

CHAPTER

9

GAME DAY

- Building Permits
- Game Day Procedures
- OHSAA Contest Management Guidelines
- Arbiter Pay Instructions

APPLICATION FOR EXTENSION USE OF SCHOOL FACILITIES

Facilities Department – Permit Division

Cleveland Metropolitan School District

Building Permits will be required for all ACTIVITIES OR EVENTS at any CMSD Facility by any group during the regular school day/school year. Any ACTIVITIES OR EVENTS during winter, spring or summer breaks must be approved by the Facilities Department. The Principal will determine what groups may use the building during the regular school year and the Facilities Department will determine what groups may use the building during break periods. The Safety and Security Division will be notified of all permits for activities or events at all CMSD Facilities. All arrangements will be made directly through the Principal; then the Principal will notify the Custodian of the arrangements made for use of the building. The only time a permit will be charged to the permit holder's account number will be when the overtime for the custodial staff and or security staff is a factor. Fill out the permit application below and complete all requested information on the permit application. Permit Applications received without a proper Fund and/or Budget Number will be RETURNED - NOT APPROVED. COMPLETED APPLICATIONS MUST BE RECEIVED IN THE PERMIT DIVISION AT LEAST FIVE (5) WORKING DAYS IN ADVANCE OF THE ACTIVITY OR EVENT.

Please use the following guidelines when requesting a permit:

a. The number of employees to be on duty shall be determined by the nature of the activity and specific requirements of the applicant. Rates currently in effect may be subject to change because of negotiated union agreements.

b. The Custodian and his staff shall be assigned to duty in order to prepare the building at least one (1) hour before the extension use Permit begins. There will also be fifteen minutes additional time charged to the end of the Permit after all participants have left the building in order to secure building for closing.

c. If additional time is required (other than specified hours listed by the applicant) to prepare the space being used by the permit holder, or additional time is needed to prepare the building for the following day, these charges will be added to the cost for use of the building. The applicant will be held responsible for payment of these additional charges.

PERMIT DIVISION

FACILITIES DEPARTMENT

Date

Permission is requested for the use of

School

FROM

to

HOURS	MON	TUES	WED.	THURS	FRI.	SAT.	SUN.
To begin							
To close							

When requesting hours, please do not include the Custodian's one (1) hour before the start of the start of the activity nor the fifteen (15) minutes to close the building after your activity.

SPACE

EQUIPMENT

PURPOSE OF ACTIVITY

EXPECTED NUMBER TO ATTEND

IS THIS ACTIVITY TO BE BILLED TO THE PRINCIPAL

YES

NO

ACCOUNT NO. TO BE CHARGED

				.000000.		.00.000
FUND	SCC	FUNC	OBJ		OPU	

RETURN COMPLETED PERMIT APPLICATION TO:

Permit Division, Facilities Department
East Professional Center, 1349 East 79 St., Cleveland, Ohio 44104
Phone No. 216-838-0455 * Fax No. 216-432-6246

Applicant's Name & Title

Principal's Approval

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
OR									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in-line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CONTEST MANAGEMENT GUIDELINES

for
OHSAA Member Schools

September, 2006

Our mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

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Introduction

The Ohio High School Athletic Association encourages a professional approach to game management (including risk management and emergency action plans) and has compiled this guide to assist in those efforts. It is imperative that all local school sites, college and university sites and community or private facilities are aware of OHSA policies and comply with the best practices for dealing with emergencies, crowd management and health and safety protections. The following information is designed to assist school administrators in providing safe and enjoyable activities free from unnecessary risk for all events at your school up to and including state championships. For those schools hosting OHSA tournament play, additional information may be provided by the Association.

Site Manager Responsibilities

The site manager is responsible for the overall coordination of the facility, equipment and personnel necessary to host an interscholastic contest, including the safety of all participants and spectators in attendance.

Site managers should have in place the local school and school district emergency action plan as a guide for the handling of any emergencies. Plans should be in place for weather events, loss of power, threats, acts of violence, weapons, disorderly conduct, demonstrations / riots, evacuation of the facility, use of fire and police responses and other contingencies as may be foreseen. Site managers should prepare the site for crowd control; banners and signs; assigned and clearly posted spectator seating directions; public address announcements, including those on sportsmanship, and other provisions for ensuring a successful competition for participants and spectators alike.

Site managers are responsible for educating all members of the event staff (including ticket sellers, ticket takers, timers, custodians, announcers, security guards, security / crowd control personnel, school officials, parking attendants, etc.) regarding their roles in an emergency. Site managers must also provide information pertaining to the emergency action plan to appropriate police, ambulance, EMT and fire personnel.

Pre-Event Management

CONTEST ADMINISTRATION

1) Paperwork

- a. Verify accuracy of all contracts.
- b. Verify availability of necessary funds.
- c. Verify eligibility of all participants from your school.
- d. Ensure that incident report forms are available for use as needed.

2) Concessions

- a. Coordinate all logistics including staffing, inventory and equipment.
- b. Be sure that concession stands doors can be locked from the inside for security purposes.
- c. Provide a basic first aid kit at concession stands so that minor injuries can be treated.
- d. Make arrangements for money pick up and transfer with a security person for safety purposes.

3) Halftime Activities – coordinate logistics for halftime activities by school bands or other groups.

4) Housekeeping / Maintenance

- a. Ensure restrooms have been cleaned and properly stocked.
- b. Coordinate trash pick-up for both during and after contests.

5) Locker Rooms - assign locker rooms for teams and officials.

6) Media

- a. Utilize appropriate media to relay information regarding special ticket sales, directions, road construction, parking issues, etc.
- b. Develop plans on working with the media (guidelines provided in the OHSAA publication "Working with the Media") including provision of work space during and after contests, making coaches and players accessible for interviews, providing statistics and providing access to a telephone.

7) Playing Surface – ensure surface is properly marked and check for any hazardous conditions.

8) Seating - designate seating sections for each school and any school groups.

9) Security

- a. Develop general security procedures including post-game procedures, strategies for keeping fans off the playing surface, safety for participants, officials, and fans.
- b. Do not permit fans to congregate around coaches, officials, visiting team or their dressing rooms.
- c. All security procedures should be reviewed with security personnel.

10) Ticketing

- a. Issue tickets and gate start-up change just prior to the opening of the gates / doors.
- b. Use numbered tickets to provide a means for reconciliation after the event. It is not advisable to collect money with no potential for auditing ticket sales.

- c. Make arrangements for money pick up and transfer with a security person for safety purposes.
- d. Ticket sellers should be provided means to communicate with the site manager or other designated personnel in the event there is a problem with unruly fans, threats, arguments, etc.
- e. If it is known in advance that a particular event is a sellout, notify as early as possible the participating schools to request that their local radio stations to help publicize the message and hopefully save fans the unnecessary travel. Police officers (or other security personnel) should be positioned outside the facility to assist with informing the crowd and any crowd control issues.

11) Visiting School

- a. Provide the visiting school with all necessary information well in advance of the contest.
- b. Include information on directions, parking, tickets, locker rooms, seating sections, press box accommodations, equipment, post-game procedures, security, housing, bands and cheerleaders.
- c. Notify the visiting school of any special activities scheduled for that day (i.e. Senior Night, etc.).

CROWD MANAGEMENT

- 1) Crowd management policies should be established to address the following issues and utilized when appropriate:
 - a. Policies pertaining to use of tobacco products and possession of alcoholic beverages.
 - b. Policies pertaining to tailgating.
 - c. Clear delineation between school seating sections.
 - d. Barrier to keep fans from the playing surface.
 - e. Identification of personnel permitted to be in the bench area or on the field / court.
 - f. Identification of prohibited items and plan for addressing fans bringing such items (additional information pertaining to prohibited items can be found on page 7).
- 2) Sufficient security personnel, as deemed necessary by the site manager, should be scheduled to manage the anticipated crowd. All security personnel should be provided information pertaining to all policies and procedures including emergency action plans.
- 3) Appropriate PA announcements should be prepared in advance to assist with crowd management issues.
- 4) Crowd management efforts should also include the involvement of administrators from participating schools to assist in overseeing their respective fans. High visibility by administrators in student sections is especially important.
- 5) School administrators should introduce themselves to each other well in advance of the contest, determine who the "go-to" person is from each of the participating schools and, if played at a neutral site, introduce themselves to the site manager. The "go-to" contacts should also introduce themselves to the public address announcer and provide information on how they can be contacted and where they will be during the contest to both the site manager and announcer.

Note: For additional information on crowd management, visit the OHSA website to view the PowerPoint presentation prepared by an Ohio athletic administrator for the 2005 NIAAA National Conference in Orlando.

EMERGENCY ACTION PLAN

- 1) **Plans** – schools and facilities should already have emergency action plans in place which indicate how situations will be handled and by whom. The plans, which should be in writing with appropriate diagrams, should be thoroughly reviewed each year with staff. Meet with appropriate staff to be certain that the plan is communicated and ALL event personnel know their role. Emergency action plans should include the following:
 - a) A defined entry and exit plan for the venue.
 - b) Public address announcements.
 - c) Parking arrangements and traffic flow identifying high traffic times and possible bottlenecks with plans on how to address.
- 2) **Common Emergencies** – the following common emergencies should be addressed in your action plan:
 - a) Fire
 - b) Weather-related issues (i.e. lightning, inclement weather, heat and humidity)
 - c) Medical and catastrophic emergencies on the playing field / court and in the crowd
 - d) Facility problems (i.e. loss of power, structural collapse)
 - e) Crowd control issues (i.e. disorderly conduct, weapons, demonstrations)
 - f) Threats
- 3) **OHSAA Inclement Weather Policy**
 - a) Schools are required to adhere to the OHSAA's lightning / inclement weather policy for outdoor events (included in the OHSAA Handbook - Sports Regulations, which is mailed to school administrators and appears on the OHSAA web site, www.ohsaa.org).
 - b) The host school's lightning / inclement weather policy may be followed provided it is at least as stringent as OHSAA guidelines. If a host school has a lightning/inclement weather policy that differs from OHSAA guidelines, the policy to be used shall be included in the game contract with both the opponent and the contest officials.
- 4) **Legal** - be certain that all legal issues, contracts and insurance policies are reviewed and updated by your school's legal counsel, superintendent and school board to ensure that liability issues are covered.
- 5) **Communication** - be certain that your entire management team has means to communicate with one another. Those who should be included in communication are ticket takers, ushers and parking attendants, security, medical personnel, contest officials and the media.
- 6) **Equipment** - be certain that emergency exits, alarms and necessary public address systems are working and locations are known and marked.
- 7) **Medical Personnel** - be certain that medical personnel are on site, communication is available and clear paths for an ambulance or other emergency vehicles are available.
- 8) **Security** - meet with security and develop a checklist, which should include location of security, how long security is required and the means of communication.
- 9) **Chain of Command** - develop a chain of command to ensure necessary decision makers are aware of any situations. This will be the core group needed to make decisions, provide information on behalf of your school, provide necessary medical coverage and be the spokespersons to the media. The lead emergency

response organization will likely be determined based upon the type of emergency (i.e. fire, medical, etc.). School administrators should confer with the appropriate emergency response organizations prior to any contests to resolve all issues pertaining to jurisdiction.

- 10) **Public Relations** - have a public relations plan in place regarding statements to be released to the media, parents and other fans. Determine who will be involved with creation of the appropriate statements and when and how they shall be released.

11) Delays, Postponements & Cancellations

- a) Identify who shall be involved with this decision-making process.
- b) If a contest is interrupted for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption. **EXCEPTION** — those sports which have a specific procedure for determining the outcome of an interrupted contest: e.g., baseball, football, soccer and fast pitch softball. In those sports which cannot be resumed from the point of interruption due to the nature of the events within the sport (e.g. cross country, track and field, gymnastics, and swimming and diving), the referee or head official may require that the event be competed again in its entirety.
- c) Any scheduled regular season contest which is not started due to unforeseen circumstances, such as failure of a team to arrive, a strike or a school closing, is a "no contest." No contests are not included in won-lost statistics.
- d) Student eligibility is set forth in OHSAA Bylaw 4. A participating student must be eligible in all regards. An athletic contest in which a team is determined to have used an ineligible participant or committed other rules infractions must be forfeited. Forfeiture can occur only after a contest is started, completed or the contest official's jurisdiction has begun.

FACILITIES

- 1) Check your facilities on a regular basis for maintenance problems and make any modifications. Be sure to also make modifications due to rule changes.
- 2) Develop a pre-event checklist for all venues and activities, including all areas of your facilities (locker rooms, bleachers, press boxes, concession stands, restrooms, lights, wiring, exit signs, playing surfaces, stairs and ramps, sidewalks, etc.) as well as any facilities you use off school grounds.
- 3) Double check all scoreboards, public address systems and other needed equipment to make sure they are working properly.

INCIDENT REPORT FORMS

- 1) Develop a report form in which all spectator-related incidents are described.
- 2) The report should describe the incident, who was involved, location, time and action taken.
- 3) Signed verification should be included on the report by the person(s) involved in the incident along with any witnesses.
- 4) Complete and file reports immediately on the day or night of the contest.
- 5) Share the reports in a timely manner with the proper personnel (your school administrators, visiting school administrators, OHSAA representatives, etc.).

OFFICIALS

- 1) Contact contest officials prior to game day with specific directions, parking information and who will meet them upon their arrival. Inform them of any special activities that might be occurring (i.e. Senior Night, etc.).
 - 2) Provide officials with a number they can call in case of an emergency prior to the event.
 - 3) Request that contest officials notify the school regarding their estimated arrival time.
 - 4) Assign a host to meet the officials as they arrive. The host should handle the following:
 - a. Provide a reserved parking space.
 - b. Escort them to the officials' dressing room / locker room and inquire as to any additional needs.
 - c. Introduce officials to other game personnel pertinent to the contest (i.e. scorer, announcer, etc.).
 - d. Make officials aware of location of trainer or paramedics during the contest.
 - e. Confirm proper pronunciation of officials' names for the public address announcer.
 - 5) Inform the officiating crew how they can reach the site manager during the contest, as well as procedures planned to ensure the contest officials receive the proper security to and from the playing field or court.
-

PROHIBITED ITEMS

- 1) Recommended Prohibited Items - the home school game management is responsible for enforcing policies regarding prohibited items. The following items may not be brought into the facility by patrons during OHSAA tournament contests: alcoholic beverages, bottles, cans, cups, containers, irritants (see below) or special lights. It is recommended that these items not be permitted during regular season contests that you host. You may have additional restrictions at your facility.
- 2) Irritants - "irritants" include such items as noisemakers, oversized flags, banners or signs that may block the view of others. The site manager (or designee) is responsible for determining whether a specific item in this category represents an "irritant" to other patrons and whether it should be prohibited due to being unsporting. Signs and banners should not be hung unless approved in advance by game management.
- 3) Alcohol / Drugs – OHSAA regulations state that the sale of, the distribution of or consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.
- 4) Tobacco - school participants (coaches, players, trainers, managers, statisticians, scorekeepers, cheerleaders, etc.) and contest officials in an athletic contest are prohibited for using any form of tobacco at the playing site of an interscholastic contest. Penalty for violation by school participants is disqualification from the contest. Violations by contest officials shall be reported to the OHSAA.
- 5) Photo/Video Regulations – spectators should be reminded that, during OHSAA tournament contests, all photography and videography from the stands shall:
 - a. be for personal use only
 - b. not be used for scouting or coaching purposes
 - c. not interfere with the view by other spectators.

Participating schools or conferences/leagues shall determine whether these policies should also apply for regular season contests. In addition, spectators should be reminded that the use of all photographs or

videos for commercial and/or internet posting purposes without proper consent is strictly prohibited. Violators will be prosecuted to the fullest extent of the law.

- 6) **Objects on the Playing Surface** - home management shall "police" the throwing of any objects, including snowballs, by spectators and others and discourage all student groups, including bands and cheerleaders, from participating in these unsporting acts.
 - 7) **OHSAA Tournament Regulations** – recommend adoption for your regular season contests as well.
 - a. During OHSAA indoor tournament contests, shirts and appropriate attire must be worn by all spectators. We recommend that this policy be adopted for regular season contests that you host.
 - b. No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the game management without the advance written permission of the OHSAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.
-

SIDELINE CONTROL

1) Authorized Personnel

- a. Home administration has the responsibility for making sure that the sidelines / end zones and team areas are properly secured, and only authorized personnel should have access to these areas.
- b. Authorized sideline personnel include reporters, photographers, statisticians and administration. All others should be located in the bleachers. Personnel that have a sideline / courtside pass should be restricted from being in team areas and from being too close to the field / court.

2) Enforcement

- a. Evidence suggests that sideline control has worsened over the past several years. Not only are coaches violating the rules, but officials are not enforcing the rules. There are more confrontations between coaches and officials, more obstruction of officials' space on the sideline and, in general, more congestion.
- b. This is a safety concern and a logistical problem for officials who must have free access to the sidelines to do an effective job.
- c. This is a game management problem that game administrators should address, but one that officials must bring to their attention more often.

3) Team / Coaches Boxes

- a. Coaches, players and team personnel must recognize and be aware of team and coaching box rules that are in effect during the contest. The burden is on the head coach to remind coaches, players and team personnel of these rules.
- b. Authorized conferences must be conducted properly and within the limits of the rule.
- c. Officials must be more vigilant and enforce the rules applicable to sideline maintenance and control.
- d. Game management must do its part to clearly mark and maintain the field / court throughout the season. These efforts will minimize risk, will lead to more effective officiating and can prevent unfortunate incidents.
- e. Game management must do its part to enforce OHSAA General Sports Regulation 41 – Participants Leaving the Playing Area. The regulation is as follows:

No member of any school-sponsored interscholastic athletics squad shall leave the 'playing area' of the facility to engage in any type of conflict – verbal or physical. If a student-athlete leaves the 'playing area' and enters the 'spectator area' of a facility to so engage a person, the minimum penalties shall be:

- 41.1 The student-athlete's privileges to participate in interscholastic athletics shall be revoked and the student-athlete shall be ineligible for the remainder of the school year.
- 41.2 The school shall be immediately placed on probation pending an investigation (and report) into what happened, what caused it to happen, what was done by the school to diffuse what happened, and what 'safeguards' have been implemented by the school to prevent future happenings.

SPORTING CONDUCT (visit www.ohsaa.org for additional information)

- 1) **Role of Coaches** - coaches are the most influential individuals upon the sportsmanship and conduct of players and spectators.
 - a. The coach must maintain a professional attitude toward fellow coaches and officials.
 - b. Complaints should be filed through the proper channels and coaches should avoid showing any disrespect on the playing field / floor either during or following games.
 - c. The coach must know the rules of the game and teach players to play within the spirit and intent of those rules.
 - d. The coach must enforce the standards of good sportsmanship and appropriate conduct.
- 2) **Fan Expectations**
 - a. Fans at contests are expected to adhere to the values of sporting conduct that are supported by the OHSA. Acts of ridiculing an athlete, coach or official; showing hostility toward opponents, opposing fans or even fellow fans; becoming violent, or using bad language will not be tolerated.
 - b. Those in attendance who do not "Respect The Game" should be removed from your facility without hesitation.
- 3) **Sportsmanship Program** - your sportsmanship program should include the following:
 - a. Insistence that coaches display good sportsmanship and are proper examples for players and fans.
 - b. Work with cheerleaders and advisors on acceptable cheers. Develop plans for utilizing positive cheers when it appears the crowd is becoming hostile.
 - c. Work with student groups to review your expectations and acceptable behavior. Assign staff members to these sections to ensure that proper behavior is being displayed.
 - d. Consider having your fans/parents, student-athletes, coaches and student groups sign sporting behavior pledge forms.
 - e. Develop public address announcements regarding sportsmanship to be read at your contests.
- 4) **Responsibilities of the School**
 - a. Take time to review your expectations and policies and publicize them well in advance of events.
 - b. Your school has the responsibility to ensure that all school personnel are properly educated on OHSA and local school policies and that this information (including codes of conduct with a penalty phase) is disseminated and reviewed with all coaches, participants, students and parents /

fans. Effective communication and enforcement are crucial to avoid problems and potential litigation.

- 5) Policies - for all OHSAA competitions, event management shall adopt and enforce the following policies:
 - a. Use of electronic scoreboards to present videotaped game replays or electronic messages shall be permitted at those schools that are so equipped. However, schools shall refrain from showing replays on video boards where an officiating call could be considered a substantial part of the play.
 - b. All noise emanating from a video or message board must stop prior to game action.
-

STAFF

- 1) Job Descriptions
 - a. Compile a list of job descriptions, appoint the workers and develop a written schedule.
 - b. Personnel should include tickets sellers, ticket takers, ushers, security, doctors, licensed athletic trainers, police, parking attendants, press box attendants, chain crews, clock operators, concession stand workers, program sellers, a media coordinator, statisticians and announcers.
 - c. Work with all school and outside groups (police, medical personnel, security, etc.) to ensure that all procedures are covered and policies followed.
- 2) Report Procedures
 - a. Establish a time for all staff members to report to work and to who they are to report.
 - b. Verify that all staff is in place.
- 3) Clock Operator
 - a. Should be ready to start the game clock at least 30 minutes prior to the start of the contest.
 - b. Should meet with game officials to discuss the following: accuracy, fairness, clock operator as part of the officiating crew, and respect for all who are involved with the game / match.
- 4) Announcers - should be reminded by the game administration of the following:
 - a. Exemplify sporting conduct (use good taste).
 - b. Provide information only rather than perform play-by-play or critique of the officials.
 - c. Be positive towards guests as well as the home team. The visiting team and their fans are your guests and should be treated as such. Creating an intimidating environment is NOT appropriate.
 - d. Respect all who are involved in the game.
 - e. Note: For additional information on improving the level of professionalism in announcing, visit the National Association of School Public Address Announcers web site at www.naspaa.net . Included is a code of conduct and an online course for public address announcers.
- 5) Officials
 - a. Host schools must provide adequate security and protection for the officials and their vehicles immediately upon arrival on school grounds and continuing through their departure. Assign a host to meet the officials and escort them to and from their dressing areas (including at halftime) and vehicles. Add additional security if needed.

- b. It is the home school's responsibility to ensure the locker room is properly secured and only the game administration has access to this room.
- c. Contest officials have control over the team areas, and home school game administration should take care of problems outside of these areas.
- d. Do not allow unauthorized persons in the dressing room after the game.
- e. Ensure that officials are not confronted by anyone after the contest.
- f. Thank the officials for their time and effort, regardless of the outcome of the game.
- g. Ensure that arrangements for paying officials have been completed. If school or site management requires social security numbers from officials, a procedure for security and confidentiality of such numbers must be in place.

6) Security

- a. Meet with security and review expectations.
- b. Special arrangements should be made for escorting the transfer of ticket and concession receipts, escorting officials and keeping fans off of the playing area.
- c. Make arrangements on how security can be reached / located immediately should an incident take place on the playing area, in the stands or in other areas of the facility.
- d. Consider assigning someone to observe the crowd during the contest to stay on top of potential problems.

7) Guest Services

- a. Remind your event staff members to always practice positive guest relations to visiting teams, officials, fans and the media so that the impression they make is positive!
- b. Take time to review the responsibilities of your staff, which includes being friendly, outgoing, responsible and concerned.
- c. Everyone should be treated with the same respect and courtesy.
- d. The media are professionals who have a job to do, and they are your guests. They have a responsibility to act professionally and you should treat them that way in return.
- e. Remember, many people will be attending your venue for the first time. Make sure they leave with a positive impression.

SUSPENDED GAMES, ELIGIBILITY & FOREITS

- 1) If an interscholastic contest (game, match, meet, etc.) is interrupted for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption.
EXCEPTION — those sports which have a specific procedure for determining the outcome of an interrupted contest: e.g., baseball, football, soccer, field hockey and fast pitch softball.
- 2) Any scheduled regular season contest which is not started due to unforeseen circumstances, such as failure of a team to arrive, a strike or a school closing, is a "no contest." "No contests" are not included in won-lost statistics.
- 3) Student eligibility is set forth in OHSAA bylaws. A participating student must be eligible in all regards. An athletic contest in which a team is determined to have used an ineligible participant or committed other rules

infractions must be forfeited. Forfeiture can occur only after a contest is started, completed or the contest official's jurisdiction has begun.

VISITING TEAM

- 1) Host schools must provide adequate security and protection for the visiting team and their vehicles immediately upon arrival on school grounds continuing through their departure. Assign a host to meet the visiting teams, bands, cheerleaders and others and escort them to and from their dressing areas, seating areas and vehicles. Add additional security if needed.
- 2) Introduce yourself to the visiting team supervisor (principal, athletic administrator, etc.) and exchange locations in the event you would need to communicate during the contest. Exchange cellular telephone numbers or consider providing the visiting team supervisor with a walkie-talkie.

Post-Event Management

Following each contest and each sports season, it is always necessary to fine-tune your event management process. Here are areas to consider for post-event management:

- 1) Meet with the same individuals with whom you met in your pre-event management meetings to see what changes should be made to improve your next contest or contests for the next season.
- 2) Be sure to have written documentation outlining procedures to be changed for the future preparation. Note that some policies may need school board attention if dealing with school policies.
- 3) Obtain evaluations from those involved with managing your events. Consider also obtaining evaluations from officials and visiting administrators.
- 4) If an emergency occurred, how it was handled should be reviewed the very next day.
- 5) If an incident occurred, the administration should always be notified and given details (reference page 6).

Summary

As any experienced site manager can tell you, there will always be unexpected issues that arise. However, with proper pre-event planning many potential issues can be eliminated or minimized. Such efforts prior to the event provide the site manager the flexibility to troubleshoot unforeseen issues on the day of the event. On page 13 you will find a basic event checklist to assist you in your planning efforts.

Well prepared site managers provide a safer and more enjoyable experience for everyone, while reducing risks. Effective communication ensures the success of the plans you develop, including communication with all individual involved with management of the event, security, medical personnel, officials, students, fans and the visiting schools. As always, positive sporting conduct is a key ingredient for a successful event, so be sure to incorporate the Respect the Game campaign in your event planning:

Taking time to review for the next event, the next season and the next year will allow you to improve your programs for everyone involved. Best of luck and please feel free to contact the Ohio High School Athletic Association at 614-267-2502 if we can be of service.

Acknowledgements

Excerpts from this guide were taken from the Connecticut Interscholastic Athletic Conference, the Illinois High School Association, and the Missouri State High School Activities Association.

Event Checklist

The following is a basic event checklist to assist in preparations for hosting an event. You can personalize it for your events by adding additional information specific to your site:

- ✓ Condition of playing surface
- ✓ Locker rooms cleaned and properly stocked
- ✓ Necessary equipment available and functioning properly
- ✓ Designation of seating areas for fans
- ✓ Sufficient event personnel scheduled
 - Ticket sellers
 - Ticket takers
 - Concession personnel
 - Parking personnel
 - Security
 - Police
 - Medical
 - Announcer
 - Clock operator
 - Officials host
- ✓ Communication of pertinent event information to event personnel
 - Emergency procedures
 - Prohibited items
 - Crowd management and other security procedures
 - Special events (i.e. halftime activities, senior night, etc.)
- ✓ Established method of communication between event personnel (i.e. Nextels, cell phones, radios, etc.)
- ✓ Officials Accommodations
- ✓ Visiting Team Accommodations
- ✓ Media Accommodations
- ✓ Public restrooms cleaned and properly stocked
- ✓ Concession stands cleaned and properly stocked
- ✓ Creation of applicable PA announcements
- ✓ Availability of OHSAA Handbook & Applicable Rule Books
- ✓ Availability of incident report forms

Cleveland Metropolitan School District
Interscholastic Athletics & Student Activities Office

Ticket Sales Log

School Submitting Information: _____

Event: _____ Date: _____

Location: _____

Cashier: _____ Ticket Taker: _____

	Pre-Sale (A)	Gate Sales (B)	Other (C)
Ticket Starting No.	_____	_____	_____
Ticket End No.	_____	_____	_____
No. of Tickets Sold	_____	_____	_____
Price of Tickets	_____	_____	_____

No. of Tickets Sold X \$ Amount of Tickets:

Pre-Sale (A) _____ X \$ _____ = \$ _____

Gate Sales (B) _____ X \$ _____ = \$ _____

Other (C) _____ X \$ _____ = \$ _____

TOTAL AMOUNT COLLECTED \$ _____

Event Manager Signature: _____

FOOTBALL

PRE-GAME ADDRESS ANNOUNCEMENT
WELCOME AND OPENING REMARKS

THE BOARD OF EDUCATION, SUPERINTENDENT, PRINCIPAL AND ATHLETIC COUNCIL OF THE _____ HIGH SCHOOL EXTEND TO EACH OF YOU A CORDIAL WELCOME. WE ARE PLEASED THAT YOU ARE HERE (TODAY). (TONIGHT).

THE _____ HIGH SCHOOL AND THE _____ HIGH SCHOOL ARE MEMBERS OF THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION AND ABIDE BY HIGH STANDARDS OF CONDUCT, COMPETITION AND RELATIONS WITH MEMBER SCHOOLS.

THE ATHLETES IN THIS GAME ARE FRIENDLY RIVALS. WHILE PLAY MAY BE FIERCE, ALL IN ATTENDANCE TONIGHT ARE REMINDED THAT THIS IS A GAME BETWEEN YOUNGSTERS AND THAT SPORTING BEHAVIOR IS EXPECTED.

THE OFFICIALS ASSIGNED TO THIS GAME HAVE BEEN SELECTED AND ASSIGNED ACCORDING TO THE PROCEDURES ADOPTED BY THE (OHIO HIGH SCHOOL ATHLETIC ASSOCIATION) OR _____ LEAGUE OR CONFERENCE.

THE OFFICIALS ARE:

REFEREE	_____
UMPIRE	_____
LINESMAN	_____
LINE	_____
JUDGE	_____
BACK	_____
JUDGE	_____

Pre-Game Public Address Announcement
Welcome and Opening Remarks



Ladies & Gentlemen,

We live in the greatest country in the world with freedoms like no other. To honor America, and in respect for all who have served our country to defend the freedoms we enjoy, we ask gentlemen to remove your hats and stand for the playing of our National Anthem --- *The Star Spangled Banner*.

Playing of the NATIONAL ANTHEM

As the host of today/tonight's game, the Athletic Department at _____ High School welcomes you to today's/tonight's basketball game between _____ High School and _____ High School and thanks you for your support of high school student-athletes.

The student-athletes, the coaches AND the officials have put great effort into preparing for this game. Please respect them for their efforts and remember to "*Respect the Game*"regardless of the outcome.

The officials assigned to this game have met the requirements set by the Ohio High School Athletic Association and have been approved by both schools to provide their important role in today's/tonight's game.

The officials for this game are:

_____ with _____ years of basketball officiating experience,
_____ with _____ years of basketball officiating experience and
_____ with _____ years of basketball officiating experience.

The athletes, coaches and officials are guests _____ High School and you are requested to so regard them and to so treat them in keeping with the ideals of good sportsmanship. Now lets' meet the players in today's/tonight's game:

Visiting Coaches and Team, Starters last

Home Coaches and Team, Starters last

**Respect
THE
GAME**

PREGAME PUBLIC ADDRESS FOR CONTESTS

On behalf of the Board of Education and Administration of

_____ High School, we would like to welcome you to
_____ Stadium/Gymnasium for today's contest featuring our
guests,
_____ High School, and
_____ High School.

In order to make today's contest as enjoyable as possible, please represent your school and community in a positive and respectful manner. That means follow the rules; speak and act responsibly, and show courtesy and respect for your fellow fans, the officials and coaches, the administrators and authority figures and, of course, your team and opponents. Let's make today's contest great by remembering to RESPECT THE GAME! Thank you!

The officials assigned to this contest have been selected and assigned according to the procedures adopted by the (Ohio High School Athletic Association or Conference/League Name).

The officials are . . .

And now, let's meet the teams. First the visitors . . .

ACCOUNT NUMBERS

ALL OTHERS-CERTIFICATED* 300.3366.4590.113..OPU.. or 001.0248.4590.113..OPU..(Schools must transfer funds)
ALL OTHERS-CLASSIFIED* 300.3366.4590.143..OPU.. or 001.0248.4590.143..OPU..(Schools must transfer funds)

July, 2010

CASH MANAGEMENT OFFICE
TREASURER'S DEPARTMENT
CLEVELAND METROPOLITAN SCHOOL DISTRICT
SUPERIOR AVENUE
CLEVELAND, OH 44114

DEPOSIT RECEIPT

AMOUNT
\$0.00

DATE		
MM	DD	YY

☐ CASH ENCLOSED (DO NOT SEND CASH THROUGH MAIL)

☐ CHECK/MONEY ORDER (IF MORE THAN ONE CHECK, LIST AT BOTTOM)

DESCRIPTION

PAYMENT RECEIVED FROM: _____

REFERENCE

DUE ON THE ACCOUNT OF: _____

FUND SCC FUNC OBJ SUBJECT OPU = JOB
ACCOUNT CODE EXAMPLE

FUND	SCC	FUNC	OBJEC	SUBJECT	OPU	=	JOB	AMOUNT
XXX	XXXX	XXXX	XXX	XXXXXX	XXX		XXX	\$0,000.00
				000000				
				000000				
				000000				
				000000				
				000000				

LIST CHECKS SINGULARY

CHECK #

AMOUNT

Total

\$0.00

Authorized Signature

School/Other (please specify)

Please Print Name

Phone Number



Eric S. Gordon
Chief Executive Officer

EXTRACURRICULAR EVENTS
INVOICE FOR SERVICES RENDERED
2018-2019

Form

P

Form #: _____

EVENT STAFF INVOICE

(Please Print)

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: (____) _____ - _____ CELL PHONE: (____) _____ - _____

CMSD EMPLOYEE #: _____ Or, ARBITER ACCOUNT # _____

USER NAME: _____ EMAIL ARBITER PAY _____

DESCRIPTION OF SERVICES RENDERED:

CIRCLE ALL THAT APPLY: **K-8** **JUNIOR VARSITY** **VARSITY** **EXTRAMURAL**

Golf	Meet Manager	Announcer
Volleyball	Scoreboard	Nurse
Football	Assignor	Laborer
Bowling	Instructor	Scorebook
Basketball	Official	Ticket seller
Wrestling	Clinician	Ticket taker
Soccer	Scorer	Registration
Baseball/Softball	Judge	Monitor
Track	Chess	Audio / Video Tech
Tennis	Timer	
Swimming		

Other _____

BOARD EMPLOYEE YES _____

NO _____

LOCATION: _____

EVENT: _____

DATE(S) OF SERVICE: _____

AMOUNT DUE _____

I hereby certify that the above information is accurate and the services for which payment is requested have been rendered on days or at times which do not duplicate, in whole or in part, payment by any other state or public agency.

PAYEE'S SIGNATURE: _____

AUTHORIZING SIGNATURE: _____ DATE: _____

ACCOUNT NUMBER: ____ . ____ . ____ . ____ . 000000 . ____ . 00. 000

*Invoice must be attached to Direct Payment Form and submitted within two business days of event.
Invoice not valid without proper signatures and school OPU number.*



Eric S. Gordon
Chief Executive Officer

2018-2019
**EXTRACURRICULAR EVENTS
SECURITY INVOICE**

Form

S

Fax all forms to Safety & Security Attention: Captain Lamont Dodson, 432-4920

(Please Print)

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____

EMPLOYEE ID # _____

DESCRIPTION OF SERVICES RENDERED:

CIRCLE ALL THAT APPLY: K-8 JUNIOR VARSITY VARSITY EXTRAMURAL

Golf

Volleyball

Football

Bowling

Basketball

Wrestling

Soccer

Baseball/Softball

Track

Tennis

Swimming

Chess

Cheerleader

Weightlifting

All-Star Squad

Military Drill

Hi-Stepper

C.M.S.D. Security

C.M.S.D. Police

CPD Off Duty

Other _____

BOARD EMPLOYEE YES _____

NO _____

LOCATION: _____

EVENT: _____

DATE(S) OF SERVICE: _____

(Civilian Time Only)

START TIME _____ END TIME _____ HOURS WORKED _____

I hereby certify that the above information is accurate and the above services for which payment is requested have been rendered on days and times which do not duplicate, in whole or in part, payment by any other state or public agency.

OFFICERS SIGNATURE: _____ DATE: _____

AUTHORIZING SIGNATURE: _____ DATE: _____

SECURITY MANAGER SIGNATURE: _____ DATE: _____

ATHLETICS/STUDENT ACTIVITIES: _____ DATE: _____

ARBITERPAY WALKTHROUGH

FOR SPORTS OFFICIAL WHO ARE ASSIGNED AND PAID
THROUGH ARBITERSPORTS

SIGNING UP

- Follow these easy steps to sign up on ArbiterPay as a Sports Official

1. Go to www.arbiterpay.com

2. On the home page click

“Sign Up Today!”



3. Select Sports Official

Registration Form - Step 1 of 8

Type of User *

Type of User

☒ Sports Official

☐ Sports Official - Canadian

☐ Paying Administrator

☐ Paying Administrator - Canadian

☐ School - Municipality

☐ Auditor

* Indicates a Required Field

Next Cancel

4. Fill out Registration Form

5. Accept the terms and agreements and submit the registration

6. Once you submit the registration you will be prompted to sign into your new ArbiterPay Trust account!

LINKING ARBITERPAY AND ARBITERSPORTS

- As an ArbitersSports user, you can have your ArbiterPay account automatically link with your ArbitersSports during the Sporting Official registration or manually link your accounts once your registration has been submitted.
- To have your accounts automatically linked during the registration, you just need to answer "Yes" to the question: "Do you receive game assignments through ArbitersSports?"
- Once you select "Yes", the ArbitersSports Account Details box will drop down allowing you to input your ArbitersSports email address and password

Registration Form - Step 7 of 8

Preferences

Username *:

(E-mail address recommended)

Password *:

Confirm Password *:

Security Key *:

(4 Digits - Numeric Only e.g. 5555)

Would you like to order a ReiPay debit card? *

☐ Yes ☒ No

Do you receive games assignments through ArbitersSports? *

☐ Yes ☒ No

ArbitersSports Account Details

Entering this information will automatically link your ArbitersSports and ReiPay accounts together.

ArbitersSports Email:

(Used to access ArbitersSports)

ArbitersSports Password:

(Used to access ArbitersSports)

* Indicates a Required Field

REQUESTING A FUNDS TRANSFER

- To Request a transfer to your Bank Account, to ArbiterPay debit card, or by Check is fast and easy
- First go to ArbiterPay.com and sign in
- Once you are signed in select the transfers tab on the left
- Fill out the transfer request form. Double check the information and submit
- Decide if you would like to send funds to bank account or by check

Transfers

Send Funds

To Bank Account (EFT)

To ReIPay Debit Card

By Check

Transfer Funds

Between My ReIPay Accounts

Pay Officials, Personnel & Other ReIPay Users (Individual)

Pay Officials, Personnel & Other ReIPay Users (Mass)

Pay Officials From Non-ReIPay Account (EFT)

Transfers

Send Funds by Check Request

Account Number: 1230401032

Debit from Account

Account Type: ReIPay Fee Account Available Balance: 0.00 USD

Beneficiary Name: David Larrabee

Address: 128 W. Sago Lily Dr.

City: Sandy

State / Province / Region: VT

Zip / Postal Code: 04070

Country: United States

Amount to Transfer:

Transfer Fee: Processing Fee USD 3.00

Security Key: 1 2 3 4 5 6 7 8 9 0

TRANSFERRING FUNDS

- Once your school, league, or association has submitted funds into your ArbiterPay account you have 3 ways to access your funds:
- Requesting a check to be sent to the address on your ArbiterPay profile is \$8.50 per check. Takes 3-5 business days

- 1 By Check
 - 2 Direct EFT to your Bank Account
 - 3 ArbiterPay Debit Card
- As an official you can make a transfer directly to your bank from ArbiterPay for FREE. Takes 1-3 business days

To manually link your accounts, if you had not done so during the registration, please follow these easy steps:

NOTE: For sports assigned outside of ArblersSports you will need to submit your ArbiterPay account # and username to your assigner to receive payment

- 1 Go to [Arbitersports.com](#)
- 2 Sign In
- 3 Click Payments Tab
- 4 Select ArbitrPay
- 5 Type in ArbitrPay Username
- 6 Click the green add sign
- 7 Type 4 digit Security Key
- 8 Check all Group IDs
- 9 Click Save when Finished

Arbitersports

David Lambke (Official)
Advanced Business Technology
Group ID: 100003

SWITCH USER GROUP

MAIL | SCHEDULE | EVALUATIONS | PAYMENTS | BLOCKS | LISTS | INVENTORIES | SETTINGS

1. Click on RefPay icon

2. Click on RefPay Account Information

3. Click on RefPay logo to Login

4. RefPay

5. RefPay Username

6. RefPay Account Number: 1290401832

7. RefPay Security Key

8. If an account has been set to a selected group, the existing account of the group will be replaced.

9. Exit

100003
105999

1290401832 Balance: \$0.00
1290401832 Balance: \$0.00

David999

100003
105999

Exit

AUTOMATIC TRANSFERS

- To make it even easier, you can opt to receive the funds from your ArbiterPay account without you even signing in!

To enable Auto-Sweep:

- Under the My Profile tab, select My Preferences at the top, and click modify. ArbiterPay gives you 2 choices on how to set up Auto Sweep.

1. Have the funds sweep when your balance reaches a certain amount

2. Have the balance sweep on a specific day of the month

The cost for the automatic transfers are as follows:

- By Check - \$8.50 per Auto Transfer
- To Bank Account - \$1.50 per Auto Transfer

Accounts

Support

News

Reports

My Profile

Logout

My Profile

User Information

Physical Address

Mailing Address

Bank Accounts

Profile Settings

My Preferences

E-mail Notifications

Transfer From Other User: ☐ Yes ☒ No

Automatic Transfer

When Balance Reaches Amount In USD: 150

On Date: 15

Payment Method:

Check ☒

Check ☐

Debit Card ☐

RePay Direct ☐

Payment Method:

EFT ☒

☐

Security Key: *

Save Cancel