

D. Ticketing and Post-Tournament Finances Appendix

Sample Ticket Chart:

MHSA passes must be honored at MHSA regular season events and MHSA tournaments. A sample is included.

Ticket Distribution for NorthWestern Energy:

In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area Northwestern Energy employees. The distribution form for tracking these tickets is linked through the website and a sample is included.

[NorthWestern Energy Ticket Distribution](#)

Financial Reports:

The financial report for MHSA basketball tournaments is linked through the MHSA website (www.mhsa.org) and a sample is included.

- [MHSA Financial Report](#) (Excel – Single Gender)
- [MHSA Financial Report](#) (Excel – Combined Gender)
- [Team Expense Report Form](#) (Single Gender)
- [Team Expense Report Form](#) (Combined Tournament)

Post-Tournament Finances

Allowable Tournament Expenses: Charges against the tournament will stand for payment in the following order:

- (1) Referees' fees and expenses.
- (2) Basketball - only one may be charged against the district tournament. (The basketballs for all divisional and for all state tournaments will be furnished by the MHSA office at no charge.)
- (3) Normal administrative expenses. (Printing tickets, scorebook, one set of nets, advertising, signs, postage, telephone, clerical, scorer and timer.)
- (4) Use of facility charges (rental), shall include all charges, if any, for the following: extra custodial service, utilities, ticket sales, ticket takers, police/security, door guards, ushers, parking attendants, first aid room and towel service.
- (5) Team expenses are to be computed as follows:
 - a. In addition to the certified players on the tournament roster (a maximum of twelve) per diem will be allowed for four additional persons at \$45.00 per day for a maximum of 16 persons (12 players, 2 managers, 2 coaches) plus travel expense allowance of \$2.50 per mile for one round trip for each school participating.
 - b. 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 each round trip, maximum of one round trip per day, plus \$20.00 a day per person, to a maximum of 16, for meal allowance for each day they commute while the tournament is in session if the team is competing those days or has a bye and has a

scheduled practice session approved by the tournament manager on the tournament floor. If a team commutes to the tournament site and does not have a game, they do not receive mileage or per diem for that day. If both genders commute on one bus the team competing receives mileage and per diem accordingly.

2. For the days when the team stays overnight at the tournament site, the regular schedule of \$45.00 applies. If both genders traveled on one bus and are staying overnight at the tournament site they will receive \$45 per day for the days they stay overnight even if they don't play on a particular day when the tournament is in session.

3. No expenses are paid for the day following the tournament.

c. For all classes one additional day per diem will be allowed if the team stays overnight an extra night preceding the state tournament dates.

For all tournaments in Classes A & C and for district and divisional tournaments in Class B, 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. Also, one additional day per diem will be allowed if the team plays before noon and stays overnight an extra night preceding the tournament dates.

d. Teams required to report to the tournament site a day early for a playoff game will be entitled to an extra day per diem at \$20.00 or \$45.00 whichever applies.

e. If, after a team is eliminated from tournament play, they leave before completion of the tournament play, they will receive one day less per diem than they otherwise are entitled to receive under this schedule.

f. Teams located at the tournament site will not receive any mileage or per diem.

g. Participating teams required to remain at the tournament site for a playoff game will be entitled to two additional days per diem. If participating teams do not remain at the tournament site, but return home and then travel to the playoff game, they will be entitled to an additional round trip mileage and \$20.00 for 16 persons for other expenses.

h. 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.

NOTE: A maximum of 16 persons is allowed to claim per diem. However, if a school brings only eight (8) players, one (1) manager, and two (2) coaches, they would only be allowed to claim eleven (11) persons on their financial report. In other words, a school cannot be paid per diem for the maximum of 16 persons if it did not bring 16 persons (12 players, 2 managers, 2 coaches).

Financial Forms: 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 in MOA Section of the current MHSA Handbook. This sample notification form is for a divisional basketball tournament being held at the Butte Civic Center. Based on the tournament bracket, the MHSA handbook tells us that because each official will work 6 games (using 3-person crews) during the tournament, each should receive \$76.00 per game for a total fee of \$456.00. To determine the amount to pay officials for mileage and per diem for this tournament, the tournament manager must call all officials to get their travel arrangements and motel needs.

NOTIFICATION OF ASSIGNMENT OF TOURNAMENT OFFICIALS

Montana High School Association
1 South Dakota Ave
Helena, MT 59601

This is your official notification that the officials listed below have been selected to officiate the Class A Divisional Girls Tournament to be held at Butte Civic Center on Feb. 26-28, 2018. Officials are to report to Bill Melvin on Thursday, Feb. 26th at the Butte Civic Center.

OFFICIAL	CITY	MILEAGE		PER DIEM @ \$10		PER DIEM @ \$20		PER DIEM @ \$30		FEE	TOTAL CHECK
		.625/MILE	TOTAL	# DAYS	AMOUNT	# DAYS	AMOUNT	# DAYS	AMOUNT		
Official A	Missoula	240	\$150.00		\$0.00		\$0.00	3	\$90.00	\$456.00	\$696.00
Official B	Shelby	462	\$288.75		\$0.00		\$0.00	3	\$90.00	\$456.00	\$834.75
Official C	Butte	0	\$0.00	3	\$30.00		\$0.00	0	\$0.00	\$456.00	\$486.00
Official D*	Pompey's Pillar	494	\$308.75		\$0.00		\$0.00	4	\$120.00	\$456.00	\$884.75
Official E*	Billings	0	\$0.00		\$0.00		\$0.00	4	\$120.00	\$456.00	\$576.00
Official F	White Sulphur Springs**	300	\$187.50		\$0.00	1	\$20.00	2	\$60.00	\$456.00	\$723.50
GRAND TOTALS			\$935.00		\$30.00		\$20.00		\$480.00	\$2,736.00	\$4,201.00

*One mileage to officials D and E.

**Two round trips at 150 miles.

The following are guidelines to determine the amount to pay officials for mileage and are shown in the above example:

1. All tournament officials are paid a round trip travel allowance (at \$.625 per mile) 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 officials traveling to a playoff or tournament from the same community or 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/MHSA recommends having only 3 officials per car). An official receiving driver mileage to a tournament must arrange for the transportation of the other official(s) car-pooled to the tournament.
2. 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.

All officials will receive a per diem allowance according to the following guidelines

1. Each tournament official receives a \$30.00 per diem allowance for each overnight stay at the tournament site away from home for each day the tournament is in session.
2. If any official stays overnight Friday night and officiates a contest after 5:00 pm on Saturday but chooses not to stay overnight Saturday, or an official who rides with an official in this situation shall receive the \$30.00 per diem for that day.
3. A tournament official receives \$20.00 per day for each day an official commutes to the tournament while the tournament is in session.
4. Tournament officials working in their home city receive no travel allowance but will receive a \$10.00 per diem allowance for each day the tournament is in session.
5. 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.

6. 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.
7. If inclement weather forces an extra overnight stay for those officials who are less than 200 miles from their home, the tournament manager must pay an extra day's per diem and lodging to such officials.
8. Officials living less than 200 miles one-way from the tournament site and who are required to report to a tournament site one day early for a tournament meeting, or who must leave their home before 7:00 a.m. on the day of the tournament shall receive an extra day's per diem.

The next slide shows the completed "notification of assignment of tournament officials" form. The total mileage is \$935.00, the total per diem is \$530.00 and the total fees paid are \$2,736.00 for a grand total of \$4,201.00 for officials' expenses. The "notification of assignment of tournament officials form" must be sent, before the tournament starts, to all officials working the tournament along with two copies of the Tournament Officials Contract. Once a tournament official returns one copy of the Tournament Officials Contract to you, the official has agreed to be paid the amount of money that is listed for them in the "notification of assignment of tournament officials" form. Also, remember that you must pay officials' motel expenses associated with the tournament.

If you are having trouble determining officials' mileage, per diem or travel needs, please call Greta Buehler or Amy Bartels at the MHSA office (442-6010).

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Montana High School Association
1 South Dakota Ave
Helena, MT 59601

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- The information that is to be entered can be found by using the (1) notification of assignment of tournament officials' form, (2) the expense report that each participating school must turn into the tournament manager before they leave the tournament which will show the mileage and per diem amounts for each school and as a reference the guidelines for computing team expenses are found in the Basketball Section of the current MHSA Handbook, and (3) the tournament manager's bid to run the tournament or if no bid was submitted, the general and facility expenses to run the tournament. If you are having trouble entering information on this report, please call Greta at the MHSA office (442-6010).

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Summary Tournament Financial Report – Page 2

Package Bid (if not package bid, itemize below)		\$0.00
Administrative Expenses (itemize fully unless it is a package deal.) Administrative expenses (if any) are normally for the following: Printing tickets, one score book, advertising, signs, postage, telephone, clerical, scorer and time.		
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
TOTAL ADMINISTRATIVE EXPENSE (Transferred to Page 1)		\$0.00
Facility Expenses (itemize fully unless it is a package deal.) Facility expenses (rental) shall include all charges, if any, for the following: Extra out-of-town service, utilities, ticket sales, ticket taking, police, valets, parking attendants, first aid room, and towel service.		
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
TOTAL FACILITY EXPENSE (Transferred to Page 1)		\$0.00
NET PROFIT: Net Receipts Less General Tournament Expenses		\$0.00
DISTRIBUTION OF PROFIT: Equal shares to each school in the district/division or all those schools in a particular classification at the state level.		
2 Shares @ \$0.00		\$0.00
NET LOSS: General Tournament Expenses Exceed Net Receipts		\$0.00
DISTRIBUTION EQUATION: If there is a net loss, execute the following formula:		
Adjusted Receipts		\$0.00
Less: Referee		\$0.00
Less: Basketball (District Level Only)		\$0.00
Less: General Administrative Expense		\$0.00
Less: Facilities Expense		\$0.00
Total:		(A) \$0.00
Total (A) divided by total team expense = (B) \$0.00 (B) x each school's team expense = amount due to each school.		
For MHSAA records, please list names and home cities of referees who officiated the tournament.		
1		6
2		7
3		8
4		9
5		10
Date: _____ Telephone #: _____ Signature & Seal of Preparer: _____		
Please return completed form and one tournament program within fifteen (15) days following the event to the MHSAA office, 1 South Dakota Avenue, Helena, MT 59601		