



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION
PO Box 10, Boone, 50036 515-432-2011

IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION
PO Box 10348, Des Moines, 50306 515-288-9741



January 20, 2005

TO: School Administrators (Superintendent, Principal, Athletic Director)

FROM: Troy Dannen, Executive Director, IGHSAU
Richard Wulkow, Executive Director, IHSAA

RE: IHSAA-IGHSAU Sponsored Event Ticket Policy

The Boards of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association are concerned with the accounting procedures used by member schools during IGHSAU and IHSAA sponsored tournament events.

It has come to our attention on several occasions that many schools do not tear tickets or sometimes do not even use tickets provided by your state organizations. We realize most of the time this is done for convenience, however it is poor practice on the part of our school administrators not to handle ticket sales with a proper accounting procedure. The proper handling of any cash demands a set of check and balances to protect the schools, the volunteers and employees against everything from unintentional errors of addition and subtraction to the potential of fraud.

The Boards of both of your organizations have taken formal action, adopting a policy/procedure which must be used by schools serving as IGHSAU and IHSAA tournament hosts.

The procedure to be followed is as follows:

- (1) Collect the money for the ticket(s) sold.
- (2) Tear ticket(s) off the roll in consecutive order and then tear the ticket(s) in half or have the person at the entrance door tear the ticket(s) in half and deposit them in a receptacle, there upon the spectator may enter the tournament venue.

The IGHSAU and IHSAA also have adopted policies that when tickets are sent, a verification slip is signed and returned to the respective organization, acknowledging the number of tickets received for sale.

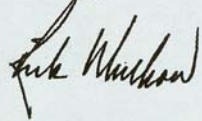
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The Boards of the IGHSAU and IHSAA have instructed the administration of the organizations to notify schools that if they do not desire to follow the adopted ticket policy/procedure, they should not accept tournament invitations or that schools not adhering to the new policy of ticketing during tournament events, not be used as tournament sites in the future.

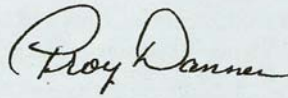
Please consider this letter in the positive manner in which it is written and hopefully this procedure, which many of you already follow, will be followed by all.

Should you have any questions about the ticketing procedure, or wish to report sites which do not adhere to the IGHSAU and IHSAA requirement, please contact an administrator of the respective organization.

Sincerely,



Richard Wulkow, Executive Director
Iowa High School Athletic Association



Troy Dannen, Executive Director
Iowa Girls High School Athletic Union

RW/TD:jj