

NMAA FINANCIAL INFORMATION AND INSTRUCTIONS
BASKETBALL PLAYOFFS—First Round Games
2017-2018

1. The host school is responsible for all financial matters: ticket sales, event financial reporting and event personnel form. All financial reports, money, and unsold tickets are due to the NMAA 21 calendar days after the date of the event. **Two signatures** are required on the NMAA Financial Report. Please complete the financial form on the NMAA website to eliminate calculation errors.
2. Expenses: Pay all workers by check only. Pay officials as per NMAA guidelines (Handbook 5.2.3) and personnel as per “State Basketball Event Personnel Payment Guidelines.” **Complete the NMAA “Event Personnel Form” and submit it with the “Event Financial Report.” Forms are on line at www.nmact.org.** The NMAA reserves the right to adjust reports and/or disbursements based on expenses that do not comply with the Personnel Payment Guidelines.
3. ALL CLASSES: Reports for the first round games are to be sent to the NMAA along with all net proceeds (gate receipts less approved expenses). The NMAA will retain fifty (50%) percent of the net proceeds, and each participating school will share an equal amount of the remaining fifty (50%) percent of net proceeds. The NMAA will make the distribution to each participating school.
4. Complimentary pass policy. **There are no complimentary sign-in’s allowed at NMAA first round basketball games.** NMAA issued state basketball passes, according to lists submitted by the schools in advance, must be presented at the admission gate. Ticket takers must check one form of picture ID and match it against the name on the pass. **NMOA officials** must present one form of identification (driver’s license) and their NMOA membership card for entrance to the event. **NMOA officials** will only be permitted complimentary admission to the sport they officiate.
5. Pre-sale of tickets for post-season first round games. The host school may choose to pre-sell tickets for a first round state basketball game. If pre-sales occur, the following procedures must be followed:
 - Ticket prices may not be altered in any way and additional charges for reserved tickets may not be assessed. All tickets are \$5.00 for first round playoff games.
 - Only 50% of the available seating capacity may be pre-sold. Thirty (30%) percent may be sold by the host school and twenty (20%) percent may be sold by the visiting school.
 - The remaining fifty (50%) percent of the tickets will be sold when the doors open prior to the event.Note: Tickets for first round games will be mailed/delivered to host schools the week of the game.
6. Make copies of all documents and reports and keep on file. Return the following to the NMAA within 21 days of the event:
 - Unsold Tickets
 - Event Financial Report form
 - Event Personnel form
 - School Check for Net Proceeds
7. Please call Shari Kessler-Schwaner, Business Manager at (505) 923-3279 with questions.