

# NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

## CHAMPIONSHIP CONTRACT

### INDOOR TRACK AND FIELD

This contract made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_, by and between the NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION, a Colorado Corporation, hereinafter referred to as NJCAA, and \_\_\_\_\_, hereinafter referred to as SPONSOR.

The term of this agreement will extend from \_\_\_\_\_.

In consideration of the covenants and agreements herein set forth the SPONSOR promises and agrees with NJCAA that it will:

- 1) Manage, promote, direct, and conduct the \_\_\_\_\_ National Junior College Athletic Association Indoor Track and Field Championship to be held on \_\_\_\_\_ at \_\_\_\_\_.
- 2) Pay all expenses incurred in promoting, conducting, and administering the tournament in accordance with the following criteria:
  - a) Payment of all trophies and awards.
  - b) Certified athletic trainer on-site.
  - c) Pre-tournament and post-tournament mailings, including a complete set of results and newspaper accounts of the finals for the National Office.
  - d) Compilation of results (including any NJCAA records).
  - e) 6 - 42" lanes with apron and run ways for all field events.
  - f) Shot put, long jump, triple jump, pole vault and high jump areas.
  - g) Electronic timing system (1 mandatory, 2 recommended).
  - h) Adequate dressing facilities for all participants and officials.
  - i) Secure all necessary officials, judges, etc., to satisfactorily conduct the meet. Recommend that all officials assigned to the championship meet be USA Track and Field certified.
- 3) Manage and conduct the tournament in accordance with the policies and procedures outlined for such events in the current Handbook of the NJCAA.
- 4) Provide and pay for the appropriate officials, umpires or judges for the proper conduct of the tournament.
- 5) Pay room, board, and transportation of the official NJCAA representative.
- 6) SPONSOR shall be responsible for procuring and maintaining during the tournament comprehensive general public liability insurance covering the NJCAA and SPONSOR against claims for bodily injury and property damage with a minimum of \$1,000,000.00 CSL. The policy shall name the NJCAA as an additional insured. Within sixty (60) days prior to the tournament, SPONSOR shall furnish the NJCAA a certificate of insurance showing such coverage. SPONSOR further agrees to indemnify and hold harmless the NJCAA from and against all claims of liability to third parties for injury to or death of persons or loss or damage to property

arising out of or in connection with the performance of this contract and tournament. If the Sponsor chooses to be self-insured and cannot comply with the above named requirements then Sponsor must purchase and provide proof of a Special Events liability policy with the same terms and conditions as listed above.

- 7) The NJCAA has the proprietary rights and interest in its name, logo, trademarks, and service marks, both registered and unregistered, including its seal, the marks-National Junior College Athletic Association, NJCAA, National JUCO Championships, and National Junior College Championships--and any deviate or similar mark likely to be confused therewith. It is necessary for the Association to control the use of its marks in order to preserve its ownership and rights.
  - a) Any soft or hard goods bearing any name, logo, primary or secondary trademark of the Association that is to be sold or distributed at an event must have prior approval of the NJCAA Executive Director. No such soft or hard goods shall be sold or distributed by anyone except as designated by the NJCAA. Any unapproved material shall be barred from the premises. All formal requests can be made by completing the intended use form on the NJCAA website or by emailing the National Office. A response will be generated for each request within 5 working days.
  - b) If championship event host organizers have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated for a flat fee of \$300. Championship event host organizers who choose the official NJCAA assigned soft/hard goods supplier as their vendor, will have the merchandising rights fee waived.
  - c) Those championship event host organizers who are under contract with an outside vendor, agree, at the conclusion of said contract, to a right of first refusal arrangement with the official NJCAA approved soft/hard goods supplier.
  - d) Member colleges or championship event host organizers that request the use of the NJCAA logo for general use and not being sold commercially, need only submit the intended use form on the NJCAA web site.
  - e) If the official NJCAA approved soft/hard goods supplier is used by the championship event host organizers, the quantity of NJCAA merchandise and items to be sold and sent to the host venue must have the prior approval of the NJCAA Executive Director. The NJCAA Exercises the right to have Association logo'd items sent and sold by championship event organizers. Royalties on such will items appear in the merchandise kits sent to each organizer.
  - f) Income payable to the NJCAA from the sale of concession items other than food and drink at such events shall be included in the gross receipts of the championship.
- 8) Any merchandise or material, other than softgoods, to be distributed or sold at any event sponsored by the NJCAA or bearing any insignia, mark, or name of the NJCAA, must have prior approval and authorization of the NJCAA Executive Director at least ninety (90) days prior to the event. Any unapproved or unlicensed material shall be barred from the premises.
- 9) The sale from marketing NJCAA items sold at the site of a championship shall be included in the gross receipts of the championship.
- 10) The SPONSOR shall submit a proposed budget of all expenditures and costs to be incurred in conjunction with the tournament to the Chairperson of the Championship Events Committee with the original bid proposal. Changes to the proposed budget, prior to its approval, can be made in writing up to 24 hours in advance of the bid presentation to the Championship Events Committee. Any changes to the proposed budget, following its initial approval by the NJCAA Championship Events Committee, must be submitted to the NJCAA National

Office for authorization. Any expenditures not authorized by the NJCAA and the Championship Events Committee shall not be allowed as approved items on the final budget.

- 11) The NJCAA shall have final and exclusive rights and authority over all internet, radio and television programming, filming, and broadcasting connected with this event. All contracts involving these rights must be negotiated in conjunction with the NJCAA National Office before they can be finalized.
- 12) Submit a final and complete financial statement of all costs and revenues within sixty (60) days after the event.
- 13) Net profits shall be divided as per the approved championship bid.
- 14) All outside sponsors must be approved by the NJCAA national office at least sixty (60) days prior to the event.
- 15) Upon termination of this agreement, equipment furnished or purchased by the SPONSOR for the program shall be retained by the SPONSOR, and equipment furnished or purchased by the NJCAA shall be retained by the NJCAA.
- 16) NJCAA agrees to indemnify and hold harmless the SPONSOR from all injuries to persons or property caused by negligent acts or omissions of NJCAA arising out of NJCAA's activities under this agreement. The SPONSOR agrees to indemnify and hold harmless NJCAA from all injuries to persons or property caused by negligent acts or omissions of the SPONSOR arising out of the SPONSOR's activities under this agreement. In the event of concurrent liability, the parties shall have the right of contribution from each other.
- 17) Students, instructors, and SPONSOR staff participating in this program shall not be considered as employees of the NJCAA, and agents or employees of the NJCAA shall not be entitled to employee benefits normally provided to bona fide employees of the other party.
- 18) Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement and nothing in the execution of this Agreement shall be construed to establish a joint venture of the parties hereto.
- 19) This document contains the entire Agreement between the parties and may not be modified, amended, altered or extended except through a written amendment by the parties.
- 20) The NJCAA reserves the right to extend official NJCAA sponsors access to national championship events for the purpose of promoting and/or placing their respective product or service.

IT IS MUTUALLY AGREED THAT:

1. Each participating team will pay all of its own expenses.
2. The parties to this Agreement agree that they will not discriminate against any employee or participant due to race, color, religion, sex, or national origin, and in this regard they will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.
3. All participants must satisfactorily meet the eligibility rules of the NJCAA.
4. \_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the date first above mentioned.

By:

_____	_____
Athletic Director	Date
_____	_____
College President	Date

\*Tournaments hosted by co-sponsors must have signatures of parties from both institutions. Full joint sponsorship is reflected in signatures unless specific obligations and exceptions to same are submitted herewith.

Co-Sponsors:

_____	_____
Athletic Director	Date
_____	_____
College President	Date
_____	_____
Sponsor/Title (if other than college)	Date

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

_____	_____
Executive Director, National Junior College Athletic Association	Date



**OFFICIAL BID**  
**NJCAA INDOOR TRACK AND FIELD**  
**NATIONAL CHAMPIONSHIP**

Please complete this bid form as an official application to host the NJCAA Indoor Track and Field Championship, and return to the NJCAA National Office. Please be advised that after appropriate review, a contract shall be offered to the selected site based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid or about the NJCAA Indoor Track and Field Championship in general, please contact:

Mary Ellen Leicht  
Associate Executive Director  
NJCAA  
1755 Telstar Drive, Suite 103  
Colorado Springs, CO 80920  
719-590-9788  
email: meleicht@njcaa.org

- I. This official bid is submitted by \_\_\_\_\_ to host the NJCAA Indoor Track and Field Championship in one or more of the following years:  
\_\_\_\_\_A. 2011  
\_\_\_\_\_B. 2012
- II. The official name of the event shall be the NJCAA Indoor Track and Field Championship and must be conducted in accordance with the policies and procedures outlined for such events in the current Handbook and Tournament Guide of the NJCAA. The NJCAA will approve the designation of the host site event, chairperson and committees, who will work with the NJCAA National Office staff in organizing, managing and conducting the event. The acceptance of a bid and designation of a host site does not become official until an event contract has been executed between the host and the NJCAA.
- III. In submitting this bid, the prospective host site agrees to the following NJCAA policies by initialing on the line provided in front of each section:  
\_\_\_\_\_A. Be responsible for procuring and maintaining during the tournament comprehensive general public liability insurance covering the NJCAA and the sponsor against claims for bodily injury

and property damage with minimum limits of \$1,000,000 CSL. The policy shall name the NJCAA as an additional insured. Within sixty (60) days prior to the tournament, the sponsor shall furnish to the NJCAA a certificate of insurance showing such coverage. The sponsor further agrees to indemnify and hold harmless the NJCAA from and against all claims of or liability to third parties for injury to or death of persons or loss or damage to property arising out of or in connection with the performance of the contract and tournament. If the sponsor chooses to be self-insured and cannot comply with the above named requirements then the sponsor must purchase and provide proof of a Special Events liability policy with the same terms and conditions as listed above.

\_\_\_\_\_ B. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without prior approval of the NJCAA Executive Director. Further, businesses or corporations shall not be identified or receive recognition as a "title" sponsor of the championship without prior approval of the NJCAA Executive Director.

\_\_\_\_\_ C. The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

\_\_\_\_\_ D. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed or brought into the site of the championship event.

\_\_\_\_\_ E. Provide and pay for the appropriate officials, umpires and/or judges for the proper conduct of the event.

\_\_\_\_\_ F. The NJCAA has the proprietary rights and interest in its name, logo, trademarks, and service marks, both registered and unregistered, including its seal, the marks-National Junior College Athletic Association, NJCAA, National JUCO Championships, and National Junior College Championships--and any deviate or similar mark likely to be confused therewith. It is necessary for the Association to control the use of its marks in order to preserve its ownership and rights.

Any soft or hard goods bearing any name, logo, primary or secondary trademark of the Association that is to be sold or distributed at an event must have prior approval of the NJCAA Executive Director. No such soft or hard goods shall be sold or distributed by anyone except as designated by the NJCAA. Any unapproved material shall be barred from the premises. All formal requests can be made by completing the intended use form on the NJCAA website or by emailing the National Office. A response will be generated for each request within 5 working days.

If championship event host organizers have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated for a flat fee of \$300. Championship event host organizers who choose the official NJCAA assigned soft/hard goods supplier as their vendor, will have the merchandising rights fee waived.

Those championship event host organizers who are under contract with an outside vendor, agree, at the conclusion of said contract, to a right of first refusal arrangement with the official NJCAA approved soft/hard goods supplier.

Member colleges or championship event host organizers that request the use of the NJCAA logo for general use and not being sold commercially, need only submit the intended use form on the NJCAA web site.

If the official NJCAA approved soft/hard goods supplier is used by the championship event host organizers, the quantity of NJCAA merchandise and items to be sold and sent to the host venue must have the prior approval of the NJCAA Executive Director. The NJCAA Exercises the right to have Association logo'd items sent and sold by championship event organizers. Royalties on such will items appear in the merchandise kits sent to each organizer.

Income payable to the NJCAA from the sale of concession items other than food and drink at such events shall be included in the gross receipts of the championship.

\_\_\_\_\_G. The sale from marketing NJCAA items sold at the site of a championship shall be included in the gross receipts of the event.

\_\_\_\_\_H. Pay for the cost of transportation, room and board of the official NJCAA representative to the event.

\_\_\_\_\_I. The NJCAA shall have final and exclusive rights and authority over all internet, radio and television programming, filming and broadcasting connected with the event.

\_\_\_\_\_J. Should the tournament host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

\_\_\_\_\_K. Submit a final and complete financial statement of all costs and revenues within ninety (90) days after the event.

\_\_\_\_\_L. Each participating team shall pay all of its own expenses.

\_\_\_\_\_M. The parties to this Agreement agree that they will not discriminate against any employee or participant due to race, color, religion, sex, or national origin, and in this regard they will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.

\_\_\_\_\_N. Applicable program ads, to be supplied by the NJCAA National Office, shall be included in the tournament program. (ie. national sponsors, NJCAA Regional Directors, etc.)

\_\_\_\_\_O. The meet will be run in accordance with current NCAA Track and Field rules.

IV. Event income shall be defined as all income derived by the host from ticket sales, program advertising, program sales, softgoods sales, concession stand sales/commissions, parking revenues and approved sponsorships/donations.

V. Event expenses authorized by the NJCAA to be charged to the event budget may include any items listed in Section VI, Declaration of Authorized Expenses, except those marked complimentary or participant. Any other expenses must receive written approval by the NJCAA in order to be charged as an authorized expense to the event budget.

VI. Declaration of Authorized Expenses: Following is an outline of tournament expenses. Please indicate in the appropriate box next to each category, whether the item would be:

1. Complimentary: Provided at no charge to the event budget

2. Tournament: Item will be charged to the event budget (list projected amount)
3. Participant: Item will be expense of participating institutions (list projected amount)

<i>DESCRIPTION</i>	<i>COMPLIMENTARY</i>	<i>TOURNAMENT</i>	<i>PARTICIPANT</i>
<b>FACILITY:</b> Lighted stadium with a minimum seating capacity of 1000, all weather surface track, 6 - 42" lanes with apron and run ways for all field events (hammer cage, discus, javelin, pole vault and shot put areas).			
<b>EQUIPMENT:</b> One (1) mandatory, two (2) recommended accutrack (or comparable) timing systems. Steeple chase water barriers and adequate hurdles for all events.			
<b>FACILITY PERSONNEL:</b> Provide all on-site personnel necessary to conduct the meet, including officials, judges, ticket sellers and takers, concession vendors, adequate security, press box manager, and a facility liaison.			
<b>LOCKER ROOMS:</b> Adequate dressing facilities for all participants and officials.			
<b>PRESS BOX PERSONNEL:</b> Provide press box personnel necessary for the administration of the meet.			
<b>LOCAL TRANSPORTATION:</b> Provide local transportation for participating teams to include airport pickup and return, and shuttle service between housing and track facility.			
<b>TOURNAMENT REPRESENTATIVE:</b> Travel, lodging, meals and local transportation for the NJCAA tournament representative, assigned by the NJCAA National Office.			
<b>NJCAA STAFF:</b> When applicable, local transportation for an NJCAA staff member. Travel, lodging and meals will be provided by the NJCAA National Office.			
<b>GAME OFFICIALS:</b> Travel, lodging, meals (if necessary), and meet fees provided for all national and/or state rated officials. USA Track and Field certified is recommended.			
<b>TRAINERS:</b> A certified athletic trainer to be on-site at all competitions.			

<i><b>DESCRIPTION</b></i>	<i><b>COMPLIMENTARY</b></i>	<i><b>TOURNAMENT</b></i>	<i><b>PARTICIPANT</b></i>
<b>BANQUET (Optional):</b> Opening banquet for all players, coaches and tournament officials on the day before the tournament begins.		A tournament banquet is optional, and cannot be charged to the tournament as an expense.	
<b>TEAM HOUSING:</b> Negotiate the best possible rates for team housing, complimentary rooms for the NJCAA Tournament Representative and game officials. Please indicate the projected room rate.			
<b>PROGRAM:</b> Production of the tournament souvenir program including printing costs and advertising commissions.			
<b>TICKETS:</b> All costs related to tournament tickets including printing and sales expenses.			
<b>PUBLICITY AND PROMOTION:</b> Advance publicity and promotion related to the event to include paid advertising, posters, flyers and related expenses. Pre- and Post-tournament mailings and comiliation of tournament results, including any NJCAA records.			
<b>ADMINISTRATION:</b> Items related directly to the planning and administration of the event including meet personnel, printing (except programs/tickets), postage, telephone, office supplies, clerical assistance, copiers, facsimilile machines, etc.			
<b>AWARDS:</b> Payment of all approved championship awards for the event.			
<b>PHOTOGRAPHY:</b> Photography personnel assigned to the event for coverage of the championship game and awards presentation. Provide the NJCAA with a maximum of 20 photos, sent to the National Office within ten (10) days upon completion of the event.			
<b>VIDEOTAPING:</b> Videotape personnel assigned to the event for coverage of the championship game. Provide the NJCAA with a master copy of the video within ten (10) days of the completion of the event.			
<b>MEETINGS:</b> Provide space on-site or at the host hotel for a mandatory pretournament meeting. If applicable, provide space for a NJCAA coaches association business meeting.			

I. Prospective host sites may choose one of the following financial options in bidding for the national tournament. The selected option will be included as part of the event contract once the host site has been selected by the NJCAA.

\_\_\_\_\_A. The Host will guarantee all authorized expenses. If event income exceeds expenses, the net income will be divided with \_\_\_\_\_% to the NJCAA, and \_\_\_\_\_% going to the Host. (Note: Minimum of 50% to NJCAA)

\_\_\_\_\_B. The Host will guarantee the NJCAA the sum of \$\_\_\_\_\_. If the event income exceeds expenses, the Host will retain a sum equal to the \$\_\_\_\_\_ guarantee to the NJCAA. The remaining income will then be divided with \_\_\_\_\_% to the NJCAA and \_\_\_\_\_% to the Host. (Note: Minimum of 50% to the NJCAA)

\_\_\_\_\_C. The Host will guarantee the NJCAA the sum of \$\_\_\_\_\_. The Host will be responsible for all authorized event expenses and retain all event income.

II. A complete financial statement of the tournament, including the NJCAA's share of the profits, as determined by contract, must be filed with the Executive Director of the NJCAA within ninety (90) days after the completion of the event.

\_\_\_\_\_  
Signature

-----  
Date

\_\_\_\_\_  
Title

-----  
Daytime Telephone Number

\_\_\_\_\_  
Institution/Affiliation

-----  
Fax Number



## NJCAA INDOOR TRACK AND FIELD CHAMPIONSHIP SITE SURVEY FORM

The following survey is for the purpose of obtaining important information from member institutions and/or community groups expressing an interest in hosting the NJCAA Indoor Track and Field Championship. Information received is used to evaluate facilities and local conditions for prospective host sites.

**TOURNAMENT DATES:** Please check the year(s) your institution/community is interested in hosting:

\_\_\_\_\_ 2011  
\_\_\_\_\_ 2012

1) **INSTITUTIONAL DATA** (if applicable):

- Name of Institution \_\_\_\_\_
- Address \_\_\_\_\_
- Telephone \_\_\_\_\_
- President/CEO \_\_\_\_\_
- Athletic Director \_\_\_\_\_
- Track and Field Coach \_\_\_\_\_
- Enrollment \_\_\_\_\_  
On Campus Students: \_\_\_\_\_ Off-Campus Students: \_\_\_\_\_
- Is dormitory space available for team/official housing? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how many rooms? \_\_\_\_\_ Cost Per Night \_\_\_\_\_
- Is campus meal service available for teams/officials? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what would be the cost per day (3 meals)? \_\_\_\_\_
- Does the institution employ a certified athletic trainer? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does the institution employ a full-time sports information director? \_\_\_\_\_ Yes \_\_\_\_\_ No

2) **COMMUNITY DATA:**

- Name of City \_\_\_\_\_  
Population: \_\_\_\_\_ Metropolitan Area: \_\_\_\_\_
- Primary industry/major corporations: \_\_\_\_\_
- Name of closest major airport: \_\_\_\_\_
- Major airlines serving closest airport \_\_\_\_\_
- Distance from airport to campus \_\_\_\_\_
- Distance from airport to housing \_\_\_\_\_
- Distance from airport to track and field facility \_\_\_\_\_
- Please list major hotels, number of rooms, and current rates:
  1. \_\_\_\_\_ # Rooms \_\_\_\_\_ Rates \_\_\_\_\_
  2. \_\_\_\_\_ # Rooms \_\_\_\_\_ Rates \_\_\_\_\_
  3. \_\_\_\_\_ # Rooms \_\_\_\_\_ Rates \_\_\_\_\_
  4. \_\_\_\_\_ # Rooms \_\_\_\_\_ Rates \_\_\_\_\_
  5. \_\_\_\_\_ # Rooms \_\_\_\_\_ Rates \_\_\_\_\_
- Average temperature during championship week: \_\_\_\_\_
- Average rainfall/snowfall during championship week: \_\_\_\_\_
- Elevation: \_\_\_\_\_
- Is there a track and field club/association in the community or state from which to obtain volunteers?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Are there service organizations, sports commissions or other civic groups which would be willing to assist in the organization and promotion of this event?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list those groups below:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- Please list other sports/athletic events this community has hosted in the past:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- Please list any other events/activities scheduled for the community within 30 days before or after the championship \_\_\_\_\_

- Please list below sources of financial support for an event of this nature:

Institutional Funds \_\_\_\_\_

City/County Funds \_\_\_\_\_

Private Funding \_\_\_\_\_

Corporate Funding \_\_\_\_\_

City/County/State Tourism Grants \_\_\_\_\_

Ticket Sales \_\_\_\_\_

Other \_\_\_\_\_

3) **FACILITY DATA** (Please enclose photos/brochures):

- Name \_\_\_\_\_

- Seating Capacity \_\_\_\_\_

Box Seats \_\_\_\_\_

Reserved Seats \_\_\_\_\_

General Admission \_\_\_\_\_

Other \_\_\_\_\_

- Describe the ownership and operation of the facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Type of playing surface \_\_\_\_\_

- Timing System \_\_\_\_\_

- Field Events Layout \_\_\_\_\_

- Does the facility have an electronic scoreboard? \_\_\_\_\_

- Does the facility have a press box? \_\_\_\_\_

- Is admission normally charged for events held at this facility? \_\_\_\_\_ Yes \_\_\_\_\_ No

- List previous track and field meets and other special functions held at this facility:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

- Additional site data which would be helpful (please include a diagram of the facility):

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Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**Return to: Mary Ellen Leicht**  
**NJCAA**  
**1755 Telstar Drive, Suite 103**  
**Colorado Springs, CO 80920**

**The National Junior College Athletic Association**  
Championship Proposed Budget and Financial Report

Host Institution/Agency \_\_\_\_\_

Division \_\_\_\_\_ Men's/Women's \_\_\_\_\_ Sport \_\_\_\_\_

Dates \_\_\_\_\_

1. Gross Receipts	_____	
2. Total Allowable Expenses	_____	
3. Event Guarantee (if applicable)	_____	
4. Softgoods	_____	
5. Net Receipts (or Deficit)		_____
Balance to NJCAA		=====
Total Disallowable Expenses	_____	

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**Financial Report (Host Institution/Agency)**

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The original of this report should be forwarded to the NJCAA National Office, 1755 Telstar Dr., Suite 103, Colorado Springs, CO 80920. Checks for the balance to be forwarded to the National Office should be made payable to the NJCAA and attached to the original form.

**NJCAA Staff Use**

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_



## Budgeted Championship Expenditures

		Budget	Actual
<b>A. Promotion</b>			
1. Advertising (print, radio, television)		_____	_____
2. Postage		_____	_____
3. Printing		_____	_____
4. Other (please itemize)			
a. _____		_____	_____
b. _____		_____	_____
c. _____		_____	_____
	Total Promotion	=====	=====
<b>B. Tickets</b>			
1. Printing		_____	_____
2. Postage		_____	_____
3. Other (please itemize)			
a. _____		_____	_____
b. _____		_____	_____
c. _____		_____	_____
	Total Tickets	=====	=====
<b>C. Equipment</b>			
1. Telephone/Internet Installation		_____	_____
2. Temporary Restrooms		_____	_____
3. Other (please itemize)			
a. _____		_____	_____
b. _____		_____	_____
c. _____		_____	_____
d. _____		_____	_____
	Total Equipment	=====	=====

<b>D. Facility</b>			
1. Supplies (please itemize)			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
2. Facility Rental Charge (if applicable)	_____	_____	_____
3. Other (please itemize)			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
Total Facility	=====	=====	=====
<b>E. NJCAA Representative (attach itemized expenses)</b>	=====	=====	=====
<b>F. Personnel</b>			
1. Public Address Announcer	_____	_____	_____
2. Timers	_____	_____	_____
3. Ushers	_____	_____	_____
4. Police and Security	_____	_____	_____
5. Statisticians	_____	_____	_____
6. Official Scorer	_____	_____	_____
7. Clerical	_____	_____	_____
8. Ticket Takers and Ticket Sellers	_____	_____	_____
9. Facility Labor (please itemize)			
a. Custodial	_____	_____	_____
b. Grounds	_____	_____	_____
c. Maintenance	_____	_____	_____
10. Others (please itemize)			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
Total Personnel	=====	=====	=====
<b>TOTAL EVENT EXPENSES</b>	=====	=====	=====

### Event Softgoods

Vendor	Item Description	Price Purchased	Price Sold	Quantity Sold

**Total Cost of Softgoods**

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### Event/Game Officials

Name/From	Food	Per Diem	Mileage	Lodging	Game Cost

**Total Cost of Officials**

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## Disallowable Expenses

	Budget	Actual
A. Banquet	_____	_____
B. Hospitality Room	_____	_____
C. Major Repair of Facility	_____	_____
D. Souvenirs (provided to teams at no cost)	_____	_____
E. Coaches Association Meeting	_____	_____
F. Other (please itemize)		
a. _____		
b. _____		
c. _____		
Total Disallowable Expenses	=====	=====