

# 2021

## BASEBALL TOURNAMENT MANAGER'S MANUAL



**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

4080 Roselea Pl.  
Columbus, OH 43214

[www.ohsaa.org](http://www.ohsaa.org)

## A Message from OHSAA Director of Sport Management, Emily Gates

Thank you for your willingness to serve as a manager for the OHSAA Baseball Tournaments! This is the traditional Manager's Manual, provided to all managers of Sectional, District and Regional Tournaments. The manual reflects the consistent procedures for all tournament across the state. District Athletic Boards make certain permissible adjustments in their respective districts, but this manual reflects items adopted by the OHSAA Board of Directors to provide a consistent and fairly administrated tournament across the state.

The manual is designed to help you in the operation of the tournament and is divided into basic parts of:

1. Introduction Information
2. Overall Tournament Organization Information
3. General Information
4. Sectional and District Specific Information
5. Regional Specific Information
6. Financial Reporting Information
7. Seeding and Drawing Procedures/Information
8. Media Information
9. Medical Information
10. Required and other Useful Forms

I cannot stress enough the importance of adhering to regulations at the levels of the postseason tournament. As you might expect, should a regulation not be followed, it only becomes magnified when the team advances to another level and is required to follow a regulation that should have been followed all along.

If I can be of any service to you, please do not hesitate to contact me via email at [egates@ohsaa.org](mailto:egates@ohsaa.org) or by cell phone at (479) 236-5901. Thank you for your efforts and making this year's tournament a reality!

Sincerely,

***Emily Gates***

Director of Sport Management

E: [egates@ohsaa.org](mailto:egates@ohsaa.org)

B: (614) 267-2602 x 107

C: (479) 236-5901



## The OHSAA Mission Statement

*To serve our member schools and enrich interscholastic opportunities for students.*

# TOURNAMENT OVERVIEW

The OHSAA sponsors Baseball Tournaments in 4 divisions. Each of the state's District Athletic Boards are empowered by the OHSAA Constitution to organize and conduct the baseball tournaments at the Sectional and District levels. They are conducted according to the tournament regulations adopted by the Board of Directors at their January meeting. Divisional alignments are determined every year with Competitive Balance now in effect. Divisional Breakdowns are based upon the following enrollments:

<u>Division</u>	<u>Boys Enrolled</u>	<u>Total Schools</u>
I	345 or more	193
II	200 – 344	192
III	123 – 199	193
IV	122 or less	194

**772 Teams** will enter Sectional play at sites determined by their respective District Athletic Boards. As a tournament manager, you are contracted as an Independent Contractor as the manager of one of these sites. You can follow the "Road to Akron" through the OHSAA's website ([www.ohsaa.org](http://www.ohsaa.org)) as each team continues their dream to make it to the Final Four at Canal Park.

## Tournament Draw Date

The draw date for tournaments is established by the Board of Directors. The approved date for 2021 is:

**Tournament Draw: Sunday, May 9 at 2:00 p.m.**

## STATE TOURNAMENT DATES

**June 10 – 12, 2021**

Canal Park, Akron

## Order of State Tournament Games\*

**Division III, Division II, Division IV, Division I**

*\*Subject to change by the Executive Director*

## Athletic Districts

Representation to the Regional Tournament from District winners is determined by a formula based upon the number of teams participating in the previous year's tournament.

Tournament regulations were adopted by the Board of Directors at the April meeting and can also be read in their entirety by logging on to [www.ohsaa.org](http://www.ohsaa.org) and navigating to the baseball page under the "Sports and Tournaments" tab. With a few exceptions, most schools in the counties listed below are assigned sites from the respective District Athletic Boards. You are encouraged to visit their websites for additional information.

Northwest District: [www.nwdab.org](http://www.nwdab.org)

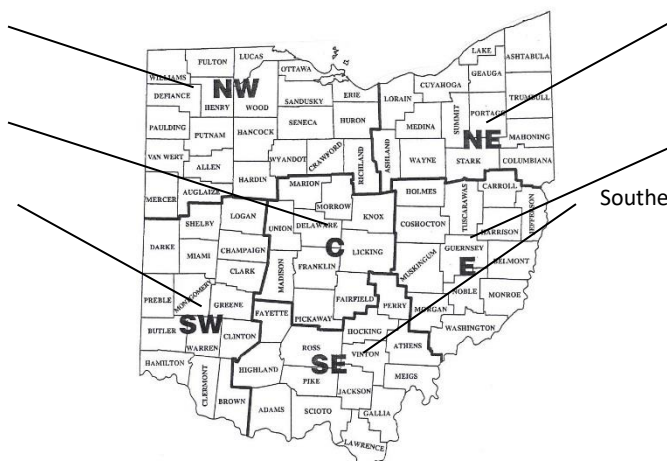
Northeast District: [www.nedab.org](http://www.nedab.org)

Central District: [www.cdab.org](http://www.cdab.org)

East District: [www.eastohsaa.org](http://www.eastohsaa.org)

Southwest District: [www.swdab.org](http://www.swdab.org)

Southeast District: [www.sedab.org](http://www.sedab.org)



# COVID-19 PROTOCOLS

Please reference the following documents, at a minimum, to ensure all tournament sites are following the proper COVID-19 guidelines and check with your local health department guidelines as well.

- OHSAA COVID-19 Correspondence Webpage ([LINK](#))
  - 2021 Baseball Requirements, Rule Modifications and General Recommendations ([LINK](#))
- Responsible RestartOhio Sector Requirements ([LINK](#))
  - Youth, Collegiate, Amateur, Club and Professional Sports guidelines ([LINK](#))
  - Sports Venues guidelines ([LINK](#))

As stated in the Responsible RestartOhio Sports Venues guidelines, masks must be worn (please see exceptions in document) and no more than 10 individuals may sit together but seated 6 feet apart.

## OHSAA BASEBALL TOURNAMENT GENERAL INFORMATION

The following is general information for **all managers** relative to all levels of Tournament play.

1. All sites and assignments to respective all OHSAA Baseball Tournaments are available online at [www.ohsaa.org](http://www.ohsaa.org) and selecting Baseball from the *Sports & Tournaments* drop down menu.
2. The following are permitted in the dugout and on the field of play:
  - 22 players in uniform
  - Board approved Coaches **in uniform**
  - 3 additional personnel identified as Trainer, Scorekeeper, Bat Boy, or Manager
    - *No other individuals are permitted in the dugout!*
  - 28 [maximum] permitted in dugout
3. The **Rawlings R100** is the official OHSAA tournament ball and shall be used for all tournament play. Each manager will receive the appropriate number of game balls through their respective District Athletic Boards or OHSAA office.
4. **Pre-Game Practice:** Regulations regarding pre-game practice are established by each District Athletic Board.
5. **Batting Practice:** Batting practice is permitted prior to OHSAA tournament games but is not mandatory on the game field. In Sectional and District Tournaments, teams are permitted to have batting practice if they have the time available. If available, batting practice must be provided as an opportunity to both participating schools.
6. Please review the Baseball Tournament Regulations at [www.ohsaa.org](http://www.ohsaa.org) and pay special attention to the **Student Participation Conduct Penalty**. Additionally, please print these regulations to distribute at your seed/draw meeting and remind coaches to review these regulations.
7. Should any school conduct their tournament contest at their home site, it is important to note it is a tournament contest and should be neutral. It should *not* feel like a home game for the host site—this includes senior nights, recognitions, or special events occurring at the site.
8. Managing the finances of all OHSAA tournaments will be handled through the school district treasurer. Tournament Managers are instructed not to run finances through personal checking accounts.
9. **NO passes of any kind are permitted at 2021 OHSAA Tournaments.** Umpires are permitted one guest. Please notify your pass gate attendant of this policy.
10. Teams are permitted the following with NO exceptions:
  - 22 players in uniform—the 22 players in uniform may change from game to game, but only players that are on the Eligibility List. Only those 22 are permitted on the field for pre-game and in the dugout.

- Any and all coaches in the dugout must be in uniform. There is no limit on the number of coaches, but they all must be in uniform.
  - In addition to 22 players and coaches in uniform, the only others permitted in the dugout are:
    - 1 Scorekeeper
    - 1 Athletic Trainer
    - 1 Student Manager or Bat Boy
11. All of those listed in #5 above must be identified on the Official Pass List.
  12. Trophies and awards appropriate for the tournament (District, Regional and State level only) 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 Mr. Travis Nethers at Croton Craft 1-800-947-5521. Often times, coaches, parents or athletic administrators wish to order additional medals. They may do so quickly and easily by calling Travis Nethers at the above Croton Craft number.
  13. Umpires have been assigned through procedures adopted by the Board of Directors. Please notify your umpires in advance of the contest to remind them of their assignment time and location. Please give them the names of the other umpires they will be working with that day/night, allowing for travel together when possible. Please also provide them reserved parking and provide them directions to your site. Umpires are permitted one guest; however, they are to remain away from their dressing facilities. Umpires should wear a face covering prior to and after the contest(s). **NOTE:** The assignment of umpires is confidential information and shall not be disclosed to others (including participating teams) until game time.
  14. Provide adequate number of law enforcement officers and/or security personnel where and when necessary to ensure protection of umpires, participants and spectators.
  15. Arrange for a Physician and/or Licensed Athletic Trainer to be present at your site. Maintain an adequate Crisis Management Plan and keep EMS contact information handy.
  16. Provide efficient and competent scorers, timers and public-address announcers. A public-address system shall be available. Public address announcers are to remain neutral and professional in their duties as an announcer.
  17. Along with providing adequate law enforcement (when necessary) and security personnel, please ensure the **field is kept clear during and at the conclusion of a contest**. Emotions run high at the conclusion of any tournament contest, and you must ensure the security of the players and umpires. Please **do not** allow fans to rush the field at the conclusion of a match. Security guidelines are provided in this manual to assist you.
  18. Emergency/Crisis Management Plans are a necessity. Please familiarize yourself with the policies and ensure the plans are followed in the event of any unforeseen emergency.
  19. Follow all necessary COVID-19 guidelines that are the most current at the time of your tournament. Please reference the OHSAA COVID-19 Correspondence webpage found [HERE](#), as well as the Responsible RestartOhio guidelines that can be found [HERE](#).

## Specific Sectional Manager Information

1. Please pay close attention to the OHSAA approved seeding and drawing procedures. Seeding and placement of teams on brackets **must** be done correctly. These seeding procedures are listed on the following pages. Each manager is provided information from Brenda Murray at the OHSAA for reporting the results of seeding meetings. Tournament draw/seed meetings are encouraged to be conducted virtually, if possible.
2. Immediately following the completion of the Sectional Tournament, notify the District Tournament Manager of the team or teams that qualify to the District Tournament. In Districts where District sites are different from Sectional sites, 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.
3. OHSAA Tournament Entry is conducted online through myOHSAA and is not a responsibility of the tournament manager.

## Specific District Manager Information

1. Contact Sectional managers to arrange for any transfer of program materials, etc. for winning teams advancing from the Sectional Tournament to the District Tournament.
2. Please make sure you provide the District Champion with the packet of information provided to you from the Baseball page on the OHSAA website and any information that comes to you from the Regional manager.
3. Please complete your bracket as instructed by Brenda Murray in the *myOHSAA* Tournament Management system.
4. There shall be no award ceremonies conducted at any level of tournament other than the State Tournament. A public-address can be announced congratulating both teams; however, award ceremonies will not be utilized in hopes to prevent gathering of crowds.

Awards (medals and trophies) will still be delivered to the District manager—please provide these awards to the teams after the tournament contest.

We also recommend sharing this information with the participating spectators. It should be noted in advance, or possibly through a PA announcement, that there will be no awards ceremony.

5. Materials marked 'District Champion' will be posted to the Tournament Information webpage at <https://www.ohsaa.org/sports/baseball/tournamentinfo>. In an effort to reduce paperwork and make tournament advancement more efficient, please refer coaches to the Baseball Tournament Information page, and remind the coach and school administrator to complete these forms. Many Regional managers will provide you additional site-specific information to provide to the District Champion.

## Specific Regional Manager Information

1. With two Regional Semi-Final contests being played on one evening, it shall be required that the facility be cleared in between matches, to lessen the exposure of communities attending.
2. Regional managers will receive a shipment of materials to provide to the Regional Finalist. This shipment will contain materials necessary for State Finalists attending the State Tournament. Please also point them to tournament materials marked 'Regional Champion' on the Tournament Information webpage at <https://www.ohsaa.org/sports/baseball/tournamentinfo>.

## BASEBALL TOURNAMENT CONTACT INFORMATION

Emily Gates  
Dan McGinnis  
Beau Rugg  
Angie Lawler

Director of Sport Management  
State Rules Interpreter/DOD  
Senior Director of Officiating  
Director of Officiating

Baseball Sport Administrator  
Addresses Rules Inquiries  
Oversees Officials  
Oversees Regional Umpire Assignments

[egates@ohsaa.org](mailto:egates@ohsaa.org)  
[dan.mcginis@hotmail.com](mailto:dan.mcginis@hotmail.com)  
[brugg@ohsaa.org](mailto:brugg@ohsaa.org)  
[alawler@ohsaa.org](mailto:alawler@ohsaa.org)

## SECURITY ISSUES

**Please pay special attention to all security issues.** Hire adequate security/oversight as each District Athletic Board and the OHSAA will advise. **No doubt each sport differs in the amount of security required, but always be prepared!** NFHS Baseball Rules require oversight for umpires returning to their vehicles after a game, so please be diligent in that regard. Most situations occur before and after games. Take the time to review and communicate any and all potential issues with coaches and school administrators prior to the contest. Try hard to eliminate all problems before they occur. Consult with competing schools prior to the contest, have adequate entry points, communicate with your staff to greet people properly.

There is a section providing a sample *Crisis Management Plan* later in this manual. Most schools do have one in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.

## Using the myOHSAA Data Management System

It is important for **all managers to use the myOHSAA data management system.** Tournament winners, scores, and brackets are maintained through myOHSAA. The system is important for communication between managers and the OHSAA as well as the public. Brackets that are updated with scores immediately following a game are updated by each manager utilizing this system.

To use this system, each tournament manager maintains a tournament account with a username and password. If you have served as a tournament manager in any sport at any level, you will utilize the username and password provided to you as a tournament manager. Please contact **Brenda Murray** at [bmurray@ohsaa.org](mailto:bmurray@ohsaa.org) for account access.

It is important for all managers to access this system and record scores/winners at the conclusion of your contest(s).

### 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 MANAGERS – EMAILING BRACKETS:

On the Sunday following your draw, email a hard copy of the bracket including teams, dates, times and seed position of the teams to the Emily Gates at [egates@ohsaa.org](mailto:egates@ohsaa.org). We simply use that information to double check the bracket entered in myOHSAA for accuracy.

#### 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.

## FAILURE TO APPEAR

When national playing rules do not address failure to appear, the following regulations will apply. If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of a tournament game, the space on the bracket may be declared vacant. A “no contest” will be declared, and the opposing team will advance into the next round of competition. See **No Contest** under Section 31 of the General Sports Regulations.

All decisions relative to this regulation shall be made by a representative of the respective District Athletic Board or the OHSAA Executive Director’s office.

## SUSPENDED GAME PROCEDURES

**All tournament games are to be played to completion.** Suspended games will be resumed from the point of suspension.

**EXCEPTION:** All baseball games shall end any time after 5 innings or 4 1/2 innings when a team is 10 or more runs behind and has completed its term at bat.

**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 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.

**NOTE:** Coaches may mutually agree to end a game at any time.

**It is important for each tournament manager to obtain line-up cards and a scorebook** and make certain of the count on the batter, number of base runners, etc., to insure the game is resumed from the point of suspension. For any reason the tournament manager is not present (and he/she should be), this is the responsibility of the head coach of the home team.

## TOURNAMENT GAME BALL

The **Rawlings R100** is the official OHSAA tournament ball and shall be used for all tournament play. The baseball is required to have both the NFHS and NOCSAE authentication marks on the baseball, by NFHS Rule. Each manager will receive the appropriate number of game balls through their respective District Athletic Boards or from the OHSA office.

## PASSES

NO passes of any sort will be permitted at any OHSAA Baseball Tournament event for 2021. All attendees must have a ticket.

For individuals who typically present a pass (e.g., official’s observers, Board of Directors members, etc.) will be contacted by Hometown Ticketing on how they may receive a complimentary ticket. However, from your perspective, everyone who enters shall be admitted with an online ticket and no passes are permitted. School administrators will receive 8 complimentary tickets from HomeTown Ticketing.

Umpires are permitted one guest and they must enter with the umpires. Scouts are permitted to receive 2 complimentary tickets through the protocol established in the *Ticketing Procedures* section.



# OHSAA TOURNAMENT TICKET PRICES

The following are determined by the OHSAA Tournament Regulations, which were approved by the OHSAA Board of Directors. All tickets will be sold online. Fees are included in all prices listed below.

**NOTE:** All spectators will need a ticket for entrance. Previously, children under five were permitted free admission—this is eliminated for 2021. All spectators, regardless of age, will require a ticket for entry.

TOURNAMENT LEVEL	TICKET PRICE
<i>Sectional Tournaments</i>	<b>\$10.00</b>
<i>District Tournaments</i>	<b>\$10.00</b>
<i>Regional Tournaments</i>	<b>\$12.00</b>
<i>State Tournaments</i>	<b>\$15.00</b>

## OHSAA Tournaments Ticketing Procedures

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

- All OHSAA Baseball Tournament tickets will be conducted online. There will be no tickets sold at the gate.
- Every person who pays admission shall receive an online ticket.
- Adherence to the above procedures will insure better control of gate proceeds and attendance.

All information regarding tickets will come directly from Hometown Ticketing, with assistance from OHSAA staff liaison, Jacki Windon.

Blake Lantz

E: [blake.lantz@hometownticketing.com](mailto:blake.lantz@hometownticketing.com)

B: 1-866-488-4849 x 7306

C: 614-964-2807

Jacki Windon

E: [jwindon@ohsaa.org](mailto:jwindon@ohsaa.org)

B: 614-267-2502 x 109

### SECTIONAL, DISTRICT & REGIONAL TICKET PRICES

The Sectional and District Baseball Tournament ticket price will be sold online for \$10.00 at [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets).

The Regional Baseball Tournament ticket price will be sold online for \$12.00 at [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets).

### ONLINE/DIGITAL TICKETING INFORMATION

HomeTown Ticketing will be open for public sale by visiting the ticketing website.

If you are serving as a tournament host site/manager and believe you have a match up or event that could draw a crowd that may exceed what you feel comfortable managing, or the regulations set forth by your local Health Department, contact [jwindon@ohsaa.org](mailto:jwindon@ohsaa.org) the week of the event (before tickets are to go on sale!) and HomeTown Ticketing can work to set up TEAM codes for that particular matchup/event, by sending customized codes to all school Athletic Administrators for each event the school is participating in and as they advance in the tournament(s).

HTT will provide customer support to those purchasing tickets.

- There will be a chat feature available on [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets)
- By phone: 1-866-488-4949
- By email: [fansupport@hometownticketing.com](mailto:fansupport@hometownticketing.com)

## **COMP TICKETS FOR SCHOOL ADMINISTRATORS**

We do permit 8 tickets for each school's administration. These will be complimentary and are considered essential personnel but will also be online. The school Athletic Administrator will receive a customized code to share with the school administrators/staff they would like to provide them to. These 8 tickets will not be counted towards the threshold of capacity restrictions because of the individual's role with the school (essential personnel).

## **SCOUTS**

As a usual part of a postseason tournament, coaches would prefer to attend tournament events to scout their opponents. Scouting tickets will be available and done digitally as well. Scouts may request up to 2 complimentary tickets through the following procedure:

1. Email Jacki Windon ([jwindon@ohsaa.org](mailto:jwindon@ohsaa.org)) no later than 48-hours prior to the event;
2. Use the subject line "Baseball Scout Request"
3. Indicate game they would like to attend
  - a. Include team names, division, district and host site

## **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 [jwindon@ohsaa.org](mailto:jwindon@ohsaa.org) 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.

## **COVID-19 CANCELLATION(S)**

If a game is cancelled due to Covid's impact on a team being able to participate, please email [jwindon@ohsaa.org](mailto:jwindon@ohsaa.org) and HTT will automatically refund all tickets purchased to that event.

Those that have purchased a ticket do not need to take any action! Please let your fans know this to help alleviate the volume of calls/emails with how they get their refund.



## FINANCIAL REPORTING INFORMATION

All Tournament finances are required to meet OHSAA Financial Accounting requirements. **All instructions for these procedures will be outlined by District Athletic Board Treasurers (listed below) at the respective District Athletic Board Managers' Meetings.** NO Tournament Manager is permitted to hold or distribute funds in private or personal checking accounts.

*Any questions surrounding Tournament Financial procedures can be directed to the District Athletic Board Treasurer or the OHSAA Accounting Department at [accounting@ohsaa.org](mailto:accounting@ohsaa.org) or (614) 267-2502.*

### DISTRICT ATHLETIC BOARD TREASURERS

#### Central District

*Jim Hayes*  
1790 Edgewood Drive  
Circleville, OH 43113  
C: (740) 207-1059  
E: [jhayes@ohsaa.org](mailto:jhayes@ohsaa.org)

#### East District

*Richard Hall*  
Mid-East CTC  
400 Richards Rd  
Zanesville, OH  
C: (740) 541-5583  
E: [rhall@ohsaa.org](mailto:rhall@ohsaa.org)

#### Southeast District

*Rick Edwards*  
34621 Crew Rd  
Pomeroy, OH 45769  
B: (740) 667-6079  
C: (740) 591-9427  
E: [redwards@ohsaa.org](mailto:redwards@ohsaa.org)

#### Northeast District

*Mark McGuire*  
373 Hamilton Circle  
Elyria, OH 44035  
B: (440) 349-6247  
E: [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)

#### Northwest District

*Bill Hanna*  
350 Mohawk Dr  
Ottawa, OH 45875  
H: (419) 523-0047  
E: [bhanna@ohsaa.org](mailto:bhanna@ohsaa.org)

#### Southwest District

*Phil Poggi*  
4835 Riverview Ct  
South Lebanon, OH 45065  
C: (513) 600-3078  
E: [SWDAB-sec@ohsaa.org](mailto:SWDAB-sec@ohsaa.org)

## Regional Financial Information

The flat fee established for the 2021 Regional Tournament is \$750/Semi-Final and \$800/Final, for a total of \$2,300 with the two semi-finals and finals on the weekend. The \$2,300 is to be used at the discretion of the tournament manager—we do not have set rates to pay the tournament staff. Please make sure to include a Tournament Manager's rate as well.

To fill out the Financial Report, please visit <https://www.ohsaa.org/financial/reports> and reference the reports under Spring Sports. Regional managers will utilize the reports with a flat fee. If you have any revenue collected on site, such as streaming fees or radio broadcast fees, you will use the "Flat Fee – With Revenue" report. If you only have the flat fees, you will use the "Flat Fee – No Revenue" report.

If you have streaming revenue, there are 3 situations that you may encounter. If the radio station gave you a check made payable to your site, you will deposit the check and fill the amount of the check in under the "FEE PAID TO SITE" column. If the radio station gave you a check made payable to OHSAA, you will send the check to OHSAA (Attn: Accounting Department) and put the amount of the check under the "FEE PAID TO OHSAA" column. If the radio station broadcasted your game but did not give you a check, you will put the amount they owe under the "FEE OWED TO OHSAA" column.

Please send completed reports to [accounting@ohsaa.org](mailto:accounting@ohsaa.org).

## UMPIRE'S RATES & FEES

Each District Athletic Board assigns umpires to Sectional/District sites within the list of eligible tournament umpires. The OHSAA assigns (and pays) umpires to Regional and State sites. Umpires receive their contracts via Arbiter and are notified by District Athletic Board Secretaries or OHSAA of any change in date/time/location. All managers should notify umpires in advance to secure any contact numbers in the event of last-minute postponements, unforeseen circumstances, etc. Umpires names are NOT to be provided to participating teams/coaches prior to a contest.

Umpires **are permitted one guest**, however, that guest may not be permitted in dressing room facilities (where they are available).

Rates are:

**Baseball Umpire Tournament Rates:**

Sectional Tournament:	\$65.00 plus travel allowance
District Tournament:	\$80.00 plus travel allowance
Regional Tournament:	\$110.00 plus travel allowance

The **travel allowance** is figured at \$1.00/mile **one way beginning at mile 51 from the umpire's home zip code to the tournament site zip code**. In the event of cancellation, the following policies apply:

If the umpires is notified **prior to departure from home**:

If the umpire is notified **en route to the site or after arrival & the contest has not started**:

No fee is paid to the umpire

Umpire is paid Travel Allowance only (minimum \$30.00 for Sectional/District, \$40.00 for Regional)

Full free paid to the umpire

If after the game begins, the contest is interrupted and not completed:

# SEED & DRAW MEETING INFORMATION

## IMPORTANT IN ALL DISTRICTS

20. All Districts have meetings for placement on brackets. This must be conducted on **May 9, 2021 at 2:00pm** in every District.
21. 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 & Regional Tournaments, travel is not considered a competitive advantage or disadvantage for teams.*
22. Game **sites** may be reassigned (locations moved) at the discretion of the OHSAA Director or Executive Director.
23. Game **times** may be reassigned (moved) at the discretion of the OHSAA Director Executive Director.

***It is important that the above information is reviewed at EVERY Sectional/District 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.***

## Baseball Seed and Drawing Procedures

The 2020-21 Board of Directors established date for all seeding and drawing meetings in Ohio is **Sunday, May 9 at 2:00 pm** for all Baseball Sectional Tournaments.

In all Sectional Tournaments that precede District Tournaments, seeding is mandatory in the Sectional. In District tournaments not preceded by Sectional Tournaments, seeding is mandatory. This is interpreted that at least one seeding is to take place in either the Sectional or District Tournament. **All teams assigned to the first round of the tournament shall be seeded.** The following seeding method **shall prevail for all OHSAA sponsored baseball tournaments.** For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

### Baseball 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:

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

All games played to date shall be recorded.
2. Voting will be done for seeded teams.
  - a. All head coaches shall **vote via ballot, which shall be made public**, selecting their choice for the number 1 seeded team. The team with the greatest number of votes shall be seeded number 1, second highest number 2, etc. until all teams are seeded. In the event of a tie, **only the tied teams will be re-voted upon.** Should a tie occur a second time, a flip of a coin shall determine the seeded team.

**Note:** If electronic balloting is used in a District, the results shall be sent to the manager and made public by the manager at the seeding meeting.

**Note:** In the event no representative is in attendance from the school, placement of teams on brackets will be done by the manager in accordance with District Athletic Board policy (see #3).

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: <a href="http://www.ohsaa.org/CDAB">www.ohsaa.org/CDAB</a>	Northwest: <a href="http://www.ohsaa.org/NWDAB">www.ohsaa.org/NWDAB</a>
East: <a href="http://www.ohsaa.org/EDAB">www.ohsaa.org/EDAB</a>	Southeast: <a href="http://www.ohsaa.org/SEDAB">www.ohsaa.org/SEDAB</a>
Northeast: <a href="http://www.ohsaa.org/NEDAB">www.ohsaa.org/NEDAB</a>	Southwest: <a href="http://www.ohsaa.org/SWDAB">www.ohsaa.org/SWDAB</a>
4. Tournament managers will distribute brackets to representatives of the participating teams.
5. All brackets shall designate date and time of game with the **HOME TEAM** being listed on the top of the bracket.

# MEDIA INFORMATION

As you know, more and more stations are including baseball in their radio coverage. Though it is sometimes difficult to provide media pressbox accommodations, please do your best to accommodate them the best you can. Each step in the tournament creates increased media coverage.

Some stations pay rights' fees through a delayed process directly to the OHSAA Comptroller. 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 on the web at <http://www.ohsaa.org/news-media> Please direct media requesting credentials to the above link for important information. This site will often answer any media related questions you or the media may have.



## OHSAA Baseball Radio/Audio Webcast Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State Tournament</u>
Commercial Stations	no charge	\$60.00	\$75.00
Non-Commercial & Educational		\$25.00/contest at Regional and State Access stations	



## OHSAA Baseball Television/Video Webcast Rates Tape Delayed#

### Commercial Stations

<u>Location</u>	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
Stations in Cincinnati, Cleveland, Columbus	no charge	\$300.00	\$400.00	Contact OHSAA
All other stations and Internet-only webcasts	no charge	\$150.00	\$200.00	Contact OHSAA

Rights fees for tape-delayed coverage by educational access (non-commercial) stations: \$50 per contest.

Rights fees for stations to resell video tapes/DVDs: \$50 donation to the OHSAA Respect the Game Sportsmanship Program per sports season.

State/Regional Cable – Over 750,000

***\*Only available through Parameters listed below***

### Additional Information/Fees:

**(\*)** Indicates telecasts by state/regional cable companies with over 750,000 subscribers are only available through a negotiated secondary rights package or through consent of the OHSAA.

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 Executive Director's 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 Executive Director's 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 Executive Director's office.

# Media Information Form

This form is **NOT REQUIRED**, however, is included to assist you with your placement of media when space is an issue.

**School:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Note:** Please list the media that follow your school. This information is useful to the Tournament Manager in indicating how much space should be reserved for the media prior to the contest. Space for media is not unlimited and credentials are allowed only for working media. Media members are asked to visit the [www.ohsaa.org](http://www.ohsaa.org) website for complete media regulations approved by the OHSA's Board of Directors.

**Newspapers** (name/city)

**Covered During  
Regular Season?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

_____
_____
_____
_____

**Radio Stations** (name/city)

**Covered During  
Regular Season?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

_____
_____
_____
_____

**Television Stations** (call letters/city)

**Covered During  
Regular Season?**

**Tape Delay Broadcast?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

_____
_____
_____
_____

_____
_____
_____
_____

**Internet Websites** (name/affiliation/city) Example: [www.press.com](http://www.press.com)/ThePress

**Covered During  
Regular Season?**

**Tape Delay Broadcast?**

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

_____
_____

_____
_____



## **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

4080 Roselea Place, Columbus, Ohio 43214

Phone: (614) 267-2502 Fax: (614) 267-1677

[www.ohsaa.org](http://www.ohsaa.org)

### **RECOMMENDED TOURNAMENT BROADCAST ANNOUNCEMENT**

This baseball game between \_\_\_\_\_ High School  
and \_\_\_\_\_ High School is being broadcast through the cooperation of the  
Ohio High School Athletic Association.

The Ohio High School Athletic Association is a voluntary, non-profit, educational organization through  
which member schools work cooperatively to adopt the standards and regulations that guide their  
interscholastic activities. The upholding of these standards and the adherence to the regulations helps to  
provide more wholesome and educationally worthwhile activities for high school youth.

The schools participating in this contest consider interscholastic athletics an integral part of the  
educational program and primarily for the purpose of making better men and women out of their students.  
Unless it accomplishes this, it cannot be justified in the high school program.

Tonight's tournament is one of many being played throughout the State leading to the State  
Championship. The OHSAA and the participating schools reserve all broadcasting rights to tonight's game and  
no delayed or rebroadcast is authorized without the written permission of the Ohio High School Athletic  
Association.

Pre-Game Public Address Announcement  
*Spectators Taking Photos and Videos*

**PLEASE READ PRIOR TO OPENING PITCH AND VARIOUS TIMES THROUGHOUT**

***Attention Ladies & Gentlemen,***

Spectators taking photographs or videos may not interfere with the view of this contest by other spectators, nor may they take additional space in seats that have been purchased.

In addition, all photographs and videos taken by spectators at this event are for personal use **ONLY**. The use of photographs or videos for commercial, scouting or coaching purposes is strictly prohibited.

The Ohio High School Athletic Association reserves the right to remove offenders from this contest, invoke additional penalties and to see maximum legal recourse against violators of these regulations.

**Thank you for following this important regulation.**

# Pre-Game Public Address Announcement Welcome and Opening Remarks



## ***Please Provide to Game Public Address Announcer***

Welcome to \_\_\_\_\_ (site name). Ladies and Gentlemen to honor America, would you please rise, and join in singing our National Anthem; The Star Spangled Banner.

### **Play National Anthem**

**After National Anthem:** Good afternoon/evening, on behalf of The Ohio High School Athletic Association Department and \_\_\_\_\_ (host school) welcome to \_\_\_\_\_ (site name) for today's OHSAA \_\_\_\_\_ Tournament Game between \_\_\_\_\_ High School and \_\_\_\_\_ High School.

The OHSAA takes great pride in the conduct of all student-athletes, promoting good sportsmanship among them, our coaches and spectators. We encourage you to cheer for your favorite team during this competition and to show both teams the same respect you'd like them to display. Spectators are reminded that unruly behavior may result in immediate ejection from the premises. The OHSAA and \_\_\_\_\_ (site) appreciate your cooperation.  
(pause)

Now let's meet the starting line-ups for today's game:

#### **Visiting Team:**

#### **Home Team:**

	#	Name	Position			#	Name	Position
1.					1.			
2.					2.			
3.					3.			
4.					4.			
5.					5.			
6.					6.			
7.					7.			
8.					8.			
9.					9.			
P					P			

The Head Coach for \_\_\_\_\_ (visiting team) is \_\_\_\_\_ and they are assisted by \_\_\_\_\_  
The Head Coach for \_\_\_\_\_ (home team) is \_\_\_\_\_ and they are assisted by \_\_\_\_\_

The umpires for today's game are selected by a system approved by the OHSAA's Board of Directors' that includes input from the baseball coaches in Ohio. Today's umpires are:

\_\_\_\_\_ with \_\_\_\_\_ years of Umpiring experience, \_\_\_\_\_ with \_\_\_\_\_ years of Umpiring experience, and, \_\_\_\_\_ with \_\_\_\_\_ years of Umpiring experience.

## **District/Regional Championship Awards Announcement**

### ***Please Provide to Public Address Announcer***

There shall be no presentation of physical awards to the team to alleviate crowds gathering for trophy presentation. Please read the script below.

### **District/Regional Runner-Up**

#### **Trophy Distribution**

Ladies and gentlemen, the Ohio High School Athletic Association thanks you for attending (today's / tonight's) (District / Regional) championship game.

At this time, let's recognize Head Coach \_\_\_\_\_ and the (District / Regional) runner-up team from \_\_\_\_\_ High School!

(short pause)

And now let's recognize Head Coach \_\_\_\_\_ and the (District / Regional) championship team from \_\_\_\_\_ High School.

#### **Closing Thank You**

Thank you again, ladies and gentlemen, for your attendance at (today's / tonight's) contest. The student-athletes, their schools and the Ohio High School Athletic Association appreciate your support.

Please exit the (stadium / facility) at this time. You are not permitted to congregate with your team inside or outside the (stadium / facility) and are encouraged to meet participants at home. Thank you for your cooperation, and please drive safely!

Ohio High School Athletic Association  
4080 Roselea Place, Columbus, Ohio 43214  
Phone: 614-267-2502 Fax: 614-267-1677  
[www.ohsaa.org](http://www.ohsaa.org)

**Tournament Site Inspection Form**  
**SEND TO DISTRICT ATHLETIC BOARD SECRETARY**

TO: SECTIONAL/DISTRICT TOURNAMENT MANAGERS

RE: INSPECTION OF TOURNAMENT SITES

The Board of Directors of the Ohio High School Athletic Association has ruled that all tournament sites should be thoroughly inspected by the manager and/or other competent individuals and not found wanting in safety factors.

This precaution should take place within the week prior to the first tournament game.

**After your facilities have been carefully inspected, sign the report and mail to the secretary of the District Athletic Board.**

.....

We the undersigned, hereby certify that we have carefully inspected the field, premises and facilities of the tournament site and found no apparent defects before the first game of the tournament has been played.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOURNAMENT SITE \_\_\_\_\_  
Location

# 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 stadium.
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 of 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 scanners 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







## Important Sports' Medical Information

The safety of our student-athletes is of utmost concern at all times. Information regarding the following important topics can be found at the OHSAA's "Healthy Lifestyles and Sports Medicine" webpage at <http://www.ohsaa.org/medicine/default.asp>. Additional information relative to various equipment and rules relative to medical issues can be found throughout this manual as well.

- Heat Stress and Athletic Participation
- Recommendations for Hydration to Prevent Heat Illness
- Suggested Guidelines for Management of Head Trauma in Sports
- Communicable Disease Procedures (can also be found on page nine of the NFHS 2009-10 Rules Book)
- Links to the following sites:
  - Joint Advisory Committee on Sports Medicine
  - Ohio Athletic Trainers Association
  - American Medical Society for Sports Medicine
  - Ohio Parents for Drug Free Youth
  - National Athletic Trainers Association (NATA)
  - Gatorade Sports Science Institute News

## Concussion Management

**DATE OF IMPLEMENTATION – APRIL 26, 2013**

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

**Notwithstanding the leading role that the Ohio High School Athletic Association has played in the area of developing policies concerning concussion prevention, recognition and management, in December of 2012, Ohio's Governor Kasich signed into law legislation that was passed by Ohio's 129th General Assembly which incorporated much of what the OHSAA regulations previously mandated. This law adds several aspects to previous OHSAA regulations. Therefore, in order to be fully compliant with this law as signed by our Governor, modifications have been made to OHSAA policy. These modifications are set forth in these updated Concussion Regulations.**

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 and expires at the time the Pupil Activity Program/Coaching Permit expires.

## **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. The Concussion Information Sheet can be found here:

<http://www.healthyohioprogam.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

## **APPROVED ONLINE CONCUSSION EDUCATION COURSES**

The following free online training courses have been approved by the Ohio Department of Health for coaches and contest officials:

### **National Federation of State High School Associations Concussion in Sports - What you Need to Know:**

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

(This free online course is available through the NFHS. Click the "order here" button, and complete a brief registration form to take the course. Follow these steps to complete the course:

1. Click on the button that says "Please Login to Order." In the window that appears, click "Register Now."
2. When your registration is complete, you may "order" the free concussion course offered along the left-hand side of the page. Continue following prompts. Although it may look like you will be charged for the course, there is no cost.
3. Once you've completed "Checkout," you will be able to take the free online course.
4. When you have completed and passed the course, you have the option of printing a certificate of completion.
5. All Ohio Officials should select this option to print, retain a copy of the certificate and carry it with them to all contests.

### **Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program:**

[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) -

**PLEASE NOTE:** Both courses offer a "certificate of completion" upon successful passage. The NFHS course allows organizations to search for and [track coaches and other individuals such as contest officials who have completed the course](#), while the CDC course does not.

## **FREQUENTLY ASKED QUESTIONS**

1. **What are the "signs, symptoms, or behaviors consistent with a concussion?"** The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Health and Human Services, Centers for Disease Control and Prevention has published the following list of signs, symptoms and behaviors that are consistent with a concussion:

<b>SIGNS OBSERVED BY OTHERS</b>	<b>SYMPTOMS REPORTED BY ATHLETE</b>
<ul style="list-style-type: none"><li>• Appears dazed or stunned</li><li>• Is confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily</li><li>• Answers questions slowly</li><li>• Loses consciousness</li><li>• Shows behavior or personality changes</li><li>• Cannot recall events prior to hit</li><li>• Cannot recall events after hit</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Nausea</li><li>• Balance problems or dizziness</li><li>• Double or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish</li><li>• Feeling foggy or groggy</li><li>• Concentration or memory problems</li><li>• Confusion</li></ul>

2. **Who is responsible for administering this rule?**

All individuals who have responsibilities and duties in the interscholastic athletics environment are responsible: coaches, contest officials, administrators, students, parents and medical personnel.

3. **What is the role of coaches in administering this rule?**

- Coaches are to review and know the signs and symptoms of concussion and to prohibit any athlete who displays these signs or symptoms from participating in a practice or a contest.
- Coaches are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The coach is responsible for insuring that the student's parents are notified and the student is referred to a medical professional.
- Coaches shall be aware that any student removed from a practice or a contest due to a suspected concussion or head injury **shall not return to participation on the same day as the removal.**

- Coaches shall possess a current Pupil Activity Program/Coaching Permit and shall take one of the approved online concussion courses upon renewal of the permit.

4. **What is the role of contest officials in administering the rule?**

- Officials are to review and know the signs and symptoms of concussion and to direct immediate removal of any student who displays these signs or symptoms. When informing the head coach about removal of an athlete, the official shall be accompanied by another (second) official if possible.
- An official **shall not permit the athlete who has been removed under this rule to return to competition that same day.**
- If a contest official is aware that a student has been permitted to return to competition on the same day as removal, that official shall immediately stop play and remove that student from competition and report the incident to the OHSAA.
- Note that officials are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The official is responsible for directing removal when he or she observes signs and symptoms that may indicate a student is concussed.
- All Officials shall possess either a current Pupil Activity Program/Coaching Permit or shall complete one of the online concussion courses which are valid for three years from the date of completion.
- At initial licensure or renewal of the OHSAA officiating permit, the official shall indicate that he or she has either a current Pupil Activity Program/Coaching Permit or has completed one of the approved online concussion courses.
- All officials should carry with them evidence of completion of one of these options at all times while officiating a contest.
- Officials are required to submit to the OHSAA the "OHSAA Concussion Report" within 48 hours whenever a student has been removed from a contest under this regulation.

5. **What are the expectations of student-athletes in concussion management?**

- While all individuals involved in the interscholastic athletics program have a responsibility to recognize the potential for catastrophic injury and even death from concussions, it is also the responsibility of student-athletes to recognize the signs, symptoms and behaviors consistent with a concussion.
- Student-athletes who exhibit symptoms such as loss of consciousness, headache, dizziness, confusion or balance problems, have the responsibility to report these immediately to their coach and/or health care professional. Teammates also share the responsibility to report these symptoms when they are exhibited by a fellow student-athlete.
- Student-athletes shall review and sign, on an annual basis, along with their parents or legal guardians, the Ohio Department of Health's Concussion Information Sheet found on the OHSAA website and at this link <http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

6. **Who decides if an athlete has not been concussed and/or who has recovered from a concussion?**

- **Only** an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), or another health care provider approved by the school's Board of Education or other governing body who 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;
- 4) Under the supervision of a physician.

is empowered to make the on-site determination that an athlete has **not** received a concussion. **Even if that determination has been made, however, the student may not return to practice or competition on the same day he/she has been removed from a practice or competition** (see No. 7 below).

- If any one of these physicians or authorized medical providers has answered that "yes" there has been a concussion, that decision is final.

7. **Can an athlete return to play on the same day as he/she has been removed from a practice or competition for a suspected concussion?**

- No, under no circumstances can that athlete return to play that day.
- No coach or contest official shall allow a student to return to practice or to competition on any day after the initial removal until that student has been assessed and cleared for return with **written authorization** by a physician or licensed health care provider authorized by the school.
- If the event continues over multiple days, then the designated event physician has ultimate authority over

return to play decisions.

**8. Once the day has concluded, who can issue authorization to return to practice/competition in the sport for a student who has diagnosed with a concussion?**

- Once a concussion has been diagnosed by a physician or other approved health care provider, only a physician or approved provider can authorize subsequent Return To Play (RTP), and such authorization shall be in writing to the administration of the school. This written **RTP authorization shall be kept at the school indefinitely** as a part of that student's permanent record. Click here <http://ohsaa.org/medicine/AuthorizationToReenter.pdf> to access the OHSAA "Medical Authorization to Return to Play" Form.
- School administration shall then notify the coach as to the permission to return to practice or play.

**9. What should be done after the student is cleared by an appropriate health care professional?**

- After a clearance has been issued, the student's actual return to practice and play should follow a graduated protocol.
- The National Federation of State High School Associations has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports: (**Note:** This is simply a suggested protocol. The appropriate health care professional who issues the clearance may wish to establish a different graduated protocol.)

**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.)

Visit our Concussion webpage on our website for more resources!



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION  
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Columbus, Ohio 43214  
Telephone: 614-267-2502  
[www.ohsaa.org](http://www.ohsaa.org)

## **OHSAA CONCUSSION REPORT**

State Law, NFHS Rules and OHSAA policy require a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from a contest and not permitted to reenter competition that same day. This form shall serve to document that a student has been removed from a contest in accordance with State Law, NFHS and OHSAA rules due to exhibiting signs, symptoms and/or behaviors consistent with a concussion. The contest official must complete this form and forward it to the OHSAA within 48 hours after the conclusion of the contest. It is recommended that the official keep a copy of this report. In addition, if required by NFHS rule, an appropriate entry shall be made in the scorebook or other document as prescribed.

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Name** \_\_\_\_\_

**Sport** \_\_\_\_\_

**Level of Contest (Circle One)**    7<sup>th</sup>                      8<sup>th</sup>                      9<sup>th</sup>                      JV                      Varsity

**Official's Name** \_\_\_\_\_ **OHSAA Permit #** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please forward the OHSAA within 48 hours.**

## Communicable Disease Procedures

Though most schools have a Certified Athletic Trainer present at Varsity contests and all coaches are required to maintain a valid Pupil Activity Certificate through the Ohio Department of Education that includes a Sports' First Aid component, it is important to keep up to date on the remote risk that blood borne infectious diseases can be transmitted during basketball practice and contests. For example, Hepatitis B can be present in blood as well as other bodily fluids. Procedures for reducing the potential transmission of these infectious diseases should include, but should not be limited to the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood and other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling dressings, mouthguards and other articles containing body fluids.

You are encouraged to log on to the OHSAA's website at [www.ohsaa.org](http://www.ohsaa.org) and refer to the Sports' Medicine dropdown menu for additional information.

## H1N1 Influenza Policy

The OHSAA's Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy at tournament time in the event of an H1N1 Influenza outbreak.

1. The Ohio Department of Health has advised that it will be the decision of each local health authority in Ohio as to whether or not to close a school or university due to an influenza outbreak; however, at this time the Centers for Disease Control are not recommending closures except in extreme circumstances.
2. In the event schools remain open, competitors and teams shall be expected to play tournament contests on the dates scheduled.
3. In the event schools are closed, the OHSAA, in conjunction with our District Athletic Boards and tournament personnel, shall reschedule the tournament contest for the schools thus affected.
4. Please watch the OHSAA web site home page at [www.ohsaa.org](http://www.ohsaa.org) and the specific sport page on the web site for more information.

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## Heat Stress & Athletic Participation

The following information should be reviewed with coaching and sports medicine staff prior to any interscholastic practice where there is a risk of exertional heat illness. Please remember that there are four OHSAA sports which have a required acclimatization period prior to the commencing of any contests or physical contact, in the case of football. The sports of boys and girls cross country and 7-8<sup>th</sup> grade track and field require a minimum of 10 days of interscholastic practice prior to any competition for a student. The following is the regulation that addresses the mandatory five day period in football.

**Five Days of Acclimatization Required** — *Acclimatization is a period when players can become accustomed to the heat and humidity. Health professionals recommend at least a five-day period. All football candidates must participate in five days of pre-season non-contact acclimatization prior to any physical contact. No pads may be worn on the first two days. Shorts, helmets, shoes may be worn. Shoulder pads may be added on day three and four, but no contact is permitted. Full equipment may be worn on the fifth day, but contact is prohibited. Candidates reporting late must participate in five days of non-contact acclimatization. This rule applies to all school teams grade 7-12.*

All coaching and medical staff personnel shall observe the following precautions for **all sports competed outdoors and/or in a hot, humid environment.**

- **Stress to participants the importance of properly hydrating** during the day leading up to the contest/training, and to drink 8-to-12 ounces of water or sport drinks 20 minutes prior to the contest or any training session. This procedure can help prevent problems during practice and contests.
- **Schools shall have unlimited amounts of water** and sport drinks on hand during practices and contests, and coaches in team sports should be prepared to play a lot of players rather than just the starters.
- **Contest officials are permitted to establish predetermined breaks** during contests, such as halfway through each period. At that time, players can drink water and remove their equipment, which should also take place at halftime (the more skin that is exposed, the more cooling that can take place). **This provision also applies to all sports.**
- **NFHS football playing rules allow the referee to shorten periods** per mutual agreement by the opposing coaches. In addition, by mutual agreement a game may be terminated at any time.
- **Contest managers are advised to monitor conditions** for others affiliated with the contest, like cheerleaders, band members, coaches, officials and especially spectators.
- **In football, if schools decide NOT to play a contest, it becomes an open date for both.** If one school desires to play but the other does not, there are no forfeits involved. Again, it would become an open date for both schools. However, schools do have the option to reschedule contests, and OHSAA regulations do permit schools to play more than one contest per week.



There also are no OHSAA regulations that prohibit games from being played on Sundays. The same concepts apply to all other OHSAA sports.

- **Please review the OHSAA policy on inclement weather and lightning.** In short, upon the first indication that thunderstorm development is within 15 miles of the game site, the activity shall be suspended until 30 minutes after the storm has left this 15-mile zone. Individuals should move to a safe area until the storm has moved away.
- **Know both the Temperature and Humidity.** The greater the humidity the more difficult it is for the body to cool itself. **Test the air prior to practice or a game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement and is the recommended standard of care for assessing risk of exertional heat illness.** The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991)

Below 64 - Unlimited activity

65-72 - Moderate risk

74-82 - High Risk

82 plus - Very high risk

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

Under 60 F Safe but always observe athletes

61-65 F Observe players carefully

66-70 F Caution

71-75 F Shorter practice sessions and more frequent water and rest breaks

75+ F Danger level and extreme caution

The OHSAA advises careful monitoring of the weather and plans to modify training and competition including:

- 1) Modification of equipment, if applicable to the sport
- 2) Allowance for more frequent rest breaks and the use of shaded areas for those breaks
- 3) Modification of practice time
- 4) Availability of water always
- 5) Availability of cold water immersion tubs for onsite cooling
- 6) If exertional heat stroke is suspected, immediate onsite cooling using cold water immersion before transport by EMS
- 7) Review and practice of the OHSAA's recommended Emergency Action Plan, "Anyone Can a Save A Life," or similar plan for all sports teams with special emphasis on the heat illness section.