

## APPENDIX H

(Revised: 2-21-24)

# TOURNAMENT EXPENSE GUIDELINES

### Facility Rental

- No rental fee may be charged for a home site high seed contest. A rental fee of up to \$200 may be charged if the facility is a neutral site, (the team using this as their home site is not participating)
- Schools hosting section Gymnastics events being managed by Region 7AA may request reimbursement for costs associated with setup and take down of equipment. This amount shall not exceed \$500.
- Unusual circumstances, e.g., snow removal on football field or wet grounds on baseball or softball fields are reimbursable. Other documented expenses may be approved at the discretion of the Region Committee.
- Piano Tuning capped at \$500

### Custodial Costs

Region will not pay custodial costs for dual (home site) contests.

Region will pay for overtime custodial costs for multiple team neutral site contests.

### Incidentals/Supplies

Participating schools will absorb costs for supplies, phone, postage, paper, etc. to organize and conduct section meets/contests.

MUSIC - Schools may submit an invoice for reimbursement for piano tuning up to \$500

### Workers

Host schools will follow usual and customary fees that are paid at their school's home events.

### Food/Beverage Allowance

These activities will be reimbursed for officials' food or beverage. This allowance does not include coaches. No other Region 7AA events will be reimbursed. Your request must be documented with a voucher, invoice, or sales slip for actual cost up to the maximum amount identified. Costs above the allowable maximum are the responsibility of the host school.

- **Fall:** Girls Swim \$100
- **Winter:** Alpine Ski \$100, Hockey B&G \$250 Semis/Finals, Dance \$150, Gymnastics \$300, Boys Swim \$100, Wrestling \$150 team & individual finals, Basketball B&G \$100 Semis/Finals.
- **Spring:** Softball \$100 final four, Baseball \$100 final four, Track B&G \$400 each Prelim & Finals.
- **Fine Arts:** Debate \$100, One Act \$150 Sub & Finals, Speech \$350, Visual Arts \$100, Music \$100
- **Track, Wrestling, Dance, Cross Country:** Identification apparel may be reimbursed for staff/workers associated in the operation of the tournament to a maximum of \$300 with prior approval from Region Secretary and accompanying invoice.

### Substitute Pay

Region will not reimburse schools for substitute pay for employees absent from work to conduct region business at events and meetings.

### Tournament Programs

No reimbursement is allowed from Region 7AA to produce programs if a school is host to a home site high seed tournament contest. A school may request reimbursement, with documented invoice, for actual cost, up to \$200 for production of programs to host a multiple team tournament. If additional reimbursements are needed, the school must seek permission prior to the event and get approval from the Region 7AA Secretary.

Each tournament manager has the option, and is responsible to consider, promote, approve, and enter into the agreement as the designee for the Region 7AA Committee for a program that will contain advertising and/or if a program will be sold. A report must be provided by the tournament manager to the committee following the tournament. This report will include a copy of the agreement, and all accounting procedures. Considerations for tournament managers include; equality if tournaments include boys and girls, the number of programs to print, the levels of play for program distribution, the cost of programs if being sold, who receives the profit, and the total amount reimbursed to Region 7AA from program printing rights. Suggestions for managers for the share provided to Region 7AA may include: (1) a flat rate, (2) a percentage of the net profit, (3) base the amount on a per fan basis, attending the tournament, (4) or an amount per program printed.