

CENTRAL BUCKEYE LEAGUE APPENDIX

2024-25

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APPENDIX A

SCHEDULING FORMULAS

FOOTBALL

The following formulas are used when preparing football schedules.

Numbers remain constant in football from one cycle to the next. The schedule rotates, first week to last week, every two years.

NOTE – Grandview Heights and Worthington Christian will be independent in Football during the 2023, 2024, 2025 & 2026 seasons. This will be reviewed after the 2024 season, with possible participation beginning in 2027.

Football numbers:

1. Bexley
2. Bishop Ready
3. Buckeye Valley
4. Columbus Academy
5. Whitehall-Yearling
6. Bye (Franklin Heights in 2024)

Formula for the 2023season. (2024 is same sequence, opposite sites). Game 1 starts with Week 5 of fb season

Game 1	Game 2	Game 3	Game 4	Game 5
1 @ 3	4 @ 1	1 @ 5	1 @ 2	6 @ 1
5 @ 4	3 @ 6	6 @ 4	4 @ 3	3 @ 5
6 @ 2	2 @ 5	3 @ 2	5 @ 6	2 @ 4

Scheduling formulas for other sports:

5/6 team formula:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7	Game 8	Game 9	Game 10
1 @ 4	2 @ 1	5 @ 1	1 @ 3	1 @ 6	4 @ 1	1 @ 2	1 @ 5	3 @ 1	6 @ 1
2 @ 5	4 @ 3	3 @ 2	4 @ 5	2 @ 4	5 @ 2	3 @ 4	2 @ 3	5 @ 4	4 @ 2
3 @ 6	5 @ 6	6 @ 4	6 @ 2	3 @ 5	6 @ 3	6 @ 5	4 @ 6	6 @ 2	3 @ 5

7/8 team formula:

Game 1	Game 2	Game 3	Game 4	Game 5	Game 6	Game 7
1 @ 5	6 @ 1	1 @ 7	8 @ 1	1 @ 2	3 @ 1	1 @ 4
2 @ 6	7 @ 2	2 @ 8	2 @ 5	3 @ 4	4 @ 2	2 @ 3
3 @ 7	8 @ 3	3 @ 5	6 @ 3	5 @ 6	5 @ 7	8 @ 5
4 @ 8	5 @ 4	4 @ 6	7 @ 4	7 @ 8	6 @ 8	7 @ 6

Game 8	Game 9	Game 10	Game 11	Game 12	Game 13	Game 14
5 @ 1	1 @ 6	7 @ 1	1 @ 8	2 @ 1	1 @ 3	4 @ 1
6 @ 2	2 @ 7	8 @ 2	5 @ 2	4 @ 3	2 @ 4	3 @ 2
7 @ 3	3 @ 8	5 @ 3	3 @ 6	6 @ 5	7 @ 5	5 @ 8
8 @ 4	4 @ 5	6 @ 4	4 @ 7	8 @ 7	8 @ 6	6 @ 7

BASE NUMBERS FOR 2023-24 AND 24-25 SCHEDULES

- 1. Bexley
 - 2. Whitehall-Yearling
 - 3. Worthington Christian
 - 4. Grandview Heights
 - 5. Buckeye Valley
 - 6. Columbus School for Girls
 - 7. Bishop Ready
 - 8. Columbus Academy
- In 2024, Franklin Heights will be #9.

Note – With the addition of Franklin Heights in 2024-25, the 2025-26 schedules will become the second year of the two year rotation. 2024-25 schedules will simply be reversed.

BASE NUMBERS FOR THE 2025-26 AND 2026-27 SCHEDULES (new two-year cycle)

- 1. Bishop Ready
- 2. Grandview Heights
- 3. Franklin Heights
- 4. Columbus Academy
- 5. Whitehall-Yearling
- 6. Bexley
- 7. Columbus School for Girls
- 8. Buckeye Valley
- 9. Worthington Christian

MS Track and Field Schedule

Schools will follow a dual/tri-meet format. The formula for the three-year cycle:

	Year 1 of 3-year rotation (2324)			Year 2 (2425)			Year 3 (2526)		
Week 1	4,5	@	3	5,3	@	4	3,4	@	5
	7,8	@	6	8,6	@	7	6,7	@	8
	2	@	1	1	@	2	2	@	1
Week 2	3,6	@	2	6,2	@	3	2,3	@	6
	8,4	@	1	4,1	@	8	8,1	@	4
	7	@	5	5	@	7	5	@	7*
Week 3	1,3	@	7	3,7	@	1	7,1	@	3
	2,5	@	8	5,8	@	2	8,2	@	5
	6	@	4	4	@	6	6	@	4
Week 4	1,5	@	6	1,6	@	5	6,5	@	1
	4,7	@	2	2,7	@	4	7,4	@	2
	8	@	3	3	@	8	8	@	3

* Same as year two to help balance home/away matches.

APPENDIX B

**CENTRAL BUCKEYE LEAGUE
COMMISSIONER AGREEMENT**

This is a limited contract entered into between _____, an Independent Contractor,
(NAME)

of _____, and the Central Buckeye League of
(Address and City)

Columbus, Ohio hereinafter referred to as the CBL, to perform the duties of **League Commissioner**.

The Independent contractor agrees to perform the duties outlined in the attached job description of duties and any other duties that may be requested by the League President as related to the normal scope of duties of the contracted agreement.

The independent contractor further agrees to abide by and maintain the rules and regulations adopted by the CBL. This person shall perform such duties for a period of _____ year (s), and complete them during the school year covering _____ to _____.

In consideration of the duties to be performed by said independent contractor, the CBL promises and agrees to pay the sum of \$ _____.

Payment will be made based on the pay schedule established by the CBL.

Commissioner's Signature Date

President's Signature Date

APPENDIX B

**CENTRAL BUCKEYE LEAGUE
LEAGUE SECRETARY/WEBMASTER AGREEMENT**

This is a limited contract entered into between _____, an Independent Contractor,
(NAME)

of _____, and the Central Buckeye League of
(Address and City)

Columbus Ohio, hereinafter referred to as the CBL, to perform the duties of **LEAGUE SECRETARY/WEBMASTER**.

The Independent contractor agrees to perform the duties outlined in the attached job description of duties and any other duties that may be requested by the League Commissioner as related to the normal scope of duties of the contracted agreement.

The independent contractor further agrees to abide by and maintain the rules and regulations adopted by the CBL. This person shall perform such duties for a period of _____ year (s), and complete them during the school year covering _____ to _____.

In consideration of the duties to be performed by said independent contractor, the CBL promises and agrees to pay the sum of \$ _____.

Payment will be made based on the pay schedule established by the CBL

League Secretary/Webmaster Signature Date

President's Signature Date

League Commissioner's Signature Date

APPENDIX B

**CENTRAL BUCKEYE LEAGUE
ASSIGNER AGREEMENT**

This is a limited contract entered into between _____, an Independent Contractor,
(NAME)

of _____, and the Central Buckeye League of
(Address and City)

Columbus Ohio, hereinafter referred to as the CBL, to perform the duties of **OFFICIAL’S ASSIGNER** for the sport(s) of
_____.

The Independent contractor agrees to perform the duties outlined in the attached job description of duties and any other duties that may be requested by the League Commissioner as related to the normal scope of duties of the contracted agreement.

The independent contractor further agrees to abide by and maintain the rules and regulations adopted by the CBL. This person shall perform such duties for a period of _____ year (s), and complete them during the school year covering _____ to _____.

In consideration of the duties to be performed by said independent contractor, the CBL promises and agrees to pay the sum of \$ _____.

Payment will be made based on the pay schedule established by the CBL.

Assigner’s Signature Date

President’s Signature Date

League Commissioner’s Signature Date

APPENDIX C

FEE SCHEDULES

All individuals paid by the Central Buckeye League are considered Independent Contractors and will be paid a flat fee for their services and related expenses. Beginning with the 2023-24 school year and continuing every two years, the fee schedule will be increased 5%, rounded to the next \$25.00. *Per school fees will increase 5%, round to the next \$5.00*

COMMISSIONER

The fee for the League Commissioner is \$10,000.00 per year.

ASSIGNERS

Assigners will be paid the following fee for assignments for all high school contests (league, non-league **and scrimmages**) and middle school tournaments (if their sport includes such.) Stated fee covers initial assignment, make up games as necessary, entry on the approved OHSAA scheduling network and related expenses such as, but not limited to, internet access, telephone bills, postage, computer needs and supplies.

Assigners WILL assign all officials for Central Buckeye League lower level tournaments. Assignment duties include reassignments as necessary. (VB, BBK, GBK – 7th, 8th, WR – MS)

Fall Sports:

2023-24 & 2024-2025

Per School Fee

Football – Fr/JV/Varsity	\$200.00 per school
Four person crews for FR and JV.	
Five or six person crews for Varsity	
MS Football – school must request services of the assigner	\$12.00 per game assigned
Volleyball – Fr/JV/V and MS tournaments	\$210.00 per school
Normally two officials for a tripleheader.	
Assigns all MS level tournaments	
Soccer – B/G JV/Varsity	\$130.00 per school/per gender
Normally two officials for a JV/V double header, some schools may request a third official.	

Winter Sports:

Boys Basketball – Fr/JV/Varsity and MS tournaments.	\$355.00 per school
Three officials for Varsity. Two or Three for Fr./JV doubleheaders	
Two for MS tournaments	
Girls Basketball – Fr/JV/Varsity and MS tournaments	\$355.00 per school
Three officials for Varsity. Two or Three for Fr./JV doubleheaders	
Two for MS tournaments	
MS Basketball – school must request services of the assigner	\$85.00 <i>per school.</i>
Wrestling	\$70 per school

Spring Sports

Baseball – Fr/JV/Var	\$450.00 per school
Softball – Fr/JV/Var	\$450.00 per school
Two umpires per game in both sports.	
Middle School Baseball 7 and 8	\$85.00 <i>per school per level</i> (total will vary)
Middle School Softball 7 and 8	\$85.00 <i>per school per level</i> (total will vary)
Two umpires per game in both sports.	

LEAGUE SECRETAR/WEBMASTER – The fee for the League Secretary/Webmaster will be \$3000.00 per year

Appendix D – Evaluation Forms

CENTRAL BUCKEYE LEAGUE EVALUATION FORM COMMISSIONER

COMMISSIONER _____

SCHOOL _____ DATE _____
_____ E _____

Please evaluate the above name assigner using a numerical ranking from 1-5.
Excellent = 5. Needs Improvement = 1. Please include comments for ratings of a 1.

	RATING
1 Agenda for next meeting and minutes from previous meeting are sent out one week in advance to athletic directors, principals and superintendents.	_____
2 League finances: Prepares annual budget, prepares monthly financial report, Keeps league informed of financial concerns	_____
4 League handbook/Constitution Oversees review/updating of the league handbook, provides each member school with a hard copy and electronic copy	_____
5 Effectively oversees the Assigners	_____
7 Coordinates with the Secretary on ordering of league awards	_____
8 Coordinates the selection of the Scholar Athlete in May of each school year	_____
9 Serves as a mediator between member schools when a grievance is filed that cannot be settled between the schools	_____
10 Overseeing Realignment/Expansion review and discussion	_____
11 Follows league guidelines in providing schedules	_____
12 Effectively communicates with member schools	_____
13 In favor of extending contract for next school year (Y/N)	_____

Additional comments - please list positive comments you would like me to share.

Please provide comments for "Needs Improvement" ratings.

**CENTRAL BUCKEYE LEAGUE EVALUATION FORM
OFFICIAL'S ASSIGNER**

ASSIGNER'S NAME _____ **SPORT** _____

SCHOOL _____ **DATE** _____

Excellent = 5. Needs Improvement = 1. Please include comments for ratings of a 1.

	RATING
1 Assignment of all high school level officials/umpires	_____
2 Officials are scheduled in a timely fashion	_____
3 Reschedules officials for make- up games.	_____
4 MS Tournament Official Assignments	_____
5 Master list of officials provided to schools for review	_____
6 Master list of assignments provided to AD for review	_____
7 Applies the league's affiliation policy when making assignments	_____
8 Communication with schools	_____
9 Works well with schools/AD/Secretaries	_____
10 In favor of extending contract for next school year (Y/N)	_____

Additional comments - please list positive comments you would like me to share.
Please provide comments for "Needs Improvement" ratings.

**CENTRAL BUCKEYE LEAGUE EVALUATION FORM
LEAGUE SECRETARY/WEBMASTER**

LEAGUE SECRETARY _____

SCHOOL _____

DATE _____

**Please evaluate the above name assigner using a numerical ranking from 1-5.
Excellent = 5. Needs Improvement = 1. Please include comments for ratings of a 1.**

RATING

- | | |
|--|---------------------------|
| <p>1 Records minutes of all regular and special meetings and provides a copy to the Commissioner within one week of the meeting.</p> | <p>_____</p> |
| <p>2 Keeps a written record of the following league records:</p> <p style="margin-left: 20px;">a. All League selections (1st and 2nd team including Grade)</p> <p style="margin-left: 20px;">b. Final standings for all Varsity level sports, including league and non-league record.</p> <p style="margin-left: 20px;">c. Keeps a listing of head coaches for each sport</p> | <p>_____</p> <p>_____</p> |
| <p>3 Keeps a written record of special honors (All District, All State) earned by league athletes and coaches</p> | <p>_____</p> |
| <p>4 Keeps a record of State Championship won by league schools while a member of the Mid-State League.</p> | <p>_____</p> |
| <p>5 Periodically provides a written copy of all items in #3 - #5 to each league school every two years.</p> | <p>_____</p> |
| <p>6 Oversees ordering and distribution of all league awards</p> | <p>_____</p> |
| <p>7 Media relationships:</p> <p style="margin-left: 20px;">Keeps a current record of all media outlets cover the MSL,
Notifies media outlets covering the league of upcoming banquet,
Releases names for All-League honorees after each banquet</p> | <p>_____</p> <p>_____</p> |
| <p>8 Oversees the selection of Hall of Fame Members</p> | <p>_____</p> |
| <p>9 In favor of extending contract for next school year (Y/N)</p> | <p>_____</p> <p>_____</p> |

Additional comments - please list positive comments you would like me to share.
Please provide comments for "Needs Improvement" ratings.

APPENDIX E – Liaison Assignments (updated 8/4/22)

Baseball	Brad Bertani – Grandview Heights
Basketball	Jason Singleton – Columbus Academy
Bowling	Brad Bertani, Grandview Heights
Cheerleading	Eli Goldberger - Bexley
Cross Country	TBA – Worthington Christian
Field Hockey	Jacque DeMarco – Columbus Academy
Football	Stevie McQuade – Bishop Ready
Golf	Megan Henry, Columbus School for Girls
Lacrosse	Eric Music – Buckeye Valley
Soccer	Eli Goldberger, Bexley
Softball	Stevie McQuade – Bishop Ready
Swimming	Megan Henry – Columbus School for Girls
Boys Tennis	Eli Goldberger - Bexley
Girls Tennis	Eric Music – Buckeye Valley
HS Track	TBA – Worthington Christian
Volleyball	Bill Hughett – Whitehall-Yearling
Wrestling	Bill Hughett, Whitehall-Yearling

APPENDIX F

LEAGUE ADMISSION PRICES

Listed below are the admission fees for the **2023-24** school year.

SPORT	FEE
High School Sports – any level of Varsity, JV or Freshman	
Adults	\$7.00
Middle School Sports	
Adults	\$5.00
Pre-School Children	Free

NOTE: See By-Laws Article II-Section III: Golden Buckeye Card Holders

Schools may have a local policy that permits senior citizens free admission at their home events.

APPENDIX G

CENTRAL BUCKEYE LEAGUE OFFICIALS FEES FOR THE 2023-24 SCHOOL YEAR.

*Fees are based on the entry level OHSAA tournament pay.

Varsity 90%, JV 80%, FR/MS 70%. (nearest \$)

* Because of the tournament format for some sports, it is difficult to convert OHSAA fees to the format used in regular season.

The committee decided on what they felt was reasonable.

(Swim, Track/Field, Wrestling)

* If the OHSAA increases the entry level pay, the league will adjust corresponding fees within one year of notification. (Fees can increase as soon as notified, but no later than one year)

* Initially in 2022-23 if officials were being paid more than these percentages, pay was not decreased.

* League reserves the right to be flexible to adjust rates upwards to match, or nearly match, other Central Ohio conferences.

* **Scrimmage fees** - officials will receive full game fee for scrimmages

Baseball/Softball	OHSAA	Varsity	JV	FR/MS
Two umpires assigned	\$75.00	\$68.00	\$60.00	\$53.00
Single umpire assigned (fee x 1.5)			\$90.00	\$80.00
Note - two umpires are required to be assigned for Varsity contests				
Two umpires are preferred at the JV level, but one is acceptable.				
One umpire is preferred at the MS Level, but assigner is permitted to use their discretion.				
Double headers/ 3-way double headers - full game fee for each game.				

	OHSAA	Varsity	JV	FR/MS
Basketball	\$90.00	\$81.00	\$72.00	\$63.00
Varsity - 3 officials to be assigned				
Sub-varsity - listed fee is for two officials				
If three officials are assigned				
			\$48.00	\$42.00
Official to be paid full game fee for each game worked.				

Cross Country \$20 per race

Field Hockey

\$70.00

	OHSAA	Varsity	JV	FR/MS
Football	\$100.00	\$90.00	\$80.00	\$70.00

Varsity fee is for a five-person crew.

If six officials are assigned - \$75.00 per official

Sub varsity fees are for four person crews.

	OHSAA	Varsity	JV	FR/MS
Lacrosse				
3-person crew	\$90.00	\$81.00	\$72.00	\$63.00

	OHSAA	Varsity	JV	FR/MS
Soccer*				
Two-person crew	\$85.00	\$77.00	\$68.00	\$60.00
3-person crew - Center	\$85.00	\$77.00	\$68.00	\$60.00
3-person crew - A/R	\$75.00	\$68.00	\$60.00	\$53.00

	OHSAA	Varsity	JV	FR/MS
Swimming/Diving				
Duals		\$63.00		
MSL Meet - 4 officials		\$65.00 per meet		
Referee/Starter/Strokes & Turns				

	OHSAA	Varsity
Track/Field		
Duals/tris		\$100.00 plus shells (+\$40 if official provides shells)
MSL HS Meet -4 officials		\$100.00 per day plus shells
MSL MS Meet - 4 officials		\$80.00 per day plus shells

For sub-varsity and invitationals, schools are on their own to set the fees.

	OHSAA	Varsity	JV	FR/MS
Volleyball				
R1/R2	\$65.00	\$59.00	\$52.00	\$46.00

For league duals - two officials to be assigned to work all matches scheduled

Single official at MS (fee x 1.5) \$69.00

One official is recommended at the MS level, but assigner can use his discretion

Officials receive the listed game fee for each match worked.

For Tri/Quads apply the above rates. Official paid full fee for each match

	OHSAA	Varsity	JV	FR/MS
Wrestling				
Dual meet		\$75.00	\$60.00	\$60.00
Tri-meet - one official		\$225.00	\$180.00	\$180.00
Tri-meet - two officials		\$115.00	\$90.00	\$90.00
League Tournament				
2 mats/3 officials		\$250.00	\$200.00	
3 mats/4 officials		\$200.00	\$150.00	

For Quads/invitationals - follow the above guidelines to establish pay.

APPENDIX H

Officials Conflict of Interest Policy

Officials are to make known to the CBL assigner any affiliation with any member school, in any capacity. Officials are not to be assigned to work that school's games.

Definition of Affiliation -For Purpose of Officials Selection:

1. Varsity officials shall not accept officiating duties involving any school where they are:
 - a. Employed by the school.
 - b. A School Board member of the school
 - c. A Non-Certified or volunteer coach at school.
 - d. A Supplier or vendor for school.
 - e. An immediate relative *or child* of a coach or employee of the school.

Note: This is not an all-inclusive list of possible conflicts of interest, but list common examples.
2. Recent (last 5 years) graduates, coaches, or employees are discouraged from accepting contracts.
3. Officials are expected to avoid, by not accepting contracts or assignments, all situations which may raise questions of conflict of interest.
4. This does not apply to lower-level contests. However, assigners are expected to avoid assigning persons described in (1) above where possible.
5. This rule may be waived by mutual consent of the schools if the assigner declares an emergency.

Assigners shall not knowingly assign persons qualified under (1) or (2) and shall publicize these rules to associations and through other means.

APPENDIX I:

CENTRAL BUCKEY LEAGUE –ALL-SPORTS’ CHAMPION

School names in columns.

Boys CC									
Girls CC									
Field Hockey									
Football									
Golf									
Boys Soccer									
Girls Soccer									
Girls Tennis									
Volleyball									
Fall Total	0	0	0	0	0	0	0	0	0
Boys Basketball									
Girls Basketball									
Boys Bowling									
Girls Bowling									
Boys Swimming									
Girls Swimming									
Wrestling									
Total after Winter	0	0	0	0	0	0	0	0	0
Baseball									
Softball									
Boys Lacrosse									
Girls Lacrosse									
Boys Tennis									
Boys Track									
Girls Track									
Total after Spring	0	0	0	0	0	0	0	0	0

APPENDIX J – TOURNAMENT BRACKETS/FINANCES

1. Win/loss records for **league contests** through the Monday games before the tournament starts will be used for seeding. Records are to be communicated to the site manager on the by Tuesday, noon, before the tournament starts with pairings announcement no later than Wednesday, noon. If schools have not played the same number of league contests on the date of the draw, winning percentage will be used to seed the teams. Games made up after the date of the seeding, will not change the announced tournament pairings.
2. The school with the best record/winning percentage will be the top seed. The school with the second-best record/winning percentage will be the second seed and so on.
3. Tie-breaker – The first tie breaker is head-to-head competition. If still tied, the site manager will flip a coin.
4. Top team on the bracket is the “Home” team.

8 team Tournament brackets



6 Team Tournament brackets



APPENDIX J

TOURNAMENT and FINANCE GUIDELINES

The following expense guidelines will be followed whenever your school is scheduled to host a league tournament as outlined in the Constitution's By-laws, Article X, Sections I and II.

Championship level games in basketball will be played in the host school's varsity gym, if available. An administrator from each participating school is recommended to be in attendance at tournament level contests.

The host site is to have security present for Championship level games in basketball. Assigners will be expected to assign Varsity level (Class 1) officials to championship level contests. Official's fee for championship games will be \$10.00 more than regular MS fee.

The host site is to pay the following expenses out of the gate receipts: staffing at the defined flat rate, custodial fees if charged by the host school, security and officials fees. (Note – if ticket sales on conducted online and are paid directly to the league, the host school will be reimbursed for tournament expenses)

The host school may take a Flat Fee to cover the cost of staffing the event. The Flat Fee covers the personnel and payroll/pension expenses that may be charged by the treasurer's office. Listed is a **suggested** fee schedule for individual staff but the host school may adjust as necessary as long as the defined Flat fee is not exceeded. (Note all suggested fees may not add up to the total provided, which assists in flexibility in the suggested fees)

Security, Officials Fees and Custodial Fees are in addition to the Flat Fee listed below

Volleyball and Basketball = \$250 per match/game hosted.

Manager,	\$60.00
Athletic Trainer,	\$45.00
Ticket seller/taker (2),	\$25.00 each
Scoreboard operator,	\$25.00
Announcer	\$25.00
Treasurer's office admin fee,	\$40.00 (payroll, pension. Official pay fees)

In **Volleyball and Basketball**, the "Home" team on the bracket will provide an **ADULT** scorekeeper to serve as the official scorekeeper for that game at no expense to the tournament.

In **Volleyball**, each school should provide an **ADULT** line judge at no expense to the tournament.

Cross Country = \$500 for the day

Manager,	\$160.00
Athletic Trainer,	\$140.00
Ticket seller/taker (2),	\$25.00
Scorekeeper,	\$50.00
Treasurer's office admin fee,	\$80.00 (payroll, pension, Official Pay fees)

Wrestling	HS \$900.00 for the day	MS - \$650.00 for the day
Manager,	\$275.00	\$175.00
Trainer,	\$225.00	\$150.00
Ticket seller/taker (2),	\$45.00 each	\$40.00 each
Bracket Coordinator,	\$65.00	\$55.00
Announcer,	\$65.00	\$55.00
Treasurer's office admin fee, \$140.00 (payroll, pension, Official pay fees)		\$100.00

In **Wrestling**, the schools participating should be prepared to provide table workers at no expense to the tournament. Gate workers and main scoring table personnel may be a needed expense at the option of the host school.

Track and Field	HS \$1300 totals for two days	MS \$650.00 for one day
Manager,	\$300.00	\$180.00
Trainer	\$250.00	\$150.00
Ticket Seller/Taker (2)	\$100.00	\$25.00 each
Announcer	\$100.00	\$40.00
Press Box Staff (2)	\$300.00	\$35.00 each
Treasurer's office admin fees	\$200.00	\$100.00

In **Track and Field**, the schools participating should provide event judges and finish line personnel at no expense to the tournament. Gate workers and press box personnel may be a needed expense at the option of the host school.

SECURITY – as needed. Schools are to have uniformed security present for tournament events.

TOURNAMENT SITE MANAGERS for other sports: BGO, GGO, BWL \$150.00 per tournament

Hospitality room, refreshments for officials and other incidental expenses are the host school's responsibility.

FINANCIAL REPORT: Use template on next page or the excel templated provided by the Commissioner. If you need the excel template, contact the Commissioner.

APPENDIX J

**CENTRAL BUCKEYE LEAGUE
TOURNAMENT REPORT**

***SUBMIT WITHIN 7 DAYS OF THE CONCLUSION OF THE TOURNAMENT.**

TOURNAMENT: _____ DATE (S) _____

HOST SCHOOL _____ TOURNAMENT MANAGER: _____

HOST SCHOOL ADDRESS _____

NUMBER OF GAMES/CONTESTS _____

GATE RECEIPTS – Report Cash Gate Receipts and subtract from Expenses. League will receive a copy of the online sales report from HomeTown Ticketing.

TOURNAMENT EXPENSES:

FLAT FEE _____

SECURITY _____

OFFICIALS _____

SCHOOL CUSTODIAL FEE _____

EXTRAORDINARY EXPENSES _____
(Must be pre-approved by commissioner)

TOTAL EXPENSES \$ _____

(CASH GATE) (\$ _____)

FINAL EXPENSES \$ _____

Tournament Champion: _____

Attach Individual game/Meet results.

TOURNAMENT MANAGER

APPENDIX K

Scholar Athlete guidelines

The Central Buckeye League will give the following Scholar-Athletes awards:

- A. **Senior Awards** - A senior male and a senior female will be selected as the Senior Scholar-Athlete. Each individual will receive a plaque and \$1000.00. The \$1000.00 will be made in two payments of \$500.00 and will be sent to the candidate after the recipient provides proof of enrollment in a post-secondary institution to the Commissioner by September 1st of the year the award was won.

Exceptions to this guideline can be made by approval of the Executive Committee.

In the event the athlete chosen for this award does not attend college or receives a full scholarship, the \$1000.00 will be awarded to the runner-up in the voting for the award. Should the runner-up not use the money, the \$1000.00 will not be awarded for that year.

- B. **Junior Awards** - A junior male and a junior female will be selected as the Junior Scholar Athlete. Each individual will receive a plaque.

All scholar athletes will be recognized on the CBL website.

The following criteria need to be met by nominees:

- a. The nominee must have a cumulative 3.5 grade average through the semester preceding nomination.
- b. The nominee must be a letter person in two varsity sports during the year of nomination.
- c. In order to be eligible for this award, the student athlete applications must be in the hands of the League Commissioner no later than the April Executive Meeting. Nominating schools will bring nine copies of the complete nomination form to the April Executive committee meeting; one copy for each school in their respective division and one copy for the commissioner.

Each member of the Executive Committee shall be prepared to cast the vote of their school for the Scholar Athlete Awards during the May meeting of the Executive Committee. A ballot will be prepared of all nominees by the Commissioner.

The candidate must receive at least 50% of the divisional votes to receive the award. If no candidate receives 50% of the votes on the first ballot, then a run-off of the top two candidates will be conducted. This procedure will continue until a candidate receives at least 50% of the votes. Should a 4-4 vote exist, two plaques will be awarded as Co-Scholar Athletes and any monetary award will be split equally. These awards will be paid out of the Mid-State League treasury.

APPENDIX K

**APPLICATION FOR
CENTRAL BUCKEYE LEAGUE SCHOLAR ATHLETE
SCHOOL YEAR: _____**

Print in ink or type:

SCHOOL NAME: _____

NAME _____
Last First Middle

ADDRESS: _____
Street City St Zip Code

EMAIL ADDRESS: _____

GRADE _____ **GENDER** _____
Sr. or Jr. M of F

GRADE POINT RATIO as per end of fifth six-weeks/third nine-weeks of current year in academic subjects:
Unweighted _____ Weighted _____

LETTERMAN IN WHAT SPORTS? List sport and number of letters earned per sport?

OTHER sports participated in while in high school?

A.C.T. Scores: _____ S.A.T. Scores: _____

College you plan to attend: _____

Applied? YES NO Accepted? YES NO

Possible Major Area of Study? _____

ACADEMIC HONORS received in High School:

ATHLETIC HONORS received in High School:

APPENDIX K

**APPLICATION FOR
CENTRAL BUCKEYE LEAGUE SCHOLAR ATHLETE
PAGE 2**

LEADERSHIP Positions and Membership in High School Organizations. Indicate offices held.

SERVICE Organizations you have belonged to:

In FIFTY words or less, the high school principal and ONE coach state why the nominee is deserving of this award:

Date _____

Signature of Principal

Date _____

Signature of Coach

APPENDIX L

CENTRAL BUCKEYE LEAGUE Financial Procedures

Approval of Expenditures:

- Commissioner requests approval from League President via e-mail to issue checks for league expenses in excess of \$500.00.
- Commissioner receives approval from League President and processes payment for expenditures.

Reconciliation of Bank Statements:

- Commissioner reconciles bank statement upon receipt.
- Reconciled bank statement distributed to League President and Finance Committee. League officers to serve as Finance Committee.
- League President and/or Finance Committee members request clarification on individual transactions as necessary.
- Absent of any requests for clarification, bank statement is assumed to have been approved.

Financial Reports

- Commissioner prepares monthly financial reports for each league Executive Committee meeting. Reports to include:
 - Monthly report for most recently ended month
 - Cumulative fiscal year report beginning with July 1.
 - League championship financial report and comparison (if league championships have taken place during the previous month).
- Monthly reports approved by membership as part of meeting agenda.

Cash Deposits – All receipts must be in the form of check or money order. NO CASH ACCEPTED

- Commissioner receives deposit from member institution. Deposits are typically connected with league assessments and league championships.
- Upon receipt of deposit Commissioner will verify receipt of funds with submitting institution via email to the athletic director.
- Commissioner to deposit funds in league bank account. Deposit slip should be labeled to identify deposit to match with report/source for later verification.

Internal Audit(s)

- Finance committee should perform an internal audit of league financial records at least once during each fiscal year.
- Audits should verify at least five (5) checks issued and at least five deposits on each occasion.
- Finance committee should report the results of any audit to the membership at the next regularly scheduled league meeting.