

2008-2009 MHSА Tournament Managers' Workshop

Online Clinic Handouts

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**TOURNAMENT
MANAGERS' WORKSHOP**

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My name is Scott McDonald, Assistant Director for the MHSА and I will be presenting information to help you prepare and run a successful tournament. I can be reached by calling 442-6010, by faxing 442-8250, or by e-mailing smcdonald@mhsa.org.

If you have any questions or concerns about running your tournament, please call, fax, or e-mail them to me.

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KEYS TO SUCCESS

- **Don't get complacent: done it before—leave NOTHING to chance**
- **Ask permission to host event**
 - Administration
 - Tournament Committee
 - Clerical Support

The following are some keys to hosting and running a successful tournament:

The first thing to remember is don't get complacent because you have managed a prior tournament. Plan to get things done well in advance of the tournament and try to plan for everything.

Prior to hosting and running a tournament you should ask the Administration of your School District for permission to host the tournament. It is extremely important to keep your administration informed of what you will require to host the event—which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the tournament. If you are fortunate enough to have a local group of people that have formed a Tournament Committee to help with bringing tournaments to your town, make sure this group of people are involved in the planning/hosting of the tournament. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a tournament and that it will require some extra work on their part so they can adjust their work load while helping with the tournament.

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- **Meeting with administrators who will have teams in tournament – ask what needs they have. (Sold out policy; ticket prices; security needs; half time entertainment, brackets etc.)**
- **Review MHSА Handbook; MHSА Tournament Bulletin; Conference Handbook and NFHS Rule Book/Case Book/Official Manual**

It is important that you meet with the school administrators who will have teams in the tournament to find out if they have any special needs for the tournament—for instance a sold out policy, ticket prices, security needs, how to handle half time entertainment, brackets, parking, band areas, etc.

To get information on what is needed to manage a successful tournament, you should read and follow the guidelines present in the MHSА Handbook for that activity, the MHSА Tournament Bulletin that is sent to each tournament manager, your Conference Handbook and the NFHS Rule Book, Case Book, and Official Manual for the activity you are hosting. I would also recommend that you view the MHSА Rules Clinic for that activity.

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Visit Other Tournaments To See How They Do It.

- **Ask for their checklist or tournament procedures**
- **Timelines**
- **How is facility set up**

Before you host your tournament, if you have the opportunity, you should visit other tournaments sites to see how that site sets up for their tournament. You should also ask that site's tournament manager for their checklists, informational papers sent to schools, and their timelines used in getting items ready for their tournament.

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Start Early With Correspondence

- **Schedule of when things need to be done**
 - Tournament Info
 - Workers
 - School personnel (coaches, PE, administration, custodians, trainer, facility conflicts, gym use schedule, meeting with facility personnel)

As a tournament manager, you must develop a preparation time line. Communication of tournament information to the schools that will be attending the tournament, your workers and school/facility personnel all must be done in a timely manner to give these people time to plan and allow you to make adjustments in the tournament planning if needed.

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TOURNAMENT WORKERS

- **Know number of people needed and duties (get qualified people in key roles)**
- **Recruit early and have some backup help**
- **Meeting with workers before the tournament**

Finding people to work the tournament might be the most important task a tournament manager has. You must develop a list of the number of people that you will need to run the tournament, make job description/duties for those workers, and put only qualified people in the key positions of the tournament. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the tournament and you should always try to recruit extra workers because people have emergencies that come up that won't allow them to work and trying to find workers right before the tournament is very hard. It is recommended that before the tournament starts, you have a meeting with all tournament workers to go over their work schedule and their duties during the tournament.

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TOURNAMENT WORKERS-(con't)

- **Use school personnel (when possible) or people who have worked regular season events**
 - Know facility and event needs and want to make a good impression
 - Thank you for help during regular season events
 - Have friendly ticket takers/administrators to greet people

Use school personnel, if your administration allows, with people who have experience working regular season events to fill key worker positions. They know the facility and event needs and want to make a good impression for the people involved in the tournament. It is also a way to thank them for help during regular season events. One of the keys to any successful tournament is to have friendly ticket takers/administrators to greet people because these people will make the first impression for any attendees.

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MAKE TEAMS FEEL WELCOME

- **Meet all teams – know names**
- **Show them locker rooms/training room**
- **After contest, tell them color of uniform and who they play next**
- **Thank them for coming**
- **Be visible and offer to help**

Little things go a long way in making the tournament an event that people remember. When teams arrive, greet them by knowing the coach's name, show the teams where the locker rooms and training rooms are located, thank the teams for coming, after a contest tell the coach who they play next and the color of the uniform for that game, be visible; and offer to help with any concerns or questions. These are some of the little things that make a tournament special for the people involved. Also, if you go to mhsa.org, click on tournament manager resources under quick link, you will find information on: Great Expectation - How Different People Judge your Basketball Tournament - by Steve Johnson which will give you ideas on what different people expect from a tournament.

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Try To Plan Everything. Once tournament starts, not much you can do.

- **Checklists – Do final check of gym, locker rooms, facility grooming**
- **Have extra of all forms/equipment/information letters**
- **Post signs that are easily visible**
- **Have security and evacuation plans prepared**

As a tournament manager it is important that you try to plan for everything. Once the tournament starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the tournament starts review your checklists and do a final check of gym, locker rooms, and facility grooming. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

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Tournament Reminders

- **NorthWestern Energy:**
 - twelve (12) complimentary tickets
 - awards presentation.
- **Media coverage:**
 - Passes
 - Program/rosters
 - Reporting space
 - Results
 - Certificate of Insurance

The following are reminders to tournament managers:

In accordance with the MHSANorthWestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area NorthWestern Energy employees. These tickets are to be provided at no charge to NorthWestern Energy but the NorthWestern Energy employees are required to sign for the requested tickets. Also, because of the involvement of NorthWestern Energy in the MHSAAwards program, the MHSAA requests that you involve a company employee in the presentation of tournament awards.

Media coverage is a very important part of any MHSAA Tournament. Whatever assistance that can be provided the media with their coverage of your event is always appreciated by those media agencies. Some of the requests media have in regard to their coverage of the tournament are:

Passes for the event –

Only bona-fide media representatives are entitled to passes. To receive a pass, one must have Montana Newspaper Association's credentials, must be a television station employee with proper identification or must be a radio station employee with proper identification. Pass arrangements made prior to the tournament with the tournament manager are recommended. Media should display their press passes.

Programs/Rosters for the event –

Providing the media with a packet of team rosters and a bracket or a tournament program are always appreciated by the media.

Space for reporting –

The MHSAA requires that where space in facilities allows, press tables or areas will be provided. The press should talk to the designated tournament manager if special services are needed. Daily newspapers, local television and local radio shall be given preference when space is inadequate for all. Where media personnel is located in relation to the playing floor should be a concern for all managers. Tournament managers should have a well-marked designated area for photographers, TV cameras etc. No staff photographers and no television camera operators will be allowed beyond those designated areas. Also, no equipment can be placed there. These restrictions are necessary for the safety of the high school athletes and for MHSAA insurance coverage.

Results:

The MHSAA Executive Board requests that each tournament manager assign someone to call in results of the tournament to the local media outlets and the Associated Press following each session of the tournament.

If your tournament venue requires a certificate of insurance, please call the MHSAA Office and a form to be completed and sent to Dissinger Insurance (MHSAA's Insurance provider) will be sent to you. Events hosted at high school gymnasiums, football fields, tracks etc., are generally covered by the host school's liability insurance, but other facilities may require these certificates.

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- **Tournament Managers' Resources found on MHSА website:**
- [Great Expectation - How Different People Judge your Basketball Tournament - by Steve Johnson](#)
- [Time Lines of Information for a tournament](#)
- [Tournament Checklists](#)
- [Tournament Duties for different tournament personnel](#)
- [Tournament Preparation Checklist for the MHSА Staff](#)

On the MHSА website, a tournament manager will find information that will help them run a successful tournament. If you go to mhsa.org, click on tournament manager resources under quick link, you will find information on:

- Great Expectation - How Different People Judge your Basketball Tournament - by Steve Johnson
- Time Lines of Information for a tournament
- Tournament Checklists
- Tournament Duties for different tournament personnel
- Tournament Preparation Checklist for the MHSА Staff

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NOTIFICATION OF ASSIGNMENT OF TOURNAMENT OFFICIALS
Montana High School Association
1 South Dakota Avenue
Helena, MT 59601

This is your official notification that the officials listed below have been selected to officiate the Class A Divisional Boys' Basketball Tournament to be held at Butte Civic Center on February 26-28, 2009. Officials are to report to Bill Meikin on Thursday, February 26th at the Butte Civic Center.

OFFICIAL	CITY	MILEAGE		PER DIEM		TOTAL FEE	TOTAL CHECK	
		.505MILE	TOTAL	# DAYS	AMOUNT			
Official A	Missoula	240	\$121.20	3	\$25	\$75.00	\$209.00	\$405.20
Official B	Shelby	462	\$233.31	3	\$25.00	\$75.00	\$209.00	\$517.31
Official C	Butte	0	\$0.00	3	\$8.00	\$24.00	\$209.00	\$233.00
*Official D	Pompeys Pillar	494	\$249.47	4	\$25.00	\$100.00	\$209.00	\$558.47
*Official E	Billings	0	\$0.00	4	\$25.00	\$100.00	\$209.00	\$309.00
Official F	White Sulphur Springs	1 @ 150	\$151.50	3	1 @ \$15	\$45.00	\$209.00	\$425.50
Grand Totals			\$755.48		2 @ \$25	\$49.00	\$1254.00	\$2448.48

*One mileage to Officials D and E.

Now let's look at some financial forms that must be completed by the tournament manager. The first is the "notification of assignment of tournament officials" form that tells you the amount each official should be paid for working the tournament. The guidelines to determine the amount each official will be paid are found on pages 297, 298 and 299 of the 2008-09 MHSА Handbook. This sample notification form is from a basketball tournament being held at the Butte Civic Center. The Handbook tells us that because each official will work 4 games (using 3-person crews) during the tournament, each should receive \$52.25 per game for a total fee of \$209.00. Let's look at how the tournament manager determined the amount to pay officials for mileage and per diem for this tournament.

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NOTIFICATION OF TOURNAMENT OFFICIALS

OFFICIAL	CITY	MILEAGE		PER DIEM		TOTAL FEE	TOTAL CHECK	
		.505MILE	TOTAL	# DAYS	AMOUNT			
Official A	Missoula	240	\$121.20	3	\$25	\$75.00	\$209.00	\$405.20

All tournament officials are paid a round trip travel allowance from their home site to the tournament site, except for the official who is a bona fide member of a pool outside his/her local pool. Then he/she will be paid only a rider's allowance from the home site to the postseason tournament or playoff site. Whenever feasible, any official traveling to a playoff or tournament through a community where other officials working the same playoff or tournament resides, the officials shall car pool and only the driver official will receive the one travel allowance (the MOA/MHSА recommends having only 3 officials per car). However, all officials will receive the per diem allowance. Each tournament official receives a \$25.00 per diem allowance for each night they stay over at the tournament site away from home on each day the tournament is in session. Each official who travels more than 200 miles one way will also be paid one additional day per diem and will be provided a room if they stay away from home for an extra night. Those officials who must leave their home before 7:00 a.m. on the day of the tournament will also be paid one additional day per diem. Any official who officiates a Saturday night contest but chooses not to stay overnight, or an official who rides with an official in this situation shall receive the \$25.00 per diem for that day. For example, Official "A" lives 120 miles one way from Butte and is not required to report to the tournament the night before, so official "A" is paid a round trip mileage of \$121.20 (that is 240 miles x 50.5 cents per mile). In computing miles traveled, the shortest paved route open to travel as listed on the current official Montana Highway Map published by the Montana Department of Highways will be the mileage used. Official "A" is only staying overnight at the tournament 2 nights at \$25.00 per night but is also paid \$25.00 per diem for Saturday night, even though they are driving back home after the tournament, because by MOA guidelines they are working a contest after 5:00 pm, which is considered a Saturday night contest, for a total per diem of \$75.00. Official "A's" total check would be \$405.20.

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NOTIFICATION OF TOURNAMENT OFFICIALS								
OFFICIAL	CITY	MILEAGE		# DAYS	PER DIEM		FEE	CHECK
		.505MILE	TOTAL		AMOUNT	TOTAL		
Official B	Shelby	462	\$233.31	3	\$25.00	\$75.00	\$209.00	\$517.31
Official C	Butte	0	\$0.00	3	\$8.00	\$24.00	\$209.00	\$233.00

*One mileage to Officials D and E.

Official "B" lives more than 200 miles one way from the tournament site but decides to travel to the site the day of the tournament and doesn't leave their home before 7:00 a.m. Official "B" is paid a round trip mileage of \$233.31 (462 miles x 50.5 cents) and \$75.00 per diem for the 3 nights they stay overnight at the tournament. Total check for official "B" is \$517.31. Official "C" lives in Butte. Tournament officials who work in their home city receive no travel allowance but they do receive \$8.00 per diem allowance for each day the tournament is in session and Official "C" is therefore paid \$24.00 per diem (3 days at \$8.00 per day) for a total check of \$233.00.

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NOTIFICATION OF TOURNAMENT OFFICIALS								
OFFICIAL	CITY	MILEAGE		# DAYS	PER DIEM		FEE	CHECK
		.505MILE	TOTAL		AMOUNT	TOTAL		
*Official D	Pompeys Pillar	494	\$249.47	4	\$25.00	\$100.00	\$209.00	\$558.47
Official E	Billings	0	\$0.00	4	\$25.00	\$100.00	\$209.00	\$309.00

*One mileage to Officials D and E.

Official "D" lives 247 miles one way from the tournament site and has decided to come the night before the tournament starts. Official "D" will be driving through Billings on the way to the tournament site and will be required to take Official "E" to the tournament. Official "D" will be paid \$249.47 for mileage, \$100.00 per diem (4 nights at \$25.00 per night) for a total check of \$558.47. Official "E" doesn't receive any mileage allowance, but gets \$100.00 per diem (4 nights at \$25.00 per night) for a total check of \$309.00.

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NOTIFICATION OF TOURNAMENT OFFICIALS								
OFFICIAL	CITY	MILEAGE		# DAYS	PER DIEM		FEE	TOTAL
		.505MILE	TOTAL		AMOUNT	TOTAL		
Official F	White Sulphur Springs	1 @ 150	\$75.75	3	1 @ \$15	\$65.00	\$209.00	\$425.50
		1 @ 150	\$151.50		2 @ \$25			

*One mileage to Officials D and E.

Official "F" lives 242 miles one way from the tournament site. They have decided to commute to the tournament site on the first day of the tournament, and stay at the tournament site the next two days the tournament is in session. By MOA/MHSA guidelines found on page 299 of the MOA/MHSA Handbooks: Officials who commute daily from their home city to the tournament city or who alternate during the duration of the tournament between a daily commute and an overnight stay will receive one travel allowance per round trip commute (maximum of 150 miles per round trip) at the current prescribed mileage rate. Officials making more than one commute per day will only be compensated for a single commute. Because Official "F" is commuting the 1st day of the tournament from their home city to the tournament city, and not leaving before 7:00 a.m., they will receive one round trip travel allowance at the current prescribed mileage rate for that day but the maximum mileage that will be paid to a commuting official is 150 miles per day (round trip). Therefore Official "F" will get \$75.75 for mileage (150 miles x 50.5 cents per mile) for the 1st day they commute to the tournament and will also be paid for one round trip mileage (with the maximum mileage of 150 miles that will be paid to a official who alternates during the duration of the tournament between a daily commute and an overnight stay) of \$75.75 (150 miles x 50.5 cents per mile) to get back to the tournament, for a total mileage allowance of \$151.50. Official "F" will receive per diem of \$15.00 for the 1st day they commute to the tournament and \$25.00 for the 2 days they stay overnight at the site for a total per diem of \$65.00. Official "F's" total check will be \$425.50.

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NOTIFICATION OF ASSIGNMENT OF TOURNAMENT OFFICIALS								
Montana High School Association 1 South Dakota Avenue Helena, MT 59601								
This is your official notification that the officials listed below have been selected to officiate the Class A Divisional Boys' Basketball Tournament to be held at Butte Civic Center on February 26-28, 2009. Officials are to report to Bill Melton on Thursday, February 26 th at the Butte Civic Center.								
OFFICIAL	CITY	MILEAGE		# DAYS	PER DIEM		FEE	TOTAL
		.505MILE	TOTAL		AMOUNT	TOTAL		
Official A	Missoula	240	\$121.20	3	\$25	\$75.00	\$209.00	\$405.20
Official B	Shelby	462	\$233.31	3	\$25.00	\$75.00	\$209.00	\$517.31
Official C	Butte	0	\$0.00	3	\$8.00	\$24.00	\$209.00	\$233.00
*Official D	Pompeys Pillar	494	\$249.47	4	\$25.00	\$100.00	\$209.00	\$558.47
Official E	Billings	0	\$0.00	4	\$25.00	\$100.00	\$209.00	\$309.00
Official F	White Sulphur Springs	1 @ 150	\$75.75	3	1 @ \$15	\$65.00	\$209.00	\$425.50
		1 @ 150	\$151.50		2 @ \$25			
Grand Totals			\$755.48			\$439.00	\$1254.00	\$2448.48

*One mileage to Officials D and E.

This slide shows the completed "notification of assignment of tournament officials" form. The total mileage is \$755.48, the total per diem is \$439.00 and the total fees paid are \$1254.00 for a grand total of \$2448.48 for officials' expenses. You must also pay officials' motel expenses associated with the tournament.

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FINANCIAL REPORTS				
NO. OF TICKETS	TYPE OF TICKET	AMOUNT EACH TICKET	TOTAL PER TICKET AMOUNT	TOTAL GROSS RECEIPTS
308	All-Session (Reserved)	\$22.00	\$6,776.00	
1	Adult All-Session (Reserved)	19.00	19.00	
17	Student All-Session	15.00	255.00	
1213	Single Session Reserved General Admission	6.00	7,278.00	
1114	Adult Single Session General Admission	5.00	5,570.00	
1253	General Admission	4.00	5,012.00	
	General Admission			
	General Admission			
	Other (specify)			
			NET RECEIPTS	\$24,910.00

After the tournament is completed, you must complete a financial report and send a copy of the report to each participating school and to the MHSA. This slide shows the number of tickets sold, the dollar amount of each ticket, the total per ticket amount and the total net receipt for the tournament of \$24,910.00.

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
76992542064% of Team Expenses									
School	No. of Persons	Round-Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
A	16	206	1	\$ 515.00	1	2	\$1200.00	\$1715.00	\$1313.56
B	16	302	1	765.00	1	2	1200.00	1965.00	1497.28
C	16	432	1	1080.00	1	2	1200.00	2280.00	2128.27
D	16	594	1	1485.00	0	4	1920.00	3405.00	2607.96
E	16	744	1	1860.00	1	3	1800.00	3540.00	2711.58
F	16	70	3	525.00	3	0	720.00	1245.00	953.58
G	16	846	1	2115.00	1	3	1800.00	3795.00	2906.69
H	16	654	1	1635.00	0	4	1920.00	3555.00	2722.86
				\$16,476.00			\$11,520.00	\$27,996.00	\$16,842.70

You must then calculate the amount of team expenses (mileage and per diem) that will be paid to each school that participated in the tournament. The guidelines for computing team expenses are found within the 2008-09 MHSA Handbook for that activity. For Basketball, the team expense guidelines are found on pages 105 and 106 of the 2008-09 MHSA Handbook. The decision to stay at the tournament site or to commute rests with each school. If a school elects to commute to the tournament site, any or all days the tournament is in session, they will be paid expenses as follows: 1. **\$2.50** per mile for one or each round trip, maximum of one round trip per day, plus \$15.00 a day per person, to a maximum of 16 (12 players, 2 managers, 2 coaches who actually attend the tournament), for meal allowance for each day they commute while the tournament is in session. 2. For the days when the team stays overnight at the tournament site, the regular schedule of \$30.00 for meal allowance applies for a maximum of 16 persons (12 players, 2 managers, 2 coaches who actually attend the tournament). 3. No expenses are paid for the day following the tournament. For Classes A, B & C, one additional day per diem will be allowed if travel distance is more than 200 miles one way, if the team stays overnight an extra night preceding the tournament dates (In computing miles traveled, the shortest paved route open to travel as listed on the current official Montana Highway Map published by the Montana Department of Highways will be the mileage used). The information needed to compute the mileage and per diem amounts for each school is found on the expense report that each participating school turns into the tournament manager before they leave the tournament. Let's look at some examples of how mileage and per diem was computed for the schools playing in this basketball tournament.

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
76992542064% of Team Expenses									
School	No. of Persons	Round-Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
A	16	206	1	\$ 515.00	1	2	\$1200.00	\$1715.00	\$1313.56

School "A" had a total of 16 people (12 players, 2 managers, 2 coaches who actually attend the tournament). They had one round trip to the tournament site of 206 miles. They should receive \$515.00 in mileage (206 miles x \$2.50 per mile). School "A" stayed overnight Thursday and Friday and received \$960.00 per diem (\$30.00 x 16 people x 2 days) for those two nights and left the tournament Saturday and received \$240.00 per diem (\$15.00 x 16 people) for Saturday for a total per diem allowance of \$1200.00. The total team expense for Team "A" is \$1715.00 (\$515.00 mileage expense plus \$1200.00 per diem).

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
School	No. of Persons	Round Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
C	16	632	1	\$ 1580.00	1	2	\$1200.00	\$2780.00	\$2729.27

School "C" had a total of 16 people (12 players, 2 managers, 2 coaches who actually attend the tournament). They had one round trip to the tournament site of 632 miles. They should receive \$1580.00 in mileage (632 miles x \$2.50 per mile). Because School "C" is more than 200 miles one way to the tournament, they are allowed to come to the tournament site Wednesday night and receive per diem for that night. School "C" came to the tournament Wednesday and stayed overnight Wednesday and Thursday and received \$960.00 per diem (\$30.00 x 16 people x 2 days) for those two nights and left the tournament Friday (after the school was beat out of the tournament) and received \$240.00 per diem (\$15.00 x 16 people) for Friday for a total per diem allowance of \$1200.00. The total team expense for Team "C" is \$2780.00 (\$1580.00 mileage expense plus \$1200.00 per diem).

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
School	No. of Persons	Round Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
D	16	594	1	\$ 1485.00	0	4	\$1920.00	\$3405.00	\$2711.38

School "D" had a total of 16 people (12 players, 2 managers, 2 coaches who actually attend the tournament). They had one round trip to the tournament site of 594 miles. They should receive \$1485.00 in mileage (594 miles x \$2.50 per mile). Because School "D" is more than 200 miles one way to the tournament, they are allowed to come to the tournament site Wednesday night and receive per diem for that night. School "D" came to the tournament Wednesday and stayed overnight Wednesday, Thursday, Friday and Saturday and received \$1920.00 per diem (\$30.00 x 16 people x 4 days) for those four nights. The total team expense for Team "C" is \$3405.00 (\$1485.00 mileage expense plus \$1920.00 per diem).

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
School	No. of Persons	Round Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
F	16	70	3	\$ 225.00	3	0	\$720.00	\$1245.00	\$953.58

School "F" had a total of 16 people (12 players, 2 managers, 2 coaches who actually attend the tournament). They commuted to the tournament site daily with a round trip mileage of 70 miles. They should receive \$525.00 in mileage (70 miles x \$2.50 per mile x 3 round trips). School "F" should received \$720.00 in per diem (\$15.00 per day x 16 people x 3 days). The total team expense for Team "F" is \$1245.00 (\$525.00 mileage expense plus \$720.00 per diem).

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
School	No. of Persons	Round Trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
G	16	846	1	\$ 2115.00	1	3	\$1680.00	\$3795.00	\$2706.69

School "G" had a total of 16 people (12 players, 2 managers, 2 coaches who actually attend the tournament). They had one round trip to the tournament site of 846 miles. They should receive \$2115.00 in mileage (846 miles x \$2.50 per mile). Because School "G" is more than 200 miles one way to the tournament, they are allowed to come to the tournament site Wednesday night and receive per diem for that night. School "G" came to the tournament Wednesday and stayed overnight Wednesday, Thursday and Friday and received \$1440.00 per diem (\$30.00 x 16 people x 3 days) for those three nights and left the tournament Saturday (after the school was beat out of the tournament) and received \$240.00 per diem (\$15.00 x 16 people) for Saturday for a total per diem allowance of \$1680.00. The total team expense for Team "G" is \$3795.00 (\$2115.00 in mileage expense plus \$1680.00 per diem).

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DISTRIBUTION OF FUNDS TO EACH PARTICIPATING SCHOOL									
FINANCIAL REPORTS									
School	No. of Persons	Round Trip Mileage	No. of Alternate Trips	Mileage at \$2.00/mi	Days of Per Diem at \$10.00	Days of Per Diem at \$20.00	Total Per Diem	Team Exp. Mileage + Per Diem	Amount Paid to Schools
A	16	206	1	\$1,030.00	1	2	\$1,000.00	\$1,715.00	\$1,715.00
B	16	302	1	750.00	1	2	1,200.00	1,950.00	1,950.00
C	16	622	1	1,244.00	1	2	1,200.00	2,444.00	2,444.00
D	16	594	1	1,188.00	0	4	7,600.00	8,788.00	8,788.00
E	16	334	1	668.00	1	2	1,400.00	2,068.00	2,068.00
F	16	70	3	350.00	3	0	700.00	1,050.00	1,050.00
G	16	846	1	1,692.00	1	2	1,400.00	3,092.00	3,092.00
H	16	654	1	1,308.00	0	4	7,600.00	8,908.00	8,908.00
				\$16,476.00			\$11,500.00	\$21,990.00	\$21,990.00

Based on the information received from the expense reports turned in by the participating schools, the tournament manager has determine the mileage and per diem amounts each school should receive (which is a total 21,990.00). But if you look in the very far right hand column of this form, you see that the exact amount paid to each school is different than the school's total mileage and per diem expense. The next two slides show how you determine the amount to be paid to each school for mileage and per diem expenses.

Slide 26

FINANCIAL REPORTS	
GENERAL TOURNAMENT EXPENSES	
REFEREE'S (See \$2448.48 + motel \$1125.82)	Total \$ 3,574.30
ONE TOURNAMENT BASKETBALL (Direct Only)	Total \$ 0.00
GENERAL ADMINISTRATIVE EXPENSE (From Back)	Total \$ 0.00
FACILITIES EXPENSE (From Back)	Total \$ 4,493.00
TEAM EXPENSE	Total \$ 21,990.00 (Paid @ .76592542064% = \$16,842.70)
TOTAL GENERAL TOURNAMENT EXPENSES	\$ 30,057.30

You must first determine the total general tournament expenses which are computed on the financial report form. The total official expenses (official fees of \$2448.48 and official motel expenses of \$1,125.82) for the tournament were \$3,574.30. The tournament manager bid of \$4,493.00 is the amount needed to run the tournament and would be used to cover general and facility expenses. The total team expenses (mileage and per diem) were \$21,990.00. The total general expenses for the tournament were \$30,057.30 but the tournament only took in gate receipts of \$24,910.00, so the tournament did not make enough money to cover the total expenses of the tournament. By MHSAA guidelines, tournament gate receipts shall be used to cover: first—official expenses; second—tournament general and facility expenses; and lastly—team mileage and per diem expenses. The tournament's total gate receipts will pay for referee expenses and the tournament's general and facility expense bid, but do not cover all of the team expenses. To determine what percent of the team's mileage and per diem expenses that can be covered by the remaining tournament gate receipts, you'll need to use the next form.

Slide 27

FINANCIAL REPORTS	
DISTRIBUTION EQUATION: If there is a net loss, execute the following formula:	
Net Receipts	\$ 24,910.00
Less: Referees	(3,574.30)
Less: General Administrative Expense	()
Less: Facilities Expense	(4,493.00)
TOTAL	(A) (16,842.70)
Total (A) divided by total team expense = (B)	.76592542064%
B x each school's team expense = amount due each school.	

The above report is found on the back page of the financial report form. You'll enter the total tournament gate receipts of \$24,910.00. Then enter the total referee expenses of \$3,574.30 and the total general and facility expense bid of \$4,493.00. The referee expenses and the general and facility expenses are then subtracted from the total gate receipts to determine the amount left that will be used to pay for team expenses. By dividing the amount that is remaining after subtracting referees expenses and general and facility expenses (\$16,842.70) by the actual total team's expenses of \$21,990.00, you will find that only 76.592542064% of the actual team's expenses can be paid by the remaining tournament gate receipts. You would then multiply 76.592542064% by each team's actual team expenses to determine how much each team should be paid for their expenses.

Slide 28

- POST TOURNAMENT**
- Deposit money – send Financial report to schools and MHSAA – check to schools
 - Thank you letters to workers-- pay workers
 - Send tournament information to next tournament manager (placements, rosters, etc.)
 - Reflect on how tournament went and what can be done better
 - pay facility
 - Relax, get it back together, get ready for next event

After you have completed the Financial report and deposited the tournament gate receipts, Janie at the MHSAA Office would be willing to check your Financial report to make sure it is accurate. The MHSAA fax number is 442-8250. After confirming the accuracy of your Financial report, send a copy of the Financial report to the schools along with the school's mileage and per diem check and send a copy of the tournament program and Financial report to the MHSAA. You should also:

1. Send thank you letters to workers who help with the tournament and a check to workers who you paid for their help during the tournament
2. Send your tournament information (placements, rosters, etc) to the next tournament manager
3. Reflect on how the tournament went and make a list of things that went right with the tournament and things that can be done to improve your next tournament
4. Make a check out to pay for the use of the facility
5. Relax, get it back together, get ready for next event

For More Information...

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CLICK HERE

It would be appreciated if you would take a few minutes to register that you have viewed this presentation. To register, please click on the "Click Here Link".

Thank you and if you have any questions or concerns about running your tournament, please call Scott McDonald at the MHSA Office.