

Athletic Tournament & Invitational Guidelines

- Payment Collection Form (PCF) must be completed and sent to the District's Business office. The PCF must include projection on game sales and product sales.
- All tournaments and invitationals must be on the School's sport schedule.
- SchoolDude must be utilized to reserve your space; regardless of indoor or outdoor location, the SchoolDude process will allow for accurate custodial cost identification.
- All tournament and invitational sales will be collected through GoFan and receipted into the Internal ASN of the specific sport via the Business office (provide Business office with Internal ASN).
- All tournament and invitational entry fees and product sales are to be deposited into the Internal ASN of the specific sport (as provided to High School Bookkeeper via Athletic office).
- All expenses associated with the tournament/invitational, such as trophies, medals, shirts, etc. will need to be approved by the Athletic Director, paid through the Internal ASN of the specific sport, and follow all District purchasing guidelines/procedures.
- Game management & ticket workers – will need to fill out Game Management Timesheet or Ticket Worker timesheet and provide the Internal ASN for these wages associated with the invitational/tournament.
- Officials/referee paid through Arbiter – the default setting with Arbiter is coding to the AD budget for athletic officials; if there is an invitational/tournament that occurred with an Arbiter assigned/paid official(s), you will need to respond to Laura Ziemianski letting her know of the event date(s) and name(s) of worker(s) paid to get these costs coded to the proper Internal ASN.
- All custodial fees will be charged to the Athletic Tournament and Invitation Salary account in the AS400, as coded on the custodial time sheet by the athletic secretary/athletic director.
- It will be up to the Athletic Director to determine coaches' responsibilities for budgets and tracking income and expenses from tournaments and invitations.
- Any deficit or surplus in MAC and MHSAA AS400 accounts will be adjusted thru the Athletic Director's budget allocation in the following year. This is an area where positive carryover of funds is allowed.