

**NMAA Financial Information and Instructions
For State Football Playoffs—All Classes
2017-2018**

1. The host school is responsible for all financial matters: ticket sales, event financial report, and event personnel form. All financial reports, money, complimentary pass lists 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. The form will automatically calculate what you need to send the NMAA. If you have questions, please call 505-923-3279.
2. Expenses: Pay all workers by check only. Pay officials per NMAA guidelines (Handbook 5.2.3) and personnel as per “State Football Event Personnel Payment Guidelines.” **Complete the NMAA “Event Personnel Form” and submit it with the “Event Financial Report.”** 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 1st round, quarter-finals, semi-finals and championship games are to be sent to the NMAA along with all net proceeds (gate receipts less approved expenses). The NMAA will retain 70% of the net proceeds and each participating school will share an equal amount of the remaining 30% of net proceeds. The NMAA will make the distribution to each participating school.
4. Complimentary Pass Policy (Coaches, Administrators and Officials): Complimentary admission will only be granted to coaches and administrators who meet the following requirements:
 - Coaches and administrators of NMAA member schools must present two forms of identification (driver’s license and school ID) and must sign the comp pass list at the entrance to the event.
 - Coaches will only be permitted complimentary admission to the sport they coach.
 - NMOA officials must present one form of identification (driver’s license) and their NMOA membership card, and must sign the comp pass list at the entrance to the event.
 - NMOA officials will only be permitted complimentary admission to the sport they officiate.
 - Complimentary pass admission must be recorded on the “Complimentary Pass Form” and returned to the NMAA with the financial and personnel forms.
5. Pre-sale of tickets for post-season events: The host school may choose to pre-sell tickets for a football state playoff game. If pre-sales occur, the following procedures must be followed:
 - Ticket prices may not be altered and additional charges for reserved tickets may not be levied. Ticket prices are \$8 Adults and \$5 Students/Seniors.
 - Only fifty (50%) percent 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 doors open prior to the event.Note: Tickets for all playoff games will be mailed/delivered to the host school the week of the game.
6. Make copies of all documents, except TicketLeap tickets, and keep a copy for your records. Return the following to the NMAA within 21 days of the event:
 - *Unsold Tickets and all TicketLeap tickets
 - *Event Financial Report Form
 - *Complimentary Pass Form
 - *Event Personnel Form
 - *School Check for Net Proceeds
7. Please call Shari Kessler-Schwaner, Business Manager at (505) 923-3279 with questions.