

TOURNAMENT AND PLAYOFF FINANCE

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Chair

ADM 7
Report No.

I. **MAJOR CHANGES FROM LAST YEAR'S REPORT:**

- A. Reviewed by sport the option to pay a per game fee rather than charge admission.
 - 1. Increased Field Hockey to \$115 per game fee.
 - 2. Added 2A Boy's Soccer - \$150 per game fee
Added 2A Girl's Soccer - \$125 per game fee
- B. The Tournament and Playoff Finance Report was rearranged to follow the order of financial reports.

II. **RATIONALE:**

- A. Created consistency and clarity around this option for schools that choose to opt out of charging admission.
 - 1. Reflects the average gate revenue for playoff contests in this sport.
 - 2. With the addition of 2A Soccer, fees were added that are closely aligned with the 3A per game fees.
- B. Created a more user friendly document for schools to follow when filling out financial reports.

III. **FINANCIAL IMPACT:**

- A. None. Schools may always opt to charge admission.
- B. None

IV. **PURPOSE/MISSION STATEMENT:**

Tournament and Playoff Finance (T&PF) exists to maximize funding opportunities through gate revenues during CHSAA post season contests. One-third of the CHSAA operating budget is reliant on this income. Additionally, T&PF funds are collected through a revenue sharing model with the intent to offset travel and host school expenses through participation in the post season.

The use of premier venues for CHSAA culminating championship events incurs greater expenses to facilitate these events. As venues increase their fees, the T&PF must also adjust the fee structure in order to continue providing opportunities at these premier venues. Without this revenue, funding would have to be charged back to schools in the form of higher dues, participation fees or other means in order to generate funding to operate the association.

V. TOURNAMENT DIRECTOR RESPONSIBILITIES:

As a host of a post season game or tournament, it is important to understand your responsibilities. Below is an overview of these responsibilities.

- A. What you are hosting
- Head-to-head Game
 - Hosting one game against one other team
 - Multi-Team / Tournament
 - Hosting multiple games, a quadrant of games or a district/regional tournament over one or multiple days.
 - Football/4A Great 8 Basketball
- B. Ticket Prices/Gate Admissions
- The host is expected to charge a gate.
 - Tickets prices vary from sport-to-sport and from round-to-round.
 - Select sports are exempt from charging a gate, but will be charged a fee in lieu of gate admission when approved by the Commissioner.
 - Select sports include - district baseball, field hockey, boys'/girls' lacrosse, boys'/girls' soccer, regional softball
- C. Officials
- Normally, CHSAA will assign officials for all post season play.
 - Amounts for officials pay can be found in the Arbiter.
 - The host is responsible for paying officials for all rounds.
- D. Visiting Team(s) Reimbursement
- Reimbursement includes
 - Mileage, meals & hotel
 - Round trip mileage will determine if the visiting team will receive reimbursement for travel, meals and/or hotel. See reimbursement section for more details.
 - Head-to-head & Football
 - The host is responsible for figuring & paying visiting team reimbursements even if a deficit was incurred
 - If no gate was taken, the host is still responsible for figuring & paying visiting team reimbursements
 - Multi-team/Tournament
 - The host is responsible for figuring & paying all visiting team's reimbursements. Some exceptions apply; See reimbursement section for exceptions
- E. Additional Expenses
- Police/Security - This is the only allowable expense a host can record on the reporting form for all sports except for football only when CHSAA approves.
 - Awards - The host is responsible for paying the cost of district/regional awards

CHSAA Playoff reporting form and monies should be submitted to the CHSAA office within ten (10) business days following the conclusion of the event.

NOTE – All visiting schools MUST receive a copy of the report for their records.

NOTE - In order to defray expenses, the host school shall consider all ways to decrease costs. The use of volunteers (parent, booster or student organizations) is encouraged. Only absolute and necessary workers should be hired. Hospitality should be limited and the numbers of officials should be hired as directed by the Legislative Council.

VI. FACILITIES:

- A. If a district or regional **elects** to use a rented facility, the cost for the rental must have prior approval by the CHSAA Commissioner and a majority of teams in the district or regional. The rental cost is then incurred by the host school or if prior agreed upon by a majority of teams involved, this cost can be shared by all schools.
- B. If a district or regional hosted by a school is required to use a rented facility, the cost for the rental is shared by all schools in the district/regional and is not included in the 20% host expense.
- C. Great 8 and beyond when choosing to use a facility that charges a set amount for expenses, but not owned by a school district, the Commissioner may approve the participating school(s) to pay for additional expenses, with prior approval.

VII. ADEQUATE FACILITIES ARRANGEMENTS:

In the playoffs, the Commissioner has the authority to select the site based on the adequacy of the seating, field conditions, court size, etc. Football host teams must have approval.

VIII. ADMISSIONS:

Gate Collected

- A. Minimum prices have been established for all playoff games (all classes of schools and at all levels of playoffs.)
- B. Minimum ticket prices will be sent to you in a separate attachment well in advance of the event.
- C. All changes to prices need prior approval by CHSAA commissioner and must be reported accordingly on financial report.
- D. Admission prices for State Final events, including football playoffs, are established by the CHSAA Board of Directors.
- E. The age at which senior citizen rates apply is 60.

- F. Exception to the required minimum admission prices (in case of extenuating circumstances) may be appealed to the CHSAA Commissioner and/or the Board of Directors. Note, past experience has shown public relations are enhanced if people are paying the same price for the same type of game at each location.

No Gate Collected: Select Sports

- A. A school hosting a contest on the state championship bracket may opt to pay a set per game fee to CHSAA in lieu of charging admission. When paying this fee, hosting schools are still responsible for any travel guarantee due to the opponent, officials' payments and other costs associated with hosting these contests. Pre-approval from CHSAA is required for implementation.

*This is a per game fee when hosting multiple games at one site. Fees are collected for each game. Approved for the 2017-2018 school year.

SPORT	Class	Fee
Baseball Districts	3A, 4A, 5A	\$100.00
Field Hockey		\$115
Boys' Lacrosse		\$150.00
Girls' Lacrosse		\$125
Boys' Soccer	2A, 3A	\$150.00
	4A, 5A	\$200.00
Girls' Soccer	2A	\$125.00
	3A, 4A, 5A	\$150.00
Softball Regional	3A, 4A, 5A	\$100.00

IX. OFFICIALS' EXPENSES:

- A. Officials will be assigned by the CHSAA for all post season play. These assignments can be found in the Arbiter.
- B. Mileage – 40¢ per mile – Mileage for metro areas will be \$2.00 per day. Travel mileage for all play-offs will be calculated by Arbiter using zip code to zip code.
 1. Only one driver will be paid for each contest. This will be paid to the official on the crew who travels the furthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game.
 2. In lieu of per diem, a rider fee of \$10 is paid to officials, non-drivers only, who are riding on trips of 75 miles or more one-way.
 3. A hotel allowance of \$40 is paid to any official traveling over 50 miles one way (100 miles round trip) only while officiating a multi-day tournament.
- C. When the CHSAA office is responsible for paying mileage to state events, the Board of Directors will determine the amount paid.

X. VISITING TEAM(S) REIMBURSEMENTS: (Travel, Meals, Hotel)

The host of any post season game/tournament is responsible for figuring visiting team(s) reimbursements. These reimbursements are NOT intended to cover 100% of visiting team actual expenses, but help offset any expenses incurred. This reimbursement is guaranteed to the visiting team(s) unless all participating teams agree to no reimbursement prior to the game/tournament.

Head-to-Head Guarantee

- A. If two teams are in a playoff and the host school will not guarantee expenses of the team designated to travel and that team will guarantee the expenses of the designated host school, then the site shall be reversed, and the host team will be required to travel. (Note: In either case, the school originally assigned the host role, will retain that status for the purpose of charged home contests and coin flips.)
- B. If neither team will guarantee the expenses, the game will be played at the designated site as assigned by CHSAA and both teams will share in the deficit. The school originally determined to host will prepare and submit the required CHSAA financial statement.

Multi-Team/Tournament Guarantee

- A. In district and regional tournaments involving three or more schools, the host school shall receive 20% of the gross for expenses to conduct the tournaments. If the additional expenses to conduct a tournament exceed the 20%, by **prior mutual agreement** by all participating schools, all schools will share in the deficit.
- B. In all situations in which the home school is responsible for guaranteeing the expenses of the visiting schools, all schools must negotiate an understanding of what expenses will be paid preferably as soon as possible after the opponents are determined.

XI. TRANSPORTATION ALLOWANCE:

- A. To be consistent in allowing the amount specified, mileage in each case will be calculated based on city to city mileage as determined by an internet mileage program.
- B. A team must travel on a bus to receive travel reimbursement. If a team uses personal vehicles as transportation to a game/tournament they will not receive travel reimbursement.
- C. The following is the established transportation reimbursement for all State Districts, State Regionals and State Final playoffs and is based on round trip mileage for each actual participant.

Note – The below formulas for transportation have been pre-set in the T&PF reporting form.

All Sports, except Football

- A. Teams traveling under 120 miles round trip will be reimbursed a flat-rate of \$90.
 - This flat-rate is to cover mileage and meals for the visiting team(s).

- B. Reimbursement will be paid \$.05 cents per mile based on actual participants.
 - Number of participant’s x round trip mileage x \$.05
- C. Teams traveling over 120 miles round trip will be reimbursed using the above calculation.
- D. Maximum number of participants:
 - *Roster count plus no more than 3 coaches and/or non-participants must not exceed the following maximums:

Sport	Maximum
Baseball/Soccer/Softball	21
Basketball	15
Field Hockey/Lacrosse	18
Volleyball/Wrestling	17

Football

- A. Teams traveling under 120 miles round trip will be reimbursed a flat-rate of \$180.
 - This flat-rate is to cover mileage and meals for the visiting team (no meals are to be calculated)
- B. Teams traveling 120-399 miles round trip will be paid at \$1.25 per mile.
- C. Teams traveling 400 + miles round trip will be paid at \$1.25 per mile for miles 1-399 and miles 400 + will be paid at \$1.00 per mile.
- D. Maximum number of participants:
 - *Roster count plus no more than 5 coaches and/or non-participants must not exceed the following maximums:

Class	Maximum
A6 & A8	25
1A	35
2A	40
3A	44
4A	47
5A	50

XII. MEAL ALLOWANCE:

- A. Meal allowance, where permitted in team competition, may apply at all district, regional and state playoff tournament levels when travel is in excess of 60 miles (road miles one-way) or 120 miles round trip, and/or involves overnight lodging for tournament play.

- B. The meal allowance for all sports in all district and state playoff tournaments will be as follows:

Meal	Amount
Breakfast	\$4.00
Lunch	\$5.00
Dinner	\$6.00

- C. Meal allowance is based on the maximum number of participants allowed for reimbursement shown in the transportation section.

Note – The meal reimbursement formula is **NOT** pre-set in the T&PF reporting form and needs to be calculated manually.

- D. The above meal allowance does not pertain to the host school.
- E. The Commissioner will decide the number of allowable meals for state playoffs as noted under Item A.

XIII. HOTEL ALLOWANCE:

- A. Hotel allowance will be \$12.00 per night for actual participants based on the number shown in the transportation section.
- B. A team must travel at least 200 miles one way before overnight lodging is allowed. It must travel 325 miles one way before the second night lodging is permitted. Hotel lodging should be approved in advance by the Commissioner.

Note - Hotel reimbursement does not apply to two-day state tournaments.

Note - The hotel reimbursement formula has been pre-set in the T&PF reporting form.

- C. In the event a two-day tournament or more is involved, schools must receive prior approval from the CHSAA Office for the allowable number of overnight lodging and corresponding meals. This will be predicated on the scheduled starting time of the school's first contest, weather conditions, and overall distance from the site. Note, for single-day tournaments, the conditions as indicated above will apply.
- D. In the event of an emergency such as a storm, and the traveling team is forced to remain longer, a contingency fund will be set up by the CHSAA to defray unexpected expenses. Such hardship cases will be decided by the Commissioner. If the balance of the contingency fund is unable to cover costs, it will be prorated among the affected schools.
- E. Hotel expenses will only be allowed for actual overnight used.

XIV. ALLOWABLE EXPENSES:

A. Maximum host school allowable game expense:

Football	Maximum
A6 & A8	\$300
1A & 2A	\$400
3A	\$550
4A	\$675
5A	\$750

All other Sports Great 8 & Beyond	Maximum
1A & 2A	\$400
3A	\$550
4A & 5A	\$700

- B. The allowable expenses are not intended to cover all expenses incurred, but rather to help offset them.
- C. At the discretion of the host school, expenses in employing police may be added to the maximum allowable game expense. Expenses must be itemized.
- D. In emergency situations which make it impossible for the home school to stay within the above allowances, the Commissioner may approve deviations from the maximum allowable expenses.
1. Bleachers moved in is an expense of the host school.
 2. Snow removal is the financial responsibility of the host school.
- E. In the case of a weather emergency during a state playoff contest, additional team expenses for meals, lodging and transportation incurred may be reimbursed from the contingency fund upon application to the Commissioner or designee.

XV. FEES COLLECTED BY CHSAA

NOTE - The Commissioner is authorized to conduct spot audits of playoff attendance and receipts.

All Sports, except Football

- A. Ice Hockey – 1st and 2nd rounds, all cost profits and/or deficits are shared by the participating schools at each site.
- B. In 1A-2A baseball up to the regionals, CHSAA will not take a percentage of the gross receipts. The home school will incur its expenses, the visiting school will incur their expenses and if there are gate receipts, these gross receipts will be split between the participating schools.
- C. In basketball, soccer, volleyball, wrestling, field hockey, lacrosse, baseball, and softball in the District, Regional and Final playoffs, CHSAA will receive 20% of the adjusted gross receipts.

- D. Starting with great 8 round, any game hosted at a school site, CHSAA will receive 10% of gross receipts and 70% of net proceeds, after expenses have been paid for all playoff games. The two participating schools will divide (equally – 15% each) the remaining 30% of the net proceeds. Allowable expenses will be applied.

Football

- A. In football, CHSAA will receive 10% of the gross receipts and 70% of the net proceeds, after expenses have been paid for all playoff games. The two participating schools will divide (equally-15% each) the remaining 30% of the net proceeds.
- B. When a football championship game is played at a predetermined high school site, each competing school will receive 10% of the gross income. The school or facility hosting the contest will also receive 10% of the gross. The remaining 70% of the gross income will go to the CHSAA.
- C. When a multi-classification football championship event is held at a predetermined site, each team's share of the gate will be determined by the CHSAA.
- D. In football only, if the host school shows a net loss greater than the amount shown on the statement, which should be paid to the CHSAA, no money is owed to the CHSAA.

Example 1: If a school hosting a football playoff game shows a net loss of \$1.00 and the CHSAA share shown on the statement is \$50.00, the net amount paid to the CHSAA is \$49.00.

Example 2: If a school hosting a football playoff game shows a net loss of \$100.00 and the CHSAA share shown on the statement is \$50.00, no money is owed to the CHSAA.

XVI. STATE TOURNAMENT REIMBURSEMENTS

- A. Allowances will be made (if gate receipts exceed the expenses, and the balance is sufficient) for travel, meals and hotel in baseball/softball, basketball, football, ice hockey, soccer, volleyball and wrestling at state championship events.

NOTE: If the balance at state championship events is not sufficient to pay allowable expenses as outlined in this report, payments to schools will be prorated.

NOTE: Travel expense reimbursement is funded according to the CHSAA formula and may or may not cover all travel costs, due to the prevailing costs for distance traveled, mode of travel, etc.

- B. A team's expenses will cease after that school's representative has been eliminated from further participation. In the case of wrestling or other individual sports, a team's expenses will cease when the last team member has been eliminated from further participation (not to include metro area as noted under wrestling). This is not intended to affect return home expenses.
- C. In all state culminating events (except football), CHSAA will retain 10% of the gross, then pay expenses on a prorated basis, based upon all allowable meals, hotel and transportation. After all allowable expenses have been paid, CHSAA will retain the balance.

- D. The CHSAA Board of Directors will make the determination after the final Audit in July as to if there is enough money to reimburse for state tournament travel for the prior year.
- E. When an independent school (including a school playing in a league out of its classification) is assigned to a (basketball, volleyball) regional qualifying tournament, its expenses for travel, meals and lodging will be reimbursed in accordance with the above policy, up to a point no greater than the reimbursement granted the furthest league member participating in terms of travel distance. In the event additional reimbursement is due, the balance will be made by the CHSAA.

XVII. POLICIES:

- A. Support Group Admission - Admission procedures at district, regional, sectional and state championship events will be determined by the Commissioner and/or Board of Directors. Admissions of these support groups are to be consistent from sport to sport and/or activity. Bands and/or Spirit groups will only be admitted in uniform and with a director or sponsor.
- B. There will be no entry fees assessed/charged at any qualifying meet, tournament, event, or contest for the purpose of purchasing awards.
- C. Co-op Schools (Trophies)--If a cooperative school wins a trophy at the final state championship level, the CHSAA will provide a duplicate trophy for the second school. CHSAA will assume the cost.
- D. Committee members can be paid on a formula different than that for paying teams when the Board of Directors determines it necessary. The Board of Directors will set these amounts. The committee members from the metro area will receive a \$10.00 mileage reimbursement, and the Association, when applicable, will pay for their lunch.

XVIII. INFORMATIONAL ITEMS:

- A. The Commissioner may call a special meeting of this committee, which shall have the power to adjust items of this report in response to severe economic changes.
- B. When discussing more revenue back to schools for hosting it is clear that \$100.00 reimbursement to an individual school is magnified over the number of sites as an estimated \$150,000.00 loss to the Association.

XIX. COMMITTEE MEMBERS:

David Walck, Chair, Grand Valley; Joe Garcia, Antonito; Shelly Miles, Widefield; Terry Henderson, Edison; Jeremy Burmeister, Longmont.

TOURNAMENT PLAYOFF AND FINANCE COMMITTEE REPORT

POLICY STATEMENT

The Tournament and Playoff Finance Committee strongly encourages all CHSAA sports committees to set geographic proximity as a primary consideration when determining post season playoff formats.

In this era of diminishing resources, it is imperative that schools conserve financial resources in the athletic arenas. While this committee has no authority over league and regular season play, the committee believes that it should do its part in conserving resources by constructing post season playoff systems that keep travel and missed school time to a minimum.

With the above mentioned criteria in mind, the committee believes that it is in the best interest of high school sports to ensure the continuing support of our communities and school boards. The surest way to accomplish this rests with sports committees in their planning for post season play.

The TPF committee is charged with developing a financial system for post season play that is not a drain on school budgets. The support of the individual sports committees is needed to ensure outside entities do not intervene in this issue.