



## **NMAA Member School Post-Season Policies**

Please ensure that salary caps for event personnel are followed, as approved by the NMAA Board of Directors.

### **NMAA Summary of Member Schools' Financial Responsibilities:**

#### District Financial Reports:

- Volleyball and Basketball: District Chairperson is responsible for report and monies.
- Wrestling: It is the discretion of the district to determine ticket process. No financial report is due to the NMAA.
- All other sports do not require a district financial report.
- Districts will provide their own tickets for these contests.

#### 1<sup>st</sup> Round of State:

- Basketball: Host Athletic Director is responsible for financial report, money due to the NMAA, and the return of unused NMAA tickets to the NMAA.
- Baseball: If admission is charged, ticket price will be \$5.00. The host school is responsible for all costs, including officials' fees. The host school keeps all profit after expenses are paid. No financial report is due to the NMAA.

#### Football

- 6-man and 8-man Football: Host school Athletic Director is responsible for financial report, money due to the NMAA and the return of unused NMAA tickets to the NMAA.
- 11-man Football: Host school Athletic Director is responsible for financial report, money due to the NMAA, and the return of unused NMAA tickets to the NMAA.

***Note: The NMAA will send tickets to the host school for all football playoff games and 1<sup>st</sup> Round of State games in basketball. These tickets must be used and reconciled accurately. All ticket stubs and unused tickets must be sent back to the NMAA. SCHOOLS ARE NOT ALLOWED TO USE THEIR OWN TICKETS FOR THESE CONTESTS.***

**Complimentary Passes ALL SPORTS EXCLUDING BASKETBALL**

### **Coaches/Administrators:**

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) at the complimentary entrance. They must also sign in on the VIP list provided at the complimentary entrance.
- Coaches will only be permitted complimentary admission to the sport(s) that they coach.
- **Complimentary admission will NOT be granted to spouses, children, guests, etc. of coaches and administrators.**

### **Officials:**

Complimentary admission will only be granted to officials who meet the following requirements:

- NMOA officials must present one form of identification (driver's license), and their NMOA membership card at the complimentary entrance.
- Officials will only be permitted complimentary admission to the sport(s) in which they officiate.

## **Pre-sale of Tickets for Post-Season Events**

The host school may choose to pre-sell tickets to post-season events. If pre-sales occur the following procedures must be followed:

- Ticket prices may not be altered in any way. Additional charges for reserve tickets may not be assessed.
- Only 50% of the available seating capacity may be pre-sold. Thirty percent (30%) may be sold by the host school and 20% may be sold by the visiting school.
- The remaining 50% of the tickets will be sold when doors open prior to the event.
  - Example:
    - Seating Capacity: 1000
    - Host site pre-sale: 300
    - Visitors pre-sale: 200
    - General admission: 500
- The Athletic Directors from both schools (host and visitor) will communicate regarding pre-sales, but the final decision is that of the host school.
- The host school's Athletic Director is responsible for:
  1. Completing the financial report
  2. The pre-sale of tickets
  3. Money due to the NMAA in **one check**
  4. Return of unused NMAA tickets to the NMAA.