be properly prepared for the contest. This includes such items as cutting grass, lining fields, etc. Facilities should be set up and properly staffed in advance of the visitors and spectators' arrival to allow adequate and prescribed warm-up time.
 4. Ensure that all safety precautions and standards have been followed and that the safest possible environment is provided. This includes the proper deployment and maintenance of safety pads, mats, screens, and spectator areas (including bleachers, seating areas, and other spectator areas).
 5. A school official should greet the opposing team and direct them to their locker room. If necessary, appropriate escorts should accompany the team following the conclusion of the contest to their locker room and/or bus.
 6. Game officials should be greeted and directed to their dressing facility. Arrangements should be made concerning half time, unexpected delays, and the resulting impact on officials. After the game, escorts should accompany officials to their dressing facilities and/or parking lot.
 7. Try to display information signs to make the entrance and exit for the contest as simple and understandable as possible.
 8. Cheerleaders and mascots in uniform, accompanied by their sponsor, are admitted free to region contests and should be met and directed to the appropriate area.
 9. Wherever possible, teams should be introduced before the contest and the National Anthem played with an appropriate display of the U.S. and Maryland flags.
 10. The duties of the public address announcer are to deliver the game details and public announcements without excessive narration or partiality.
 11. Notify all appropriate media in advance of the contest. Make necessary arrangements for telecasts or broadcasts, utilizing contracts (Samples appear on pages 10-15 and forms may be downloaded from MPSSAA web site <mpssaa.org>.). At the conclusion of the contest, the final result and appropriate statistics should be communicated immediately to the region director and local media.
 12. Designate an appropriate media area.
 13. The admission price for region games is \$5.00. MPSSAA Passes are the only complimentary admission honored and admit the bearer only. (Refer to page 5 and pages 27-28 in the Fall Tournament Bulletin.)
 14. The site director should have a detailed list of all paid workers, including the duty performed and the amount paid. All expenses must be accounted for and all net proceeds should be submitted to the MPSSAA at the earliest possible time.
 15. Each host school should have an emergency plan ready in the event of adverse weather conditions, injury, crowd control problems, or other emergency situations.
 16. Proper medical safety personnel should be notified and present. Emergency supplies such as ice, blood spill cleanup materials, and a medical supply kit should be available to all individuals involved in the contests, including spectators and officials.
 17. Concession stands should be operative and staffed whenever possible, with the proceeds retained by the host school.
 18. Restroom facilities should be available.
 19. Raffles, 50-50 drawings, or any other games of chance may not be conducted in connection with any MPSSAA playoff contest.

C. Thunder and Lightning

1. If thunder and/or lightning can be heard or seen, participants, spectators, and staff are in danger. Contests must be stopped and protective shelter sought immediately.
2. In the event that either situation should occur, 30 minutes will be allowed to pass after the last sound of thunder and/or lightning strike before resuming play.

D. Postponement Criteria

1. There should be no local unilateral decision to postpone a contest unless circumstances render a facility unusable, i.e. power or water outage, police activity, fire, etc., etc.
2. Upon request to postpone, both schools must be consulted.
3. A neutral representative (football committee member, Executive Council member, MPSSAA staff) should visit the site to consult with the host administration and report to the Football Chairman or MPSSAA Executive Director.
4. Based on the neutral party's report, conversations with both school administrators and other pertinent information, a decision will be rendered as to postponement.
5. In the event that the designated home site be determined to be unplayable, the contest could revert to the site of the visiting school providing that site were to be determined to be playable.

E. Financial Considerations

1. The following game workers shall be considered when hosting a region contest:
 - Game/Site Director
 - Game workers (as needed)
 - Security (number based on determined need)
 - Security from visiting school, if previously arranged
 - Medical personnel

2. The MPSSAA will collect all revenue and pay all expenses for region tournament games.
3. The pay rate for game officials is:
 - Field officials (5) – \$70 each or local rate
 - Chain crew (3) – \$45 each
 - Clock operator (1) – \$45
4. When possible, all workers shall be paid out of the gate receipts and shall sign the MPSSAA payroll form.
5. The method of payment for game officials will be determined by the local district.
6. Security, if needed from the visiting school, may be paid if previously arranged.
7. After all expenses have been paid, all remaining monies shall be sent by check payable to the MPSSAA, with the payroll form and a financial report.

STATE TOURNAMENT RESPONSIBILITIES

Region directors should be available to the state tournament director as tournament workers at the state semifinals and finals. Although not a requirement, this is highly recommended so that those people with the most experience, knowledge, and interest in football can be directly involved with the state tournament. The importance of seeing the “big picture” is an invaluable tool for region directors in the performance of their jobs.



Game Administration



Respect the Game

- *Respect* your facility by promoting a positive atmosphere for competition between schools who share the same goals for their students.
- *Respect* your role in providing for the safety of all who come under your authority.
- *Respect* the atmosphere created at your school through the selection of music, PA announcements, cheers and chants.
- *Respect* your position as the one charged with the overall authority of the event.
- *Respect* the treatment your school provides to visiting teams and guests. Their treatment has a direct reflection on you as their host.

Never Forget To Respect the Game



Game Administration

Respect the Game



Participation in sound and wholesome athletic programs is an extension of the educational experience. Cooperation and competition are both important components of life and, as such, it is important for administrators, athletic directors, and coaches to do everything possible to create a climate conducive to good sportsmanship. A crowd faced with a disorganized event is more prone to become disruptive. These procedures are designed to help promote a wholesome atmosphere, encourage good sportsmanship, and provide a safe experience for all students, athletes, officials, and spectators at athletic events.

Local schools, school systems, and sports statewide have a wide variety of different needs. The following checklist was prepared for the athletic director/game manager to be used and modified as needed and as appropriate.

Yes	N/A	
		Contact visiting school AD / Principal to discuss upcoming contests
		<ul style="list-style-type: none"> Contact police to discuss needs, supervision, assignments
		<ul style="list-style-type: none"> Contact coaches to discuss with teams the expectations and responsibilities of players as representatives of the school and local school system
		School administrators stress expectations with students, parents, boosters, community, and PTSA
		<ul style="list-style-type: none"> Announcements week of contest and prior to game emphasizing positive sportsmanship
		<ul style="list-style-type: none"> If there are serious concerns, consider limiting the number of tickets sold or selling tickets only by advance sale (requires notification of all parties)
		Prepare diagram or map of gym/ stadium/ field for visiting school. Send following to visiting school.
		<ul style="list-style-type: none"> Directions/ routes
		<ul style="list-style-type: none"> Seating (signs designating special sections for home, visitors, band, pep squads, etc.)
		<ul style="list-style-type: none"> An emergency plan (inside and outside)
		<ul style="list-style-type: none"> An evacuation route (weather, disruptive behavior)
		Creating a parking plan
		<ul style="list-style-type: none"> Traffic direction: pregame and postgame
		<ul style="list-style-type: none"> Reserved areas for buses, special guests, etc. (use of barrels, sawhorses, etc.)
		<ul style="list-style-type: none"> Handicap access/ parking
		Prepare a supervision chart
		<ul style="list-style-type: none"> Solicit additional help from parents, boosters, and PTSA
		<ul style="list-style-type: none"> Clearly define duties, expectations, responsibilities, i.e., staying the whole game or until everyone leaves
		<ul style="list-style-type: none"> Prepare a site plan, designating who is assigned where
		<ul style="list-style-type: none"> Issue sideline tags/ passes to limit access to field/ court
		<ul style="list-style-type: none"> Consider not admitting elementary and junior high/ middle school students unless accompanied by an adult
		<ul style="list-style-type: none"> Clearly identify the passes that are acceptable at the gate
		<ul style="list-style-type: none"> Prepare a plan for acquiring police backup, if necessary

Never Forget To Respect the Game



Game Administration

Respect the Game



Yes	N/A	
		Identify key people
		• Provide each person on duty with easily identifiable arm band, hat, button, etc., labeled "event staff"
		• Identify representatives from each school
		• Identify cheerleader and pompon sponsor/ coaches
		• Identify band directors
		• Identify administrators from host schools
		Establish guidelines for cheerleaders NOTE: Inform visiting school of exception to allowable number, due to local regulations.
		• Do not allow taunting, inflammatory, or insulting cheers
		• Request sponsors/ coaches to identify themselves to game manager
		• Designate special seating/ specific areas based on available space.
		• Give mascots specific directions and limitations (Note that mascots are under National Federation Spirit Rules.)
		Secure equipment that may be helpful
		• Access to phone
		• Communication devices, such as walkie-talkies, bull horns, etc.
		• Rope, tape
		• Signage
		• Flashlights/ lanterns/ batteries
		• Barrels, saw horses,, etc.
		• Money bags for frequent pickups (secure area for deposit)
		Consider availability of and access for medical personnel and supplies
		• Paramedic, trainer, or physician
		• Plan emergency vehicle access to site
		• Ice/ water
		• First Aid Kit
		Analyze and prepare facility
		• Have designated home and visitor dressing rooms
		• Know seating capacity and do not exceed
		• P.A. system (announcements should be positive, helpful, and impartial)
		• Maximum available lighting should be utilized during any contest and not restricted to area of competition
		• At sold-out contest, clear the site of fans that could not gain admission
		• Evaluate conditions, factors, and resultant impact of on-site construction projects
		• Instruct video taping equipment operator to record all incidents of inappropriate behavior
		• Consider announcing that fans will not be allowed on the field/ court at any time
		Follow-up
		• Evaluate procedures (update information/ resolve issues)

Never Forget To Respect the Game



PA Announcers

Respect the Game



1. Be organized and prepared. This item really speaks for itself, but the good PA announcer will have announcements and forms prepared ahead of time to facilitate his or her job. Being prepared simply means that PA personnel are better able to handle the announcements for emergency situations as they arise.
2. Check that all equipment operates properly. There is more to be concerned with than just a properly working microphone. Do not forget about tape and cassette players, electronic message centers, and so forth. Often, announcements are to be synchronized with songs or scripts, so ensuring that all equipment works properly will make for a quality presentation.
3. Be professional and unbiased. High school sport announcers should not imitate the styles and antics of some college and/or professional PA personnel who draw attention to themselves and away from the athletic contest.
4. Speak slowly, clearly, and distinctly always! Of these, “slowly” is most important. Not only does the announcer need to be heard, he or she also must be easily understood.
5. Say only what is necessary. Talking all the time and speaking constantly into the microphone--especially with unnecessary comments and/or endless promotion--turns people off and makes them not want to listen. People who “turn off” the announcer may miss out on important, valuable, or emergency announcements.
6. Do not rush and do not panic on public service announcements or emergency announcements.
7. Do not attempt to do play-by-play.
8. Do not editorialize about or comment on any aspect of the game. The fastest and easiest way for an announcer to lose all respect and credibility with everyone at the contest (spectators, players, officials, coaches, and others) is to make a comment about or react to a game situation or outcome. As with item seven, this is not the announcer’s role or responsibility.
9. Be involved with the teams and the competition, not with yourself. Enjoy the competitive atmosphere of the game, meet or match and become excited about the young people who are performing. Do not become wrapped up in yourself and excited to hear yourself talk.
10. The announcer is not the entertainment. The spectators came to watch the game and the players perform, to support the cheerleaders, to enjoy the band and its auxiliary units, to congratulate the homecoming courts, to see their neighbor’s kids, to observe special halftime activities--NOT TO LISTEN TO THE ANNOUNCER!
11. Give location of restrooms, concessions, and lost-and-found station.

Never Forget To Respect the Game



PA



Announcements

Respect the Game

Team Sport Competition

_____ (Host School) welcomes everyone to today's contest. As each team represents their respective schools we remind you that honoring the values of sportsmanship is the essence of every athletic contest. We ask you to please show Respect for players (pause), Respect for coaches (pause), Respect for officials (pause) and Respect for those around you. Players, Coaches and Fans; Let's all remember to **"RESPECT THE GAME"**.

Individual Sport Competition

_____ (Host School) welcomes everyone to today's contest. As all athletes represent their respective schools we remind you that honoring the values of sportsmanship is the essence of every athletic contest. We ask you to please show Respect for athletes (pause), Respect for coaches (pause), Respect for officials (pause) and Respect for those around you. Athletes, Coaches and Fans; Let's all remember to **"RESPECT THE GAME"**.

Never Forget To Respect the Game



Coaches



Respect the Game

- *Respect* the rules by teaching athletes to play fair.
- *Respect* the important leadership role you play within the dynamics of high school athletics. Fans, players and parents mimic your behavior.
- *Respect* officials for their efforts in keeping the game within a set of boundaries. Recognize that a neutral observer of an event will not always agree with your perception.
- *Respect* the language you use in communicating with athletes. Would you talk to their parents the same way?
- *Respect* that high school athletics is based on an education model. As teachers you are entrusted with impressionable young people. Your responsibility to your athletes begins by respecting every player and his or her set of life experiences.

Never Forget To Respect the Game

ORGANIZED 1946

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GUIDELINES FOR BROADCASTING MPSSAA REGIONAL AND STATE PLAYOFF GAMES

These guidelines provide a policy to guide broadcasts of interscholastic sporting events on radio, internet or commercial, public, cable, or satellite television.

PURPOSES

The MPSSAA is granting broadcasting rights for events expects those to serve the following purposes:

1. Highlight for the public the wide range of interscholastic sports in public secondary schools.
2. Provide a new dimension of sports entertainment for young people and adults.
3. Give increased public recognition to high school athletes and teams.
4. Generate revenue to help defray the cost of MPSSAA tournaments (travel, lodging, meals, officials, stadium rental, ect.).

POLICY

1. The executive council of the MPSSAA will determine which state athletic events are approved for broadcasting. The assistant director will serve as a liaison with broadcasters.
2. Broadcasters will negotiate a contract with the MPSSAA for the rights to broadcast any state athletic event. Only broadcasters under contract with MPSSAA may broadcast a regional or state athletic event.
3. Contracts should be negotiated at least 24 hours prior to broadcast.
4. Broadcast fees must be paid to the MPSSAA prior to any broadcast.

SELECTION OF EVENTS

A broadcast schedule will be negotiated prior to the beginning of any regional or state tournament. The Executive Director of the MPSSAA has the authority to negotiate on behalf of the Association.

CONTRACTS

Contracts will include: fee or percentage of advertising revenue to be paid to the MPSSAA; dates, location and times of games to be broadcast; insurance provisions, specific responsibilities of the broadcaster; MPSSAA and local schools with respect to advance set-up, types, and removal of equipment; promotional spots; advertising restrictions; selection of announcer; delay of broadcast; provisions of team roster and other information. Contracts must be signed by the general manager of the broadcast station and the executive director or president of the MPSSAA.

ADVERTISING

No alcoholic beverage, tobacco products, or political advertising may be accepted for any portion of an interscholastic sports contest. There will be no interruption of the normal progress of a game for commercial announcements.

INSURANCE

The MPSSAA will not be responsible for any unlawful or negligent action on the part of the broadcaster.

The broadcaster shall have insurance coverage sufficient to hold the MPSSAA harmless from any accident claims that may result from the action of the broadcaster’s employees or agents, malfunction of equipment, collapse of platforms, or any other structure or device which is the property or responsibility of the broadcaster or its agents.

BROADCAST TIMES

Only radio will be permitted to broadcast events live. Television broadcasts and internet video streaming over the World Wide Web, in any form, must be tape delayed. The MPSSAA will determine the minimum time for each broadcast.

BROADCAST TONE

All promotion spots, other advertising, and contest broadcasts must be impartial and in no way promote or influence rivalries or inappropriate behavior on the part of contestants, students, or other observers. Criticism of the performance of students, coaches and officials is not permitted.

COPYRIGHT

The MPSSAA will retain the copyright to any recorded broadcast.

LOCAL SCHOOL INVOLVEMENT

The assistant director of the MPSSAA will contact the local supervisor of athletics as soon as it is known which schools are involved in an MPSSAA regional or state tournament broadcast.

After appropriate contracts and arrangements have been made for the broadcasting of an athletic event, the host school principal or his/her designee will serve as the local supervisor of athletics’ designee as the site director. Pre-broadcast procedures should in no way interfere with the instructional process of the school. This includes students, coaches and facilities. Coaches and athletic directors of participating schools may be asked to supply rosters, statistics and other information a reasonable time prior to the broadcast.

SELECTION OF BROADCASTER

Broadcast rights will be awarded in the following manner:

Radio – Broadcast rights will be awarded to any radio station that is awarded a contract by the MPSSAA. Press box accommodations, if available, will be awarded in the same order as contracts.

Television and Internet Video – Tape delayed broadcast rights will be awarded to any television station and Internet Company that is awarded a contract by the MPSSAA. Press box accommodations, if available, will be awarded in the same order as contracts.

NETWORKING

Networking by radio and television is permissible. Every state that broadcasts an MPSSAA athletic event must be under contract with the Association.

Name _____

Title _____

Date _____

Name _____

Title _____

Date _____



MPSSAA BROADCAST AGREEMENT

Date _____

This is an agreement between _____ and the Maryland Public Secondary
(Broadcaster)
Schools Athletic Association, granting broadcast rights for the _____ to be held on
(Name of Contest)
_____ at _____ at _____.
(Contest Date) (Site) (Time)

We agree to the following:

1. This agreement grants _____ the right to broadcast and/or rebroadcast the
(Broadcaster)
above event for a period of _____ days after the above-mentioned contest.
(Number)
2. _____ shall have insurance coverage sufficient to hold the MPSSAA
(Broadcaster)
harmless from any accident claim that may result from the action of the broadcaster's
employees or agents, malfunction of equipment, collapse of platform, or any other structure or
device which is the property or responsibility of the broadcaster or its agent.
3. Commercials for alcoholic beverages, tobacco products, or political candidates or issues may
not be broadcast during this athletic event.
4. _____ will pay the Maryland Public Secondary Schools Athletic
(Broadcaster)
Association a broadcast fee of _____. This fee must be paid prior to any broadcast.
(Amount)
5. The broadcaster agrees to abide by the terms of the attached policy titled ***Guidelines for
Broadcasting MPSSAA Regional and State Playoff Games.***
6. This agreement becomes binding when both the agreement and the guidelines are signed by
the broadcast representative and the executive director or president of the MPSSAA. (If
unusual circumstances occur which prevent a broadcaster from broadcasting a previously
agreed upon contest, MPSSAA may consider returning broadcast fees.)

7. The game announcers (if applicable), to include all on-air persons, will be:

8. _____ affirms that it does not discriminate on the basis of ace, color, sex,
(Broadcaster)
national origin, religion, or handicapping condition in natters affecting employment or in
providing services to the public.

9. Other Considerations:

Name _____

Title _____

Date _____

Name _____

Title _____

Date _____



FEE STRUCTURE – RADIO & TELEVISION BROADCASTS

		Radio	TV Tape Delay Video Streaming
FOOTBALL	- State Quarterfinals, Semifinals, or Finals.....	\$150.00	\$300.00
BASKETBALL	- Regionals	\$50.00	\$125.00
	- State Tournament	\$100.00	\$250.00
WRESTLING	- Regionals	\$50.00	\$125.00
	- State Tournament	\$100.00	\$250.00
ALL OTHER SPORTS	- Regionals & State.....	\$25.00	\$100.00



NEWSCAST PRIVILEGES AGREEMENT

This is an agreement between _____ and the Maryland Public Secondary
(Broadcaster)
Schools Athletic Association, granting permission to record the _____ to be held on
(Name of Contest)
_____ at _____ at _____.
(Contest Date) (Site) (Time)

_____ agrees that permission to record this contest is granted with the understanding
(Broadcaster)
that only small segments may be broadcast for news purposes. Broadcast is limited to that which is
provided in normal news programming. Highlights that are streamed over the internet must be limited to
the length of a normal newscast highlight and any commercials or advertising may not contain alcoholic
beverages, tobacco products, or political advertising. Broadcasts beyond normal news programming must
be approved in writing by the MPSSAA.

Name _____

Title _____

Date _____

ORGANIZED 1946



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ASSOCIATIONS

EDWARD F. SPARKS
EXECUTIVE DIRECTOR

Maryland State Department of Education
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FINANCIAL ACTIVITY REPORT

SPORT _____ DATE _____

CONTEST/ EVENT _____

1. Value of tickets received _____ . _____

2. Value of tickets returned _____ . _____

3. Value of tickets sold _____ . _____

4. Expenses paid out _____ . _____

5. Amount to MPSSAA _____ . _____

a. Credit Card Sales Total

b. Cash Deposited

* WHEN LINES 4 AND 5 ARE TOTALED, THE AMOUNT SHOULD BE EQUAL TO LINE 3.

EVENT MANAGER



OFFICIAL PAYMENT FORM

SPORT _____ REGION _____

GAME _____ VS. _____

	OFFICIAL	BOARD/GROUP	FEE	TRAVEL	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

CHECK ONE: Official(s) *PAID* at game site

Official(s) *NOT PAID* at game site



TICKET REPORT FORM

ROLL #	TICKET NUMBER	SOLD	VALUE	UNSOLD	VALUE	C+E	D+F
A	B	C	D	E	F	G	H
TOTALS							

SPORT

DATE

ACCOUNT MANAGER