



2024
Softball Tournament
Manager's Manual

Table of Contents

A Message from the OHSAA/Tournament Contact Info.....	3
Important Dates/Compliance/General Tournament Information	4-6
Sectional/District/Regional Manger Information.....	6-7
Seed and Draw Procedures/ Seed Meeting Info	7-9
Tournament Bracket Management.....	10
Suspended Game Procedures/Noisemakers/Umpire Fees.....	11-12
Team Bench Limitations/Ball and Bat Info.....	12-13
Tickets/Financial Reporting	13-15
Media and Broadcasting Info/Delayed TV and Web Streaming.....	16-17
Radio and Audio Rates/Videotaping and Photographing	17-19
Tournament Medical and Safety Information	19-21
Emergency/Crisis Management Guidelines	21-22
Emergency Action Plan	23
Lightning and Inclement Weather	24
OHSAA Position on Service Dogs	25
OHSAA Softball Tournament Resources	26

Message from the OHSAA

On behalf of the Ohio High School Athletic Association, thank you for your willingness to serve as a manager for the OHSAA Softball Tournament! Host managers play an integral role in the success of the event and have a direct impact on the student-athlete, coach, and fan experience. The leadership, attention to detail, hospitality, and service our managers provide are greatly appreciated!

The purpose of this manual is to provide direction and guidance for host managers as they plan and conduct events. Each manager and staff are encouraged to become familiar with this manual and OHSAA Tournament Regulations which are included in this manual. These documents provide information about general policies governing all aspects of OHSAA Tournament competition. Although these materials attempt to cover all phases of post-season competition, some questions may arise before, during or after the event. I am happy to assist you, so please feel free contact me with any questions or concerns.

Thank you again for your service and willingness to host these events. I look forward to a great Softball Tournament this spring!

Sincerely,



Monroe Britton
Ohio High School Athletic Association
Sport Administrator, Softball
mbritton@ohsaa.org

Tournament Contact Information

OHSAA Tournament Staff

Monroe Britton	Sport Administrator/ State Tournament Director	mbritton@ohsaa.org
Jerry Fick	State Rules Interpreter/DOD	jfick@ohsaa.org
Keaton Jones	Manager of Officiating Technology	kjones@ohsaa.org
Beau Rugg	Sr. Director of Officiating/Oversee official assignments	brugg@ohsaa.org

District Athletic Board Staff

Bob Britton	CDAB Secretary	bbritton@ohsaa.org
Don Spinell	EDAB Secretary	dspinell@ohsaa.org
Jeff Casella	NEDAB Secretary	jcasella@ohsaa.org
Kevin Calver	NWDAB Secretary	kcalver@ohsaa.org
Dan Brisker	SEDAB Secretary	dbrisker@ohsaa.org
Phil Poggi	SWDAB Secretary	swdab-sec@ohsaa.org

Important Dates

April 22	Last date to enter/withdraw from the Tournament without penalty.
April 28	Draw/Seed Meeting Date
May 4-11	Sectional Tournaments
May 13-18	District Tournaments
May 22-25	Regional Tournaments
May 30-June 1	State Tournament
June 8	Season ends

Compliance

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of 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 its participants, good citizenship, and lifelong values as the foundation of interscholastic athletics.

It is the OHSAA's top priority to administer interscholastic athletic events in a fair and equitable manner for student-athletes, coaches, and staff participating. District Athletic Boards (DAB's) have been tasked with organizing the Sectional, District events per the regulations outlined in this manual. It is the upmost importance that the OHSAA Board approved procedures and policies outlined in this manual are followed to ensure consistent, fair, and equitable events across the state. All post-season tournament contests are under the discretion of the OHSAA and shall not simply be administered simply as another home contest. Hosts are expected to take pride in the opportunity to host while representing the local community in a positive manner and providing a positive experience for the participants.

General Tournament Information

The following are points of emphasis are for all managers relative to Sectional, District and Regional Tournament competitions.

1. Eligible schools have entered the tournament by indicating their participation in myOHSAA. Any entries received after the established deadline must be reported to the OHSAA. There is a \$150 penalty for late entries.
2. All sites and assignments to respective Tournaments are available online on the OHSAA website or each respective District Athletic Board website.
3. All Tournament finances are required to meet OHSAA Financial Accounting requirements. All instructions for these procedures will be outlined by District Athletic Board Treasurers at the

respective District Athletic Board Managers' Meetings and in this Manual for Regional games.

4. The "Double First Base" is **mandatory at all levels of tournament play**.
5. Travel Squad and permitted personnel: **Please be sure to use the Travel Party Bench List Form (accessible on the OHSAA website) for ALL levels of the OHSAA Tournament.** This form permits only the following personnel in the dugout (total of 28 persons):
 - 22 players in uniform
 - 6 additional personnel including but not limited to Board-approved coaches, athletic trainer, scorekeeper, bat person or team manager
6. All Tournament Management, including 'bracketing' is done through myOHSAA. The OHSAA issues tournament manager login's and passwords. If you forget a password or login information, contact Alexis Holderman (aholderman@ohsaa.org) at the OHSAA Office.
7. Bracket templates are provided by the District Athletic Boards and the OHSAA. Please use those templates in myOHSAA to insure that 'bye' teams are listed on the proper lines, etc. For home team determination at the sectional and district levels of the tournament please consult your DAB. For regional through state games, the top line of the bracket will designate the home team.
8. Umpires have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. As a best practice, please communicate with the assigned umpires in advance of the contest regarding site location, time, etc. If applicable, please provide them reserved parking. Officials are permitted ONE guest. They may request a ticket through the OHSAA or the site manager may request a ticket on behalf of the official through OHSAA Customer Experience Manager Claire Duesdieker Keohane.
9. Adequate security must be provided to ensure the safety of student-athletes, coaches, and spectators. NFHS Softball Rules require oversight for umpires returning to their vehicles after a game, therefore plans should be made to escort officials after the game. There is a section providing a sample "Crisis Management Plan" later in this manual. Most schools/sites have plans in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.
10. Arrange for a Certified Athletic Trainer to be present during the contest. As a best practice, please have an ambulance service available on call for emergencies and maintain an adequate Crisis Management Plan.
11. Provide efficient and competent press box personnel. Scorers and public address announcers should be experienced individuals. A public address must be available. Public address announcers are to remain neutral and professional in their duties. Any type of game experience enhancing additions such as "sound effects" should be avoided. Many schools play at home sites in softball and neutrality should be a key focus regarding tournament play.
12. The Rawlings C12RYL-OH is the official OHSAA tournament ball and shall be used for all tournament play. Each manager will have received the appropriate number of game balls through their respective District Athletic Boards for sectional and district games. Regional sites will be shipped balls directly from the OHSAA.

13. Pre-Game Practice: Regulations regarding pre-game practice are established by each District Athletic Board. It is recommended that each team be permitted a min 10-minute warm-up prior to the beginning of the game. See timing sheet in this manual.
14. Batting Practice: Batting practice is permitted prior to OHSAA tournament games but is not mandatory on the game field. Teams are permitted to have batting practice if time allows.
15. Trophies and awards appropriate for the tournament will be shipped directly to the managers from Croton Craft, P.O. Box 257, Croton, Ohio 41013. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Travis Nethers at Croton Craft 740-504-3228 or crotoncraft@gmail.com.
16. Please review the Softball Tournament Regulations that are included later in this manual. Additionally, please copy these regulations, distribute at your seed/draw meeting and remind coaches to review these regulations.

Sectional Softball Manager Information

1. Please pay close attention to the OHSAA approved seed/draw procedures. The seeding and placement of teams on brackets must be done correctly. These seed procedures are listed on the following pages.
2. For games being played on home sites throughout the tournament, please be sure to establish neutrality for both teams. All tournament regulations must be followed and administered regardless of whether the game is played.
3. Please remember to change dates on brackets when cancellations and suspended games occur. This also is done through myOHSAA and will also assist our ticketing staff with making the necessary updates.
4. Immediately following the completion of the Sectional Tournament, please notify the District Tournament Manager of the team or teams that qualify to the District Tournament. District managers will be in contact with you for the transfer of information (roster information, etc.). Please assist this process by providing the name and contact information to your Sectional winner. Additionally, please remind teams that if they need to make changes to their Bench List, to do so and share it with the District Manager.

District Softball Manager Information

Please contact Sectional Managers to arrange for the transfer of information, etc. for winning teams advancing from the Sectional Tournament to the District Tournament. In the event a District site is different from a Sectional site (this varies by Athletic District), please make sure you provide any and all information to those advancing from the Sectional tournament.

1. There will be a District Championship Ceremony at the conclusion of all District Final games. These are coordinated by the respective District Athletic Boards, however, please cover with coaches prior to the game of the expectations at this ceremony, most notably:
 - a. Meet with each coach to confirm the Bench List/Travel Party is correct because the announcer will be using the list to read off the names of those receiving individual medallions.
 - b. Teams are to remain on the field at the conclusion of the game and respectfully honor the other team.
 - c. Teams are expected to accept their medal, shake hands with the OHSAA member, DAB member or representative.
2. Trophies and awards appropriate for the tournament will be shipped directly to the managers from **Croton Craft, P.O. Box 257, Croton, Ohio 41013**. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Travis Nethers at Croton Craft 1-800-947-5521 or crotoncraft@gmail.com. Oftentimes, coaches, parents or athletic administrators would like to order additional medals. They may do so by placing an order through Croton Craft.

Regional Softball Manager Information

1. Regional softball games will take place on (Regional Semifinals) Wednesday May 22 and Friday May 24 or Saturday May 25 (Regional Finals) depending on the host's request and availability. Please note that Thursday, Friday, Saturday or Sunday may be used as make up dates.
2. Host managers needing to adjust game dates and/or times, must review and confirm the changes with Monroe Britton at the OHSAA office. Changes, postponements, or delays to the schedule are not considered final unless they have been discussed with Monroe Britton (via call or email).
3. Regional managers will be provided softballs, script, and awards.
4. Croton Craft will be providing the Runner-Up and Championship trophies. Please inspect these upon receipt to make sure they are accurate and not damaged.
5. The OHSAA will follow up with Regional Champions regarding the next round of the tournament.

OHSAA Softball Seed and Drawing Procedures/ Information

In all Sectional tournaments that precede District tournaments, seeding is mandatory in the Sectional. ALL teams assigned to the first round of the tournament shall be seeded. The following seeding method shall prevail for all OHSAA sponsored Softball tournaments. For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

Softball Tournament Seeding Procedure

1. Tournament managers will post the records of all teams in their tournament. It is the responsibility of each school to have its records compiled as shown below and given to the tournament manager on the day of the seeding/drawing meeting. The records will include the number of wins and losses in the divisions of the teams played.

Example: in a schedule that has played 18 games to date:

Division I:	12 wins	2 losses
Division II:	2 wins	1 loss
Division III:	1 win	0 losses
Overall Record:	15-3	

All games played to date shall be recorded.

2. b. Voting Procedures for seeding teams
 - a. All head coaches shall vote via online ballot which shall be made public online, selecting their choice for #1 seeded team. The team with the greatest number of votes shall be seeded #1, second highest #2, until all teams are seeded.

Policy for Breaking Ties in the Tournament Seeding Process

- 1.) The team that receives the most individual votes at the tied position or above shall receive the higher seed.
- 2.) If the results are still tied, the tie shall be broken by a coin toss. The school that calls the toss shall be the first one to appear in the alphabet (official school name without the respective city name ahead of it unless the city name is part of the official school name), going from A to Z in even-numbered years and Z to A in odd-numbered years.

NOTE: If electronic balloting is utilized in a particular District, the results shall be sent to the manager and made public by the manager at the drawing meeting.

3. After teams are seeded, placement of teams on brackets shall occur. The method for placement of teams on brackets is determined by each District Athletic Board. Please log on to each District Athletic Board website to obtain each District's procedure. District Athletic Board websites are:

Central: www.ohsaa.org/cdab

Northwest: www.ohsaa.org/nwdab

East: www.ohsaa.org/edab

Southeast: www.ohsaa.org/sedab

Northeast: www.ohsaa.org/nedab

Southwest: www.ohsaa.org/swdab

4. Tournament managers will distribute brackets to representatives of the participating teams.
5. All brackets shall designate date and time of game. Please note that for regional and state levels, the team listed on the top of the bracket is the home team.

Seed and Draw Meeting Information

1. All Districts have meetings for placement on brackets. This must be conducted on **April 28, 2024, at 2:00** in every district.
2. Though all Tournament Regulations should be reviewed, each of the following must be covered with coaches in attendance:
 - There is no guarantee that travel will be the same for both teams to a sectional, district OR regional game
 - Given the structure of OHSAA Sectional/District and Regional Tournaments, travel is not considered a competitive advantage or disadvantage for teams.
3. Game sites may be reassigned (locations moved) at the discretion of the OHSAA Executive Director or his designee.
4. Game times may be reassigned (moved) at the discretion of the OHSAA Executive Director or his designee.
5. Teams are permitted the following with NO exceptions:
 - **Twenty-two (22) players in uniform (these players may change from game to game) with six (6) additional coaches, staff, manager, athletic trainer, etc. ONLY those 28 individuals are permitted on the field for pre-game and in the dugout.**
 - Any and ALL coaches in the dugout must be in required attire. For softball, this means coaches shall be attired in a school uniform or jersey/coaching shirt with slacks, shorts or other leg coverings in school colors or colors of khaki, black, white or gray. Cut-offs or any type of jeans are prohibited. Jackets are not considered part of the coach's uniform. A coach not dressed in appropriate attire shall not be permitted in the field of play following the pregame conference for the duration of the game or until the situation has been remedied.
6. Agreeing to participate in the OHSAA Tournament (by the school's athletic administrator) is an agreement to abide by all the conditions of the OHSAA Softball Tournament Regulations.

It is important that the above information is reviewed at EACH Draw Meeting. Questions often arise at the Regional and/or State Tournament level and it will be mentioned that the above information was already covered at their Seed/Draw Meetings as a condition of entering the tournament.

OHSAA Tournament Bracket Management

myOHSAA is an internet based software that allows schools, officials, OHSAA District Athletic Boards and the OHSAA office to access and share important information with each other. Tournament managers will use the purple “Trophy” icon on their myOHSAA accounts to access the tournament management portion of the system.

District Athletic Boards will create sectional and district level tournaments in myOHSAA while the sports management staff at the OHSAA office will create regional and state level tournaments. Once a tournament has been created and a “Tournament Manager” assigned, that manager will see the purple “Trophy” icon and be able to access the tournament portion of myOHSAA.

Managers will use the “View Tournaments” link to access their specific tournament(s). This link will allow them to manage schools, teams and scores. Links within the tournament management area will provide the access to the emergency contact information for each participating school, the tournament participation lists, the tournament representation reports and access to the officials’ directory.

CONTRACTING TOURNAMENT OFFICIALS

The contracting of tournament officials for all tournament contests, at all levels of play, will be done through DragonFly. Officials are NOT contracted through myOHSAA or ArbiterSports.

Sectional and district tournament officials for all tournament contests will be contracted by the District Athletic Boards through their DragonFly Accounts. Regional and state tournament officials for all tournament contests will be contracted by the OHSAA through its DragonFly Account. Tournament managers will not use the host school’s arbiter accounts to contract officials.

OHSAA TOURNAMENT BRACKETS AND RESULTS

Sectional Managers – Entering Games/Teams: COMPLETE ASAP FOLLOWING THE DRAW

Enter all teams on the appropriate line of the brackets for each game as it appears on your brackets. Teams receiving a bye in Round 1 and not playing until Round 2 must be entered in Round 1. Simply enter the bye team on the top line of the preceding game and check the “Is Bye” box for that game in Round 1. This will advance the “bye” team to the next round.

SECTIONAL/DISTRICT/REGIONAL MANAGERS – ENTERING SCORES

Immediately following a contest, please enter the score. Once the start time of the game has passed, you will see a link to “Report Score” on the bracket. Enter the score and press save. If your game site for the next round is TBA because the site is at one of the participating team’s site, you will need to go to the next game and change the location to the host school’s site. Once the scores of the preceding games are entered, the location box in the next game changes by adding the two participating teams. For regional score reporting, site managers will email or text Monroe Britton, OHSAA Sport Administrator the scores once the games are completed.

Suspended Game Procedures

The National Federation Softball Rules published by the National Federation of State High School Associations (NFHS) will be the Official Rules in all tournament games. In situations where the OHSAA has not adopted NFHS rules (e.g. tie breaker), OHSAA rules shall prevail. All game rules must be followed explicitly by coaches, schools and officials.

A. All tournament games shall be played to completion. Suspended games shall be resumed from the point of suspension.

B. Examples of games played to completion include:

- By mutual agreement of the opposing coaches and the plate umpire, any remaining play may be shortened at any time or the game terminated. (See NFHS Rule 4.2.3 which is the same protocol for the regular season). For example, this could take place after the 3rd inning.
- Any time after five innings, or after 4½ innings when a team is 10 or more runs behind and has completed its term at bat. This is a completed game.

Example: At the end of the second inning, a game is suspended due to inclement weather. When play is resumed, either on that day or a following day, the same lineups shall be used, and the game will proceed from the point of suspension. Runs, count on batter, base runners, etc. shall be the same when the game is resumed as it was when it was suspended.

It is important for each tournament manager to obtain line-up cards and scorebook (whether hard copy or electronically) and make certain of the count on the batter, number of base runners, etc., to ensure the game is resumed from the point of suspension. If for any reason the tournament manager is not present, this is the responsibility of the head coach of the HOME team.

Noisemakers

Noisemakers are permitted provided they do not interfere with the game as determined by the site manager or officials. Air Horns and noisemakers that require electric or alternate sources of power are not permitted in the facility.

Umpire Information and Fees

Umpires are assigned and contracted through the respective District Athletic Boards following state-wide guidelines. Fees are listed in the OHSAA Officials Handbook, which is available [here](#).

An important aspect of umpire fees involves suspended games and rained out games. The following is **statewide policy**:

- If an official is notified of a cancellation, or rescheduling, prior to departure the official will not receive any compensation.
- If an official is notified enroute, or after the official arrives and the tournament contest is not started, the official will receive the travel stipend, but not the game fee. In such cases the payment will be a minimum of \$50.00 for State, \$40 for Regional and \$30 for Sectional/District.
- If after the official arrives, the tournament contest is started and is interrupted due to weather or other reasons, and not completed on the day scheduled, the official will receive full payment. An official completing an interrupted contest on another day will receive full payment.
- In extraordinary cases, due to weather or other unanticipated occurrences, the District Athletic Boards (Sectional & District) or State Office (Regional or State) may approve payments to officials to compensate them for expenses incurred.

Team Bench Limitations

A maximum of twenty-eight (28) personnel shall be permitted in the dugout at all levels of the OHSAA Tournament. Teams must fill out the Team Bench List/Travel Party List with the individuals that will be in the dugout.

All managers must use the Travel Party List for each team entry—Twenty-two (22) uniformed players, plus the additional six (6) team personnel. The OHSAA approved Travel Party List is located on the Tournament Information page. This form must be used at all levels of the tournament. Coaches and administrators may make changes as the team advances in the tournament. Some reasons for changes may include illness, injury, availability, etc. This form is helpful when presenting district medallions by allowing the public address announcer to read the names of the individuals present.

Bench List/Travel List as well as other team forms can be found [here](#).

Ball and Bat Information

The Rawlings C12RYL-OH is the official OHSAA tournament ball and shall be used for all tournament play. Each manager will have received the appropriate number of game balls through their respective District Athletic Boards.

All bats must have the following certification marks to be compliant. Bat sensors are illegal.



For a list of illegal bats (with certification marks), please view the list [here](#).

Tickets

Managers conducting tournaments at all levels (Sectional, District and Regional) must follow appropriate ticket management procedures.

- a. All OHSAA Softball Tournament tickets will use digital ticketing through HomeTown. The only instance in which tickets can be purchased at the gate, is if the game is held on high school property and cash can be accepted. Otherwise, a QR code will be available at the gate, which will direct an individual to the OHSAA Ticketing webpage.
- b. Every person who enters the venue must have a QR code in the form of an electronic ticket or digital pass distributed by the OHSAA.
- c. All information regarding tickets will come from OHSAA Customer Experience Manager, Claudia Markoff.

Claudia Markoff
E: cmarkoff@ohsaa.org
B: 614-549-6973

ONLINE/DIGITAL TICKETING INFORMATION FOR FANS

Fans may visit www.ohsaa.org/tickets to purchase tickets.

HTT will provide customer support to those purchasing tickets.

By phone: 1-866-488-4849

By email: fansupport@hometownticketing.com

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Sectional Tournaments	\$5.00	\$8.00
District Tournaments	\$5.00	\$8.00
Regional Tournaments	\$5.00	\$12.00
State Tournament (semifinals and finals)	\$10.00	\$15.00

**Children 5 and under are free*

REGIONAL TICKETING

For regional semifinal games, the spectator seating does not need cleared between games.

COMP TICKETS FOR SCHOOL ADMINISTRATORS

Each participating school will receive complimentary admission for eight (8) school administrators, digitally, through HomeTown Ticketing. One digital code will be provided to each school. Each code will have eight (8) tickets attached to the code. The same code will be utilized, as a school advances in the tournament. These administrative tickets are not intended to be used in conjunction with the team travel party, only as admission into the venue.

OFFICIAL'S GUEST

Officials are permitted one guest and they must enter with the official.

HIGH SCHOOL SCOUTS

As a usual part of a postseason tournament, coaches may prefer to attend tournament events to scout their opponents. Scouting tickets will be available and done digitally as well. Every Head Softball Coach will receive two (2) complimentary tickets to use throughout the postseason.

POSTPONEMENT(S)

Event postponed before it starts / Event starts and then gets called due to weather or other circumstance and is scheduled to finish later:

- Host site and/or DAB – please email the OHSAA as soon as there is a change to the event taking place on the originally slated date/time that is listed on the bracket, website, and tickets. Include the new date/time/location and I will work with HTT to have the game reset on the website and in the system.
- Ticket holders DO NOT NEED TO DO A THING! If they had already been scanned in and an event is called/rescheduled, we will reset their ticket on the backend and simply move their ticket to the new/date/time/location. Again, they do not have to do a thing to get a ticket to the new/makeup event.
- No tickets will be refunded if the purchaser is not able to attend the new date/time.

The Sectional and Districts flat fee amount is determined by each District Athletic Board in coordination with the OHSAA Finance Team. The flat fee will be communicated at the District Athletic Board Managers Meeting. The flat fee for a Regional Semifinal is \$750 per game, Regional Final is \$850 per game.

The established fee is to be used at the discretion of the tournament manager to cover site use and game day workers. Please make sure to include a Tournament Manager's rate as well. There is opportunity to submit reimbursement for external expenses not covered by the flat fee including but not limited to additional security, field drying agents, etc.

For Financial Report information, please visit <https://www.ohsaa.org/financial/reports>

OHSAA ACCOUNTING STAFF

Laura Vermilya (COO)

O: (614) 549-6953

E: lvermilya@ohsaa.org

Greg Bossick (Staff Accountant)

O: (614) 549-6980

E: gbossick@ohsaa.org

DISTRICT ATHLETIC BOARD TREASURERS

Central District

Jim Hayes

C: (740) 207-1059

E: jhayes@ohsaa.org

East District

Richard Hall

C: (740) 541-5583

E: rhall@ohsaa.org

Southeast District

Rick Edwards

B: (740) 667-6079

C: (740) 591-9427

E: redwards@ohsaa.org

Northeast District

Mark McGuire

B: (440) 349-6247

E: mmcguire@ohsaa.org

Northwest District

Bill Hanna

H: (419) 523-0047

E: bhanna@ohsaa.org

Southwest District

Joe Roberts

C: (419) 566-1255

E: swdab-treas@ohsaa.org

Media and Broadcasting Information

It is important that all Tournament Managers (or designee) report final scores of each tournament match as quickly as possible in the “myOHSAA” management system. **Should any bracket change occur because of forfeiture, postponement or location change please email OHSAA Sport Administrator, Monroe Britton.**

Media shall receive admission and a copy of rosters/programs upon showing their media credential at the entrance.

Some stations pay rights’ fees through a delayed process directly to the OHSAA COO. You may want to read information regarding this when stations request this at <http://www.ohsaa.org/news-media>

Also included is the Recommended Broadcast Announcement to be provided each broadcast media outlet.

Complete Media Regulations, Broadcast Rights’ Fees, etc., are also available in the below sections or on the web [here](#).

Please direct media requesting credentials to the [fee information link](#) and [general media page](#). This site will often answer any media related questions you *or* the media may have.

Tournament Site Expectations

1. Be available via telephone and email to correspond with media regarding credential requests, their specific needs, parking information, your specific policies, etc.
2. Establish a “press row” for media members, as well as an overflow area if press row is full.
3. Assign seats if needed, giving priority to larger regional or statewide media outlets and those media that have followed a team for most of their season.
4. Be sure that electrical outlets are available for the media and set out power strips, if needed.
5. Explain to media what, if any, wireless internet access signals are available. If possible, a complimentary phone line should be available near the field for media use, as well.
6. If possible, provide media with rosters, programs, statistics, etc., and any other information you have been able to assemble prior to the match.
7. Explain to photographers where they may shoot from.
8. Explain post match interview procedures to coaches and media before the match.

Tournament Site Post-Game Responsibilities

1. Report the final score per the instructions listed above.
2. Ensure that interviews take place per the procedures you explained prior to the match.
3. Allow media members a minimum of 60 minutes after the match to work at press row.
4. If inclement weather is an issue and you have an indoor space available for media to work, explain where it is located, and any important details associated with that space.

Delayed Television and Web Streaming Rates

	Sectional / District	Regional	State Semifinal	State
Commercial Stations: Cincinnati, Cleveland, Columbus, and State/Regional Cable-over 750,001	No charge	\$300.00	\$700.00	\$900.00
All Other Stations	No charge	\$175.00	\$350.00	\$500.00

Rights fees for tape-delayed coverage by educational access (non-commercial) stations are \$50.00 per contest or tournament. Rights fees are waived for student webcasts on the school owned/supported platform.

Please check the OHSAA website for the fee to provide live video (TV and/or streaming) of softball tournament contests that are not carried by the NFHS Network.

Additional Information/Fees:

Tape-delayed contests may not begin prior to 10:00 p.m. the day of the contest. Approval for delayed telecasts/video webcasts permit companies the right to show the contest an unlimited number of times for two weeks following the date of the contest. Additional airing of contests following the two-week period shall result in additional rights fees assessed at rates to be negotiated/determined by the OHSAA office.

The OHSAA may grant to a company/companies exclusive rights for live or tape-delayed coverage of the state tournament and/or finals and the first right of refusal for live or tape-delayed coverage of all other OHSAA tournament events. Should exclusivity be granted, approval for other companies to broadcast a tournament contest must be granted by procedures approved by the OHSAA office. In sports not granted exclusivity, approval to broadcast a tournament contest must be granted by the tournament managers or OHSAA (state level).

If approved by the OHSAA, rights fees for live telecasts of tournament contests when exclusivity has not been granted are to be negotiated/determined by the OHSAA office.

Radio and Audio Rates

	Sectional / District	Regional	State
All Stations	No charge	\$60.00	\$80.00

Rights fees for audio-only coverage by educational access (non-commercial) stations are \$25.00 per contest or tournament. Rights fees are waived for student webcasts on the school owned/supported platform.

Videotaping and Photographing Information

Videotaping and Photographing by Participating Schools

- Videotaping OHSAA tournament contests of the team or individuals from one's own school participating in the contest is permitted provided prior arrangements are made with the tournament manager, and it is done at the expense of the school involved. A maximum of two individuals per school are permitted to videotape.
- All photographs and videos taken by school representatives of the team or individuals from one's own school at OHSAA tournament contests are for school use ONLY. The use of photographs or videos taken by school representatives for commercial purposes is strictly prohibited. Such videotapes or photographs may be used for "in-game" coaching purposes only if it is specified in the national playing rules of the sport or in the specific sport regulations.
- It is permissible for a school or a school representative to videotape or photograph tournament contests (including practices) of teams or individuals **not** from one's own school **only with the written consent of all schools participating in the contest(s)**.
- It is permissible for a school or school representative to *utilize* video and photographs of tournament contests (including practices) of teams or individuals **not** from one's own school **only with the written consent of all schools participating in the contest(s)**.

Videotaping and Photographing by Spectators

- Spectators taking videos or photos at OHSAA tournament contests shall not interfere with the view of a contest by other spectators, nor will spectators or their equipment take additional space in seats that have been purchased. No spectators shall be provided "media" access to videotape or photograph an event, nor will spectators and/or their equipment be permitted in any playing area. In addition, no sources of power will be provided for spectators' video or photo equipment.
- All photographs and videos taken by spectators at OHSAA tournament contests are for personal use ONLY. The use of spectator photographs or videos for **commercial purposes** is strictly prohibited.
- The tournament site accepts no liability for damage or theft of spectator equipment or injury as a result of privately owned equipment.
- The OHSAA reserves the right to remove violators of these policies from a tournament contest, invoke additional penalties and seek maximum legal recourse.

Use of Unmanned Aerial Vehicles (Drones)

- For purposes of this policy, an unmanned aerial vehicle ("UAV"), commonly known as a drone, is any aircraft without a human pilot aboard the device.
- The use of drones can only be authorized by the Federal Communications Commission (FCC). If a license is granted to an individual by the FCC for use of a drone and that authorization is verified, it is the responsibility of each local school district to establish additional policies for the use of drones during home regular season contests (including previews and scrimmages) and practices.

- The use of drones is prohibited for any purpose by any persons at OHSAA tournament contests or practices beginning an hour before the scheduled start time to an hour after the contest ends. At tournament contests, if management discovers that a drone is being used, management shall attempt to locate the operator to have the drone removed from the facility area, but the contest shall not be delayed. Management shall remove anyone attempting to use a drone and/or confiscate the drone until the event has been completed

Note: An exception to this policy may be made in specific cases for the OHSAA's official television partner or official photographer, provided the operator of the drone is licensed by the FCC, that authorization can be verified and the management of the tournament facility permits the presence of drones for broadcast purposes under the control of the OHSAA.

Tournament Medical and Safety Information

Implementation of State Law and NFHS Playing Rules Related to Concussed Athletes and Return to Play Protocol

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus, it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

Note: It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that students are only put into practice or contests if they are physically capable of performing. However, all individuals involved in the conduct of interscholastic competition have responsibilities in this endeavor.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013, for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:

- 1.) The individual who is serving as the student's coach during that practice or competition.
- 2.) An individual who is serving as a contest official or referee during that practice or competition.

Return to Play Protocol

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, **ON THE SAME DAY THE STUDENT IS REMOVED**, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition

until both of the following conditions are satisfied:

- 1.) The student's condition is assessed by either of the following:
 - a. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)
 - b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.
- 2.) The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Click here <http://ohsaa.org/medicine/AuthorizationToReenter.pdf> to retrieve the OHSAA's Medical Authorization to Return To Play (RTP) form.

A school district board of education or governing authority of a chartered or non-chartered nonpublic school may authorize a licensed health care provider who is NOT a PHYSICIAN to make an assessment and grant authorization for a student to return to participation ONLY if the provider is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:

- 1.) In consultation with a physician;
- 2.) Pursuant to the referral of a physician;
- 3.) In collaboration with a physician, or
- 4.) Under the supervision of a physician.

Note: A physician or other licensed health care provider who makes an assessment or grants clearance for a student to return to participation may be a volunteer.

Coaches Requirements

All coaches, paid and volunteer, must possess a current Department of Education-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete an online concussion education course as stipulated in the section entitled **Approved Online Concussion Education Course**. This course is valid for three years.

Contest Officials Requirements

New legislation signed into law by the Governor provides that no school "shall permit" an individual to referee interscholastic athletic contests unless the individual holds a Pupil Activity Program/Coaching Permit or has successfully completed within the last three years a training program in concussion recognition. Therefore, all OHSAA licensed officials shall possess either a current Department of Education-issued Pupil Activity Program/Coaching Permit or show evidence of completing an approved online concussion education course as stipulated in the section entitled Approved Online Concussion Education Courses. This course is valid for three years from the date of completion.

Student and Parent Requirements

All students and their parents or legal guardians shall review and sign the "Concussion Information Sheet" which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course.

NFHS Suggested Medical Clearance Return to Play Protocol

- 1.) No exertional activity until asymptomatic.
- 2.) When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
- 3.) Initiate aerobic activity fundamental to specific sport such as running or skating and may also begin progressive strength training activities.
- 4.) Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
- 5.) Full contact in practice setting.
- 6.) Game play/competition.
 - Athlete must remain asymptomatic to progress to the next level. (It is often suggested that an athlete not be allowed to progress more than one level per day.)
 - If symptoms recur, athlete must return to previous level and should be reevaluated by an appropriate health care professional.
 - Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity.)

OHSAA Concussion Authorization to Reenter For

<https://www.ohsaa.org/Portals/0/Sports-Medicine/AuthorizationToReenter.pdf>

OHSAA Concussion Report Form

<https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/OHSAAConcussionReport.pdf>

Emergency/Crisis Management Guidelines

Event & Site Security

The following is provided to help managers with a systematic approach to establish proper security for the specific nature of each event. With the appropriate security, the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. A basic checklist below should be adjusted accordingly for the nature of each event.

1. **Review Changes** – during pre-planning, review any changes to be made from the previous events.
2. **Head of Security** – prepare to meet with the head of security for the event and host management. Written materials outlining needs, location hours to work and responsibilities should be prepared.
3. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area.
Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable.
Discuss crowd management and foot traffic flow in and out of the field.

4. **Written Emergency Plan** – review the facility plan for emergency situation and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.
5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
 - Obtain the Cell Phone numbers of all coaches competing at your tournament
 - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament
 - Obtain the Cell Phone numbers of the District Athletic Board Secretary at the Sectional/District level
 - Obtain the Cell Phone number of the District Board member(s) overseeing your tournament at the sectional/district level; OHSAA Director if a Regional or State Tournament
 - Obtain contact information for major media outlets for helping convey messages of cancellations
6. **Public Relations**- In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Director.
7. **Contingency Plan** – Have all plans in place in the event a contest cannot be played. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.
8. **Entry/Exit Plan** – Crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.
9. **Parking & Traffic Flow** – many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – carefully study match-ups, communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site. **KEEP FANS OFF THE FIELD BEFORE, DURING and AFTER the contest! Prevent “tunnels” made by fans for introductions.**
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

Emergency Action Plan

Location of Closest Working Telephone: _____ IF locked, keys to Telephone are located: _____

Is 911 Service Available? YES NO Alternate Emergency Response Number: _____

Exact Address of Tournament Site: _____

Entry location for Emergency Vehicle: _____

Normal Response Time for Emergency Vehicle is: _____

Location of AED: _____

Designated Health Care Provider for this tournament is: _____

Contact Number: _____

Closest Health Care Facility: _____ Travel Time: _____

Closest Trauma Facility: _____ Travel Time: _____

Name of Designated Person	Role
	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
	Telephones 911 or other pre-determined emergency number, maintains procedures for calling 911.
	Supervises team and/or other athletes
	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys to critical entry points
	Calls Parents/Guardians/School Personnel if necessary
	Accompanies injured person(s) to hospital
	Telephones security

Lightning and Inclement Weather

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
 2. Develop an evacuation plan, including identification of appropriate nearby safer areas, and determine the amount of time needed to get everyone to the designated safer area:
 - a.) A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
 3. Develop criteria for suspension and resumption of play:
 - a.) When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b.) 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c.) Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin
 - d.) When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
- *At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.**
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
 5. Inform student-athletes and their parents of the lightning policy at the start of the season.

OHSAA Position on Service Dogs

Reaffirmed May 2022 It is the position of the Ohio High School Athletic Association that all individuals, including those with disabilities, shall have access to OHSAA tournaments and regular season contests conducted by the member schools. This statement is designed to apprise all OHSAA member schools and tournament managers of the law relating to these accommodations for persons with disabilities and to remind the membership of obligations as it relates to this law.

According to the federal law known as the Americans with Disabilities Act, see complete reference here https://www.ada.gov/service_animals_2010.htm, only dogs are recognized as service animals and are defined as “dogs which are individually trained to do work or perform tasks for people with disabilities.” Under this law, as an organization which serves the public, the OHSAA and its member schools, shall allow these service animals to accompany people with disabilities in all areas of facilities where the public is normally allowed to go.

The service dog must be harnessed, leashed or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal.

When it is not obvious what service the dog provides, only limited inquiries are allowed. Staff members may ask two questions: 1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform? Staff shall not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog to demonstrate its ability to perform the work or task.

We thank you in advance for making these accommodations for people who have disabilities so that they may fully enjoy the events that are sponsored by the Ohio High School Athletic Association and its member schools. If you have questions, as always, please contact a representative of your District Athletic Board for a sectional or district tournament or the sport administrator on our staff for all other inquiries.

OHSAA Softball Tournament Resources

The next few pages are resources for host schools to use during tournament games.

1. Pre-Game Protocol / Timing Sheet (SAMPLE)
2. In-Game Scripts (optional)
3. Awards Scripts
 - a. District
4. Broadcast/Radio Script
5. Tournament Regulations