



2022-2023 CHAMPIONSHIPS



TOURNAMENT DIRECTORS HANDBOOK
**BOYS' VOLLEYBALL – LACROSSE
– BASEBALL – SOFTBALL**



SECTION II

General Responsibilities of District Tournament Directors and Contest Managers

- Once quarterfinal or semi-final contest sites and contest times have been determined, District Tournament Directors are asked to inform the Principals or Athletic Directors regarding the selected sites in the same manner which they had done for the First Round. Similarly, competing schools must contact the PIAA-Appointed Contest Manager and exchange information in the same manner as the First Round.
- District Tournament Directors should not discuss the Contest sites that are under consideration with the Principals, Athletic Directors, and/or Coaches of the competing schools; the media, officials, or others. Contest sites and Contest times may be released to the Principals and/or Athletic Directors of the competing schools only after approval of the contest site and time has been given by the PIAA Tournament Director. It is imperative that Contest sites and Contest times be released to the Principals and Athletic Directors of competing schools **BEFORE** being released to the media.

CONTEST MANAGER – GENERAL RESPONSIBILITIES

PIAA-Appointed Contest Managers are responsible for administering Contest sites, which are appropriate for championship tournament play, which are conducive to charging an admission fee and which are suitable for playing doubleheaders, tripleheaders, or quadruple headers.

CHECKLIST

- Identify the host facility's Emergency Action Plan (EAP). If none is available, please utilize the EAP Template found on page 11 for your contest(s).
- Obtain an adequate number of law enforcement officers, if necessary, for all Contests. Some or all of the law enforcement officers, as determined by the owner or director of security of the host facility, should have the authority to remove, and/or arrest, any spectator whose conduct is illegal or detrimental to the activity taking place.
- Confirm time, location and other game details with Principal and/or Athletic Director of each school that has qualified for your contest(s). Obtain departure time and point of contact of each Team in case a decision is made to postpone.
- Arrange for Emergency health care which includes having a certified athletic trainer "on-site". Participating schools may be able to fulfill this requirement by having a certified athletic trainer accompany their Team. However, it is necessary that the PIAA-Contest Manager, arrange for at least one (1) certified athletic trainer to be present at the Contest site with emergency health care available, as needed.
- Emergency medical care includes having an ambulance and EMT crew on call.

PROCEDURES FOR POSTPONING CONTESTS

In the event that a single Contest(s) must be postponed due to events, such as inclement weather, the following checklist must be completed in order to properly inform all parties concerned:

- Discuss postponement with the respective Tournament Director and determine rescheduled Contest site(s), date and starting time(s).
- Inform the school or officials' crew who has the earliest scheduled departure time FIRST BEFORE they depart for the Contest site.
- Immediately inform the remaining schools or officials' crews BEFORE they depart for the Contest site.
- If at all possible (weather permitting), Contests should be played as scheduled. However, Contest Managers must give priority consideration to the health and safety of the participants and officials, competition surface conditions, and the travel conditions before reaching a decision to postpone the Contest.

CONTEST MANGER RESPONSIBILITIES – POST CONTEST

- Immediately upon conclusion of each contest, text results of the contest to the PIAA Tournament Director – Jen Grassel (Volleyball), Melissa Mertz (Lacrosse and Softball) and Mark Byers (Baseball).
- Complete a financial report utilizing the PIAA online electronic financial portal at www.piaa.org. Please refer to Section V of the handbook for instructions.

CONTEST MANAGER – FEE SCHEDULE

Single contest	-	\$100.00
Two contests	-	\$150.00
Three contests	-	\$200.00
Four contests	-	\$250.00

NOTE: These honoraria include compensation for all expenses incurred in carrying out the duties and responsibilities of a Contest Manager

The site manager is to receive no more than 50% of the contest manager's fee. You may take the contest manager fee and site manager fee and add them together and split between the two workers. Example: Joe is CM of a double header (\$150) and John is the site manager (\$75) totaling \$225. That amount may be split: Joe is \$125 and John is \$100. This will be handled by the contest manager.

OFFICIALS – FEE SCHEDULE & ASSIGNMENT

Contest Officials	-	\$100.00 per official
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NOTE: No meal allowance and no mileage reimbursement, in the form of a PIAA issued check. Such payment shall occur following (1) submission of the Inter-District Championship Contest(s) financial report and (2) conclusion of the Inter-District Championships.

Expect a member each crew that has been assigned to your Contest(s) to call you to confirm their assignment. Be sure to obtain the departure time of the officials and a telephone number at which they will be available so that appropriate arrangements can be made in case of postponement. Arrange for preferred parking for the assigned Contest officials, which is separate from the general spectator parking, and facilitate their safe entry and exit from the competition surface and facility.

VOLLEYBALL SPECIFIC: Obtain two (2) PIAA-registered volleyball officials for each court to serve as line judges. Each line judge is due \$50 per match. Obtain an independent scorer and libero tracker.

BASEBALL SPECIFIC: Pitch counters outside of the competing schools are required. Payment for independent pitch counters is \$50 per game.

EVALUATOR - RESPONSIBILITIES & FEE SCHEDULE

Each PIAA Championship contests shall have an individual assigned to serve as the evaluator of officials for each contest. The Evaluator shall be assigned to observe/evaluate by either the PIAA District Officials' Representative or the Game Manager. The fee schedule for evaluators is as follows:

Single contest	-	\$50.00
Two contests	-	\$85.00
Three contests	-	\$120.00
Four contests	-	\$155.00



SECTION V

Online Tickets & Financial Forms

ONLINE TICKET SALES – HOMETOWN TICKETING

Each PIAA Contest Manager will be provided with unique credentials by the PIAA Tournament Director for logging into Hometown Ticketing App. Once you receive the credentials, please use the following steps:

DOWNLOAD: The Hometown Ticketing App via Apple or Android Device.

LOG IN: Using your Client ID, Username and Password provided by PIAA.

SELECT EVENT: The contest(s) you are scheduled to manage will appear in a list of events. Please be sure to select your event (Image below).

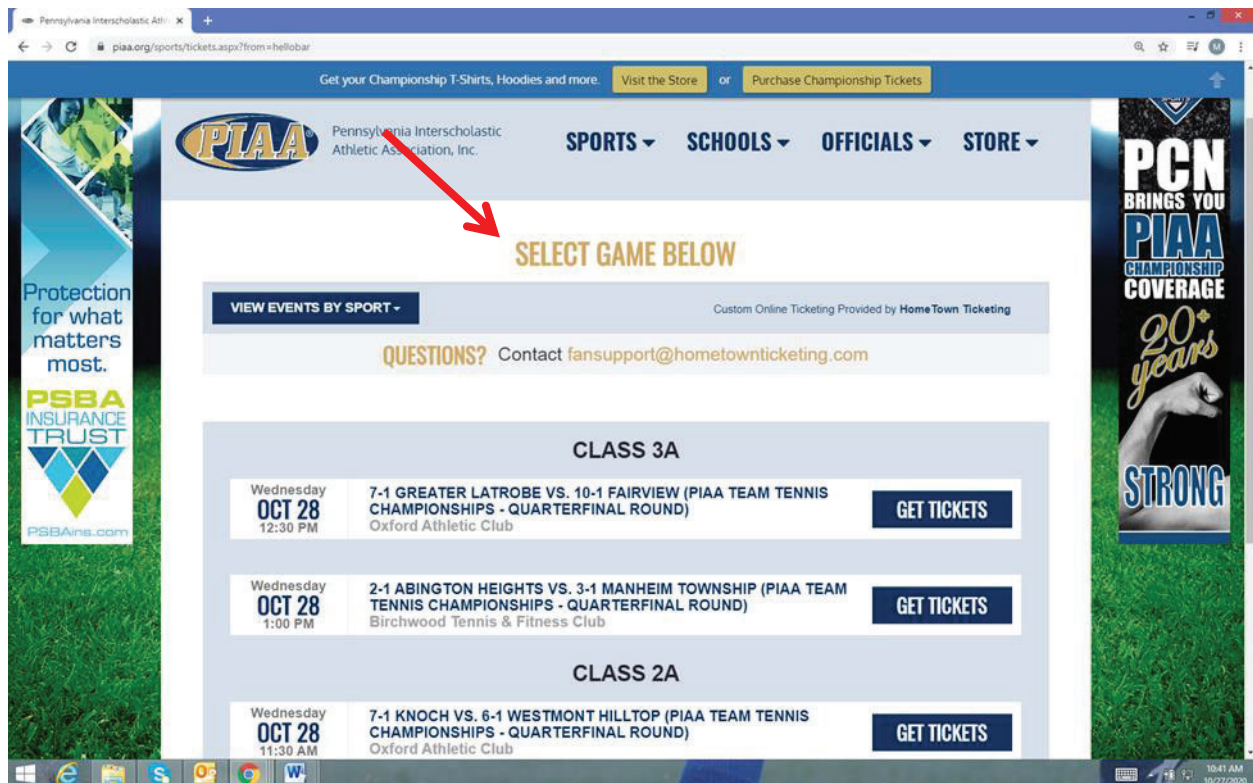
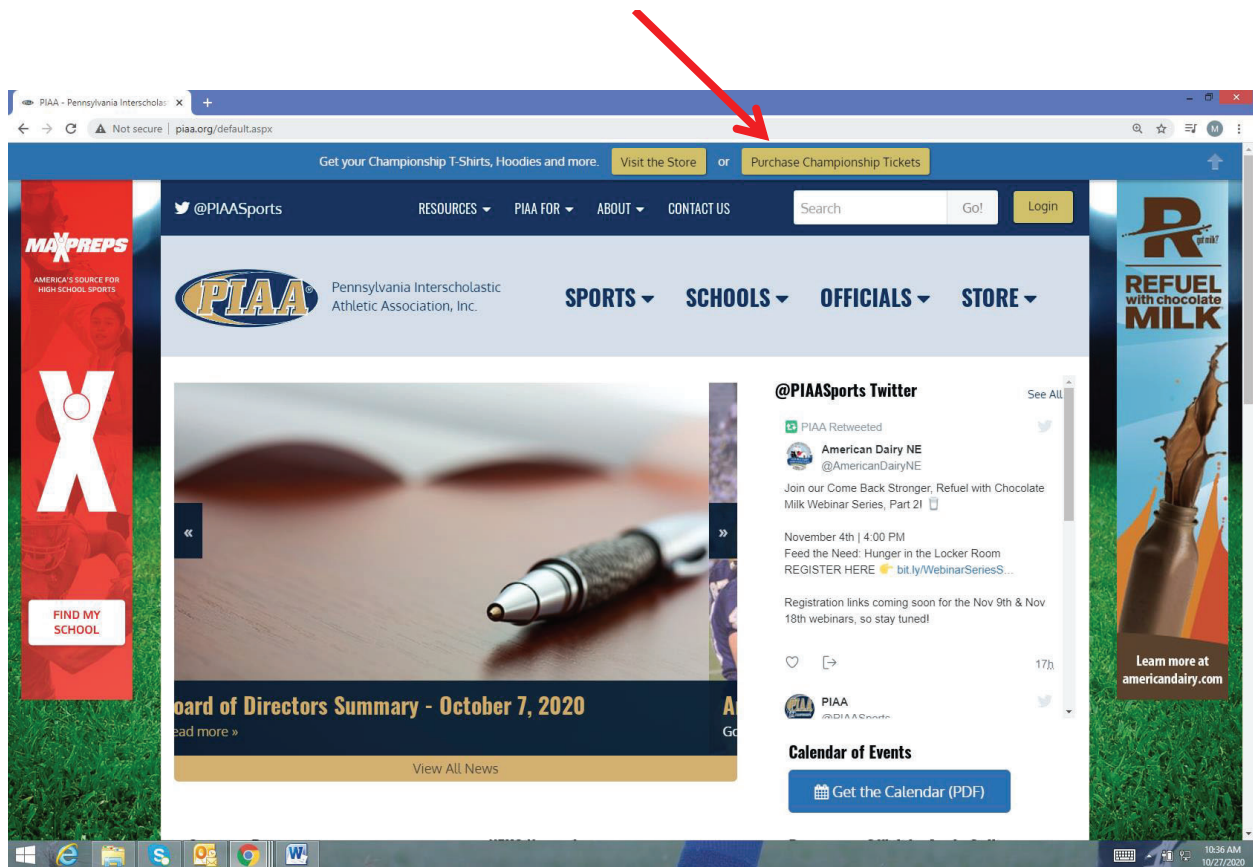
CONTEST NOTES/SCANNING:

- For a quick tutorial on scanning, please reference this link: [Scanning Training Video](#)
- A search by name feature is available if there are issues with scanning of ticket.

TEAM/SPECTATOR PURCHASE:

- Tickets can be purchased by clicking on the “Purchase Championship Tickets” located on the main page of the PIAA website at www.piaa.org.
- In the event you experience inclement weather, and a contest needs to be delayed or postponed, we suggest the following:
 - For game delay that will resume same day, simply stamp or provide hard ticket to spectators as they exit premises.
 - For games that are postponed and to be resumed on a different day, PIAA Tournament Director will issue a complimentary online ticket to all individuals that hold a purchased ticket from game.

ONLINE TICKET SALES – HOMETOWN TICKETING



ONLINE FINANCIAL REPORTING

- To use the online reporting system – visit PIAA website: www.piaa.org;
- Click “login” (the gold box in top right corner of screen). Click the “contest managers” tab.
NOTE: If you have not previously used the online financial reporting, you will need to create a new user profile by clicking “register” and following steps to create a new user -
** school, official or other logins used in our system are not useable for financial reporting.
- To assist with submitting information online, please reference the Disbursement worksheets found on page 32 of this handbook.
- Follow the steps to completion. Since tickets were sold online through Hometown, no ticket information will need to be submitted. You will be directed to just skip those steps.

PIAA CHAMPIONSHIP FINANCIAL REPORT

1 Contest Info 2 CM Info 3 Receipts 4 Media Info 5 Request Payment (official) 6 Request Payment (individual) 7 Request Payment (non-individual) 8 Deposits 9 Other Uploads 10 Review

Income Summary	
Total Ticket Receipts	\$0.00
Total Media Receipts	\$0.00
Total Other Receipts	\$0.00
Total Gross Receipts	\$0.00

Expenditures Summary	
Payments	
Payments - Officials	\$0.00
Payments - Game Manager & Other Individuals	\$100.00
Payments - Non-Individuals	\$0.00
Total Disbursements	\$100.00
Total Expenditures	\$100.00

Deposit Summary	
Total Deposits	\$250.00
Differences (+/-)	\$250.00
Explanation for Difference	
<input type="text"/>	

Save & Continue

- You can add, remove or change this report at any time – just make sure to click the **“Save & Continue”** blue box at the bottom after each step.
- You can start entering your game information at any time to assist you in completing the documents – make sure you click save!
- Once you complete Step 10 – REVIEW, the system will ask you to “verify report” – please click on this. The next screen will be the completed financial report. Please review the report. Then select the box “I verify....” Then click “Submit to PIAA and **print.**” We ask that you maintain a hard copy for your records.
- If you have any questions, please contact Karen (*104) or Laura (*120) in the Business Department at 717-697-0374 or 800-382-1392.



**PENNSYLVANIA INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**

550 Gettysburg Road • P.O. Box 2008
Mechanicsburg, Pennsylvania 17055-0708
(800) 382-1392 • (717) 697-0374
FAX (717) 697-7721
WEB SITE • www.piaa.org

**ALL TICKETS ARE
SOLD ONLINE!**

TO: All PIAA Inter-District Fall & Spring Sports Championships Game Managers

RE: FINANCIALS AND REPORTING REMINDER

Thank you for assisting with PIAA Championships this year. We just wanted to give all districts and their game managers some reminders on our expectations for reporting games.

The following is our board approved fee schedule. Fees are to be used as listed:

RADIO/AUDIO STREAMING:			
	1A/2A	3A/4A	5A/6A
FIRST ROUND	\$50	\$50	\$50
QUARTERFINAL	\$50	\$50	\$50
SEMI-FINAL	\$75	\$75	\$75

CABLE/TELECASTING/WEBCASTING/VIDEO STREAMING:				
	1A/2A	3A/4A	5A/6A	SCHOOLS
FIRST ROUND	\$250	\$250	\$250	\$100
QUARTERFINAL	\$300	\$300	\$300	\$100
SEMI-FINAL	\$350	\$350	\$350	\$100

WORKERS: Board Approved payment scale, larger amounts require prior approval.

# of games:	Tickets	Security	Set/Clean Up	Trainer/Dr	Announcer	Table (Scorer, timer, stats...)
Single	\$40	\$40	\$40	\$50	\$40	\$40
Double	\$75	\$75	\$75	\$100	\$75	\$75

	CONTEST MANAGER:	**ASSISTANT CONTEST MANAGER**:	Evaluator	Pitch Count
Single Game =	\$100	\$50	\$50	\$50
Double Games =	\$150	\$75	\$85	\$85
Triple Games =	\$200	\$100	\$120	\$120

**** The assistant contest manager or site manager is one position and 50% of the contest manager's fee. You may take the contest manager fee and assistant contest manager/site manager fee and add them together and split between the two workers. Example: Joe is CM \$100 and John is the assistant \$50 totaling \$150. That amount may be split: Joe is \$75 and John is \$75. This will be handled by the contest manager. ****

- To use the online reporting system - visit our website: www.piaa.org. Click "login" (the gold box in top right corner of your screen);
- Click the "contest managers" tab;
 - If you have not previously used the online financial reporting, you will need to create a new user profile by clicking "Register" and following the steps to create a new user – (**Note: school, official, or other logins used in our system are not useable as a game manager**).
- Once you are logged in, simply click "Start New Financial Report" in blue;
- Level of event – please make sure to select PIAA STATE CHAMPIONSHIPS – ***HOST SITES ARE RESPONSIBLE FOR FACILITY RENTAL FEES WHEN HOSTING AT THEIR SCHOOLS.**
- Follow the steps to completion. (The system will walk you through each step. You can add, remove, and change this report at any time – just make sure to click the **"Save & Continue"** blue box at the bottom after each step); You can start entering your game information at any time to assist you in completing the documents - just make sure you click save!
- Once you complete Step 10 - REVIEW, the system will ask you to "Verify Report" - please click on this;
- The next screen will be the completed financial report. Please review the report. Then click on box, "I verify...." Then click "Submit to PIAA and **print**". We ask that you maintain a hardcopy for your records.

If you have any questions or concerns, please contact Karen (ext. *104) or Laura (ext. *120) in the Business Department at (717) 697-0374, or (800) 382-1392. Thank you for your assistance and cooperation. It is appreciated.

CHECK DISBURSEMENT INFORMATION WORKSHEET

For Game Manager reporting portal: Step 5) Officials - you only need name and last four of SS#; Step 6) Individuals - you will need to complete all information for Businesses/Schools.
Step 7) Non-Individuals - you will need to complete all information for Businesses/Schools.

	NAME	SS#	ADDRESS,CITY,STATE,ZIP	AMOUNT
1		- -		\$
2		- -		\$
3		- -		\$
4		- -		\$
5		- -		\$
6		- -		\$
7		- -		\$
8		- -		\$

	NAME	SS#	ADDRESS,CITY,STATE,ZIP	AMOUNT
9		- -		\$
10		- -		\$
11		- -		\$
12		- -		\$
13		- -		\$
14		- -		\$
15		- -		\$
16		- -		\$
17		- -		\$