

**CCS BASKETBALL HOST
SCHOOL FINANCIAL REPORT**

(required from schools hosting a CCS Play-off game prior to Quarter-Finals)

California Interscholastic Federation
Central Coast Section

Governance of H.S. Athletic Programs
from San Francisco to King City

HOST SCHOOL: _____ **vs** _____

DATE OF GAME _____ **BOYS** ___ **GIRLS** ___ **DIVISION: I II III IV V**

IMPORTANT INSTRUCTIONS AND GAME HOSTING INFORMATION ON BACK...PLEASE READ BEFORE COMPLETING AND SUBMITTING THIS FORM!!!!!!

No later than 10 days following the CCS Basketball Game that you hosted, please submit:

- The completed CCS Basketball Financial Report Form (see below-directions on back)
- The host school's ticket reporting form;
- The visiting school's CCS Pass-Gate List form (if they gave you one);
- And a check for the net gate receipts

ALL GAMES PRIOR TO QUARTER-FINALS --THE HOST SCHOOL IS RESPONSIBLE FOR:

- Completing this form and submitting it to CCS, along with all items referenced below.
- Forwarding a check, following the game, for NET game-receipts; That is, your GROSS receipts minus stipend for game day expenses indicated below.
- Ensuring that this form, a check for net receipts, Contractee Invoices for officials to be paid, along with a ticket reporting form, is returned as soon after the competition as possible, but no later than 10-14 days following the game.

LISTED BELOW ARE THE ONLY PRE-APPROVED EXPENSES AND MAXIMUM PAY RATES

<u>Site Director</u>		\$50.00 PER GAME	= \$ 50.00
<u>Ticket Takers/Sellers/ Program Sellers</u>	Max of 3 X \$12.00 per hr.	X 2 hours	= \$ 72.00
<u>Game Clock Operator</u>		\$26.00 per game	= \$ 26.00
<u>Shot Clock Operator</u>		\$26.00 per game	= \$ 26.00
<u>Announcer</u>		\$26.00 per game	= \$ 26.00
Maximum Approved Game Expense			= \$200.00

Police—Prior Approval Required! # used _____ X
 Call CCS prior to game day for approval of hourly rate # of police needed for contest
 APPROVED BY RAY: _____ Date/Time X _____ # hours. = \$ _____
 \$ _____ per hr

Other Security—Prior Approval Required! # used _____ X
 Call CCS prior to game day for approval of hourly rate and # of other security needed for contest.
 APPROVED BY RAY : _____ Date/Time \$ _____ per hr. X _____ # hours = \$ _____

GAME OFFICIALS Submit completed Contractee Invoice to CCS for each official
 CCS Pays Officials = \$ 0.00

TOTAL GROSS INCOME = \$ _____

Minus \$200 for expenses listed above \$

TOTAL NET INCOME = \$ _____

A check should be forwarded to CCS for this Total NET income amount ASAP after the contest.

HOST SCHOOL RESPONSIBILITIES — all games prior to Quarter-Finals

The higher seed of each game in all rounds prior to the Quarter-Finals shall host that game on its home floor OR, with CCS approval, make arrangements to host at a suitable, affordable, alternate facility. As such, the host school accepts the responsibilities outlined below:

1. **EXCEPT FOR GAME OFFICIALS**, the host school will provide all personnel necessary to properly host the game (see Pre-approved expenses above) (e.g. score table personnel, announcer, ticket sellers and takers, crowd-control supervisors and other personnel required for reasonable game management. If you have questions, please call the CCS).
2. **ESTABLISH AND MAINTAIN AN ADMISSION GATE PROCEDURE**, as follows:
 - a. **Provide Tickets for Sale at the gate** at the established CCS Admission Prices: \$7 General Admission; \$4 Senior Citizens (60+); \$3 Discounted ticket for HS Students w/ ASB card at time of purchase; \$2 children (under 12); and \$14 Family (2 Adults & 2 Children)
 - b. Utilize some type of **TICKET REPORT FORM** to account for # of tickets sold (in each category please)
 - c. **PASS GATE LIST FORMS** — Each participating school may submit a properly signed and completed Pass Gate List Form, which will entitle its crowd supervision personnel free admission (maximum of 12 individuals — one [1] name per line). Please keep the Pass Gate List at the gate so that their personnel, as listed, will be admitted without hassles. Please turn this form in with your Financial Report to CCS.
 - d. **PASSES** — ONLY CIF and CCS passes will be honored. They should be tendered ONLY by an adult. Any pass presented by a minor must be confiscated and returned to the CCS office. League, booster, school, faculty or district passes cannot be used for admission.
3. **REPORTING OF RESULTS — 408-224-2994 X5**

At the end of the contest, the SITE DIRECTOR of the host school shall call CCS and leave the winner's and loser's scores on voice mail. If voice mail does not answer after five (5) rings, please hang up and try again — someone else is calling in their score. Please speak slowly, clearly and concisely — repeat the score and the winner twice.
4. **PAY ALL GAME PERSONNEL the amounts referenced on page 2 of this School Financial Report form. NOTE: If you are able to run the game for less than the \$200 allowance, your school or athletic department may keep the remainder of the \$200. The CCS will not reimburse for any costs in excess of \$200 unless you have special circumstances and have contacted Ray Mialovich prior to game day to get special approval.**
5. **COMPLETE AND SUBMIT TO CCS THE BASKETBALL FINANCIAL REPORT FORM AND ATTACHMENTS.**

THANK YOU FOR CAREFULLY FOLLOWING ALL THESE INSTRUCTIONS AND FOR ACCEPTING THE RESPONSIBILITIES OUTLINED HEREIN TO HOST THIS GAME.

QUESTIONS????? Call or e-mail Ray Mialovich at 408-224-2994 rmialovich@cifccs.org