

## ACAA Post Season / Sub-State Notes for Host School

### Game Times

It is suggested that weeknight games start between 6 PM and 7 PM; Saturday games between 11 AM and 2 PM. Host school should contact the visiting school to work out a mutually acceptable time. If game time must vary from above times, please contact the ACEA office at (205) 631-3000 or e-mail at [acea2000@bellsouth.net](mailto:acea2000@bellsouth.net).

### Officials

It is the responsibility of the host school to contact their local booking agent for officials. Host school should request "tournament quality" officials, preferably officials not assigned to host school during the current season.

### Concessions

Host school may provide a concession area. Profits from the concessions will be the property of the host school.

### Gate

Host school should provide personnel to work the gate for the sub-state game. Gate prices are set by the ACEA office and are uniform throughout the sub-state rounds. An *ADMISSION COST to ATHLETIC EVENTS list is posted on the ACAA website at [www.alabamachristianathletics.com](http://www.alabamachristianathletics.com)*. All monies should be submitted to the ACEA office, using the "Game Finance Summary" provided by the league office. Everyone entering the game should be charged the posted rate. *YELLOW Coaches Cards are the only cards accepted during post season play.*

### Scorer / Timer

The host school should provide a qualified scorer to keep the official book for the game. Host school should also provide an ACAA approved clock operator for the game.

### Reporting Score

The host school should report the score to the ACEA office within one hour of the game's completion. Scores may be faxed or e-mailed to the ACEA office . . .

Fax: (205) 631-3090

E-mail: [acea2000@bellsouth.net](mailto:acea2000@bellsouth.net)

# ACAA

## Sub-State Financial Summary Form

PLEASE USE ONE FORM PER SUB-STATE GAME (make copies if needed)

### GENERAL INFORMATION

Check One:                      Volleyball:    \_\_\_\_\_ Varsity 1A                      \_\_\_\_\_ Varsity 2A

   Basketball:                      \_\_\_\_\_ 2A JH Boys

   \_\_\_\_\_ 1A Varsity Girls                      \_\_\_\_\_ 2A Varsity Girls

   \_\_\_\_\_ 1A Varsity Boys                      \_\_\_\_\_ 2A Varsity Boys

   \_\_\_\_\_ Baseball                      \_\_\_\_\_ Softball

Host School: \_\_\_\_\_

Opponent: \_\_\_\_\_

Date Played: \_\_\_\_\_

### RECEIPTS

Gross Game Receipts                      \$ \_\_\_\_\_

### EXPENSES

Officials                      \$ \_\_\_\_\_

Other Expenses<sup>1</sup>                      \$ \_\_\_\_\_

**TOTAL Game Expenses**                      \$ \_\_\_\_\_

**Amount Submitted to ACEA**                      \$ \_\_\_\_\_

(Subtract expenses from receipts)

### NOTES:

<sup>1</sup> Please itemize these expenses and provide copies of receipts.

Concessions, sale of game programs, and T-shirts will be the responsibility of the host school; proceeds from these sales will be the property of the host school.

### Gate

Host school should provide personnel to work the gate for the sub-state game. Gate prices are set by the ACEA office and are uniform for all post season games. Everyone entering the game should be charged the posted rate. *YELLOW Coaches Cards are the only cards accepted during post season play.*

**Sub-State Financial Summary Form** and **monies** should be mailed to the ACEA office within three (3) working days after the playoff game.

ACEA Office  
PO Box 559  
Gardendale, AL 35071