

OHSAA

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION



2019-20

OHSAA BASKETBALL SECTIONAL/DISTRICT

TOURNAMENT MANAGERS' MANUAL



A Message from OHSAA Basketball Administrator, Kathleen Coughlin

It is here already...the road to the 45rd/98th Girls' and Boys' State Basketball Tournament begins with YOU. This is the traditional 'Managers' Manual' provided to all managers of Sectional and District tournaments that reflects the consistent procedures for all tournament games across the state. Though each District Athletic Board (DAB) is permitted certain adjustments in the individual districts, this manual reflects items adopted by the OHSAA's Board of Directors to provide a consistent and fairly administered 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. Seeding and Drawing Procedures/Information
6. Media Information
7. Financial Reporting Information
8. Medical Information
9. OHSAA Board of Director adopted Sectional/District Tournament Regulations
10. Required and other Useful Forms

With the transition to many Districts playing "Home Site" Sectional/District Tournaments, it is as important as ever to pay close attention to the Basketball Tournament Adopted Regulations.

Consistent with the last few years, is the use of a 'running clock' in games when the score differential reaches 35 points. Please read this carefully. I cannot stress enough the importance of adhering to these regulations at the Sectional/District level. 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.

Regional managers will receive a separate Regional Manager Manual.

We DO ask that you review many of the regulations at your seed/draw meetings with coaches. This is requested so coaches understand they are agreeing to various regulations before entering the tournament. Ultimately, that should help you as the Tournament Manager when coaches voice concerns after the draw. Their entry into the tournament is an agreement to follow the regulations – whether they like them or not.

Tournament Entry Forms and Eligibility Lists are NOT REQUIRED TO BE COLLECTED at Tournament Draw Meetings. Schools submit their Entry Forms electronically online and managers have the tools to pick these off the website that contain relative contact information. Teams are registered for the tournament automatically in May of each year and must choose to opt out of the tournament.

Each District Athletic Board is given the task of organizing tournaments at the sectional and district level in their respective athletic districts under the tournament regulations adopted by the OHSAA's Board of Directors. These tournament regulations can be seen in their entirety by logging on to <http://www.ohsaa.org/Portals/0/Sports/Basketball-Boys/BKTourneyRegs.pdf>. Additionally, each of you will attend your respective Winter Tournament Manager meeting held at a date and location each DAB determines.

Though nearly all of your communication will be with the District Athletic Board member in your district that oversees basketball, if I can be of any service to you, please do not hesitate to contact us via email. Thanks for your efforts and making this year's tournament a reality!

KATHLEEN COUGHLIN, CAA | DIRECTOR OF SPORT MANAGEMENT

Conducting 50/50 Raffles

50/50 Raffles are permitted at OHSAA for boys and girls basketball tournaments. In order to ensure proper accountability for funds raised by this method, the OHSAA has established specific procedures for conducting the raffle.

All proceeds paid to the OHSAA, via the tournament financial report, from the 50/50 raffle will be subsequently paid to the OHSAA Foundation, a separate 501(c)(3) non-profit organization. These dollars will be used to fund the OHSAA Foundation Leadership conference and other activities, such as student scholarships. The OHSAA Foundation has no staff for its activities and very limited administrative costs.

Procedures:

- For all levels of the basketball tournament, there shall be a prescribed division of the proceeds from the 50/50 raffle. The division of the proceeds shall be as follows:
 - o 50% for the person whose winning ticket is drawn by the designated person
 - o 25% for the 501(c)(3) designated to conduct the raffle at the site
 - o 25% for the OHSAA Foundation
- Non-school owned venues (i.e., colleges, universities, city owned arenas, etc.) that host OHSAA tournament games and wish to participate in this opportunity must contact the OHSAA Accounting Department to determine the appropriate 501(c)(3) to sponsor the 50/50 raffle.
- All sites choosing to conduct a 50/50 drawing must use a 501(c)(3) designated organization that complies with all requirements of an organization conducting a 'game of chance' such as a 50/50 drawing.
- Each site will be responsible for purchasing/acquiring their own sequentially numbered tickets as well as ensuring their own financial accountability. School treasurers or similarly situated personnel within the 501(c)(3) organization must be an integral part of the financial accountability for these drawings, including but not limited to ensuring all funds collected are completely and accurately accounted for in conducting this raffle. The OHSAA takes no responsibility for ensuring financial accountability for 50/50 funds.
- A report of the 50/50 drawing shall be submitted with the tournament financial report to the OHSAA in the manner prescribed and requested.
- Tickets must be drawn publicly in the press box or other public location at the host venue not later than the end of the 3rd quarter.
- Tickets must be drawn by a person who has not participated by purchasing a ticket in the drawing and is disinterested in the outcome.
- Tickets shall be sold for \$1 each and shall be sold individually by the ticket. Tickets shall not be sold by the "arm length" or any other measurement.
- 50/50 tickets shall be a different color than the admission tickets. All admission tickets are supplied by the OHSAA.
- Site manager and his/her immediate family are ineligible to purchase tickets in the raffle.

Important Items to Review at Seed/Draw Meetings

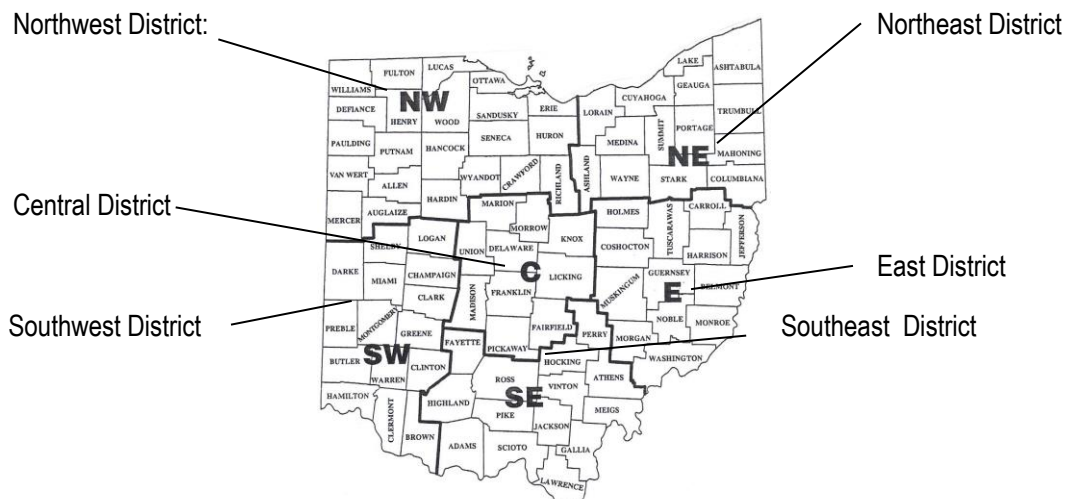
The following Items must be reviewed at ALL Seed/Draw Meetings

1. Checking the 'box' in a school's myOHSAA account is the school's agreement to the following:
 - a. To follow ALL OHSAA Tournament Regulations and all OHSAA Administrative Regulations.
 - b. To play at the site and time designated by the respective District Athletic Board and/or the OHSAA.
2. Coaches should be provided a copy of all OHSAA Board of Directors' adopted Tournament Regulations. These regulations are in the back of this manual and can also be found online at:
<http://www.ohsaa.org/Portals/0/Sports/Basketball-Boys/BKTourneyRegs.pdf>
3. Review of the "Running Clock" regulation Tournament Regulation XI (h).
4. District Athletic Boards in the 6 Athletic Districts in Ohio are responsible for establishing seeding/drawing procedures in their respective Athletic Districts. This may lead to one Athletic District seeding/drawing being different from another Athletic District.
5. District Athletic Boards in the 6 Athletic Districts in Ohio are given the authority to assign Sectional and District game sites. They are also given the authority to determine whether teams may play on their home courts.
6. Even when Athletic Districts do permit teams to participate on their home courts, all OHSAA adopted Tournament Regulations must be enforced. Failure to do so may result in forfeiture of any revenue sharing/bonus the respective District Athletic Board or OHSAA may provide.
7. District Athletic Boards and the OHSAA may change the game time or the site location at their discretion.
8. District Athletic Boards in the 6 Athletic Districts in Ohio are given the authority to determine practice policies on tournament sites.
9. **There should be no expectation that the distance a team must travel to an OHSAA tournament contest is considered a 'competitive advantage' for either team. There will be situations in which one team must travel further than another team to a tournament site – this is not considered a competitive advantage for a team. Should this NOT be understood and accepted by a competing team, the team/school should not enter the OHSAA Tournament.**

The 6 Athletic Districts

Representation to the Regional tournament (the number of Regional 'qualifiers') 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 its' October meeting and can also be read in their entirety by logging on to www.ohsaa.org and navigating to the boys' or girls' basketball site under the "Sports and Tournaments" pull down menu. 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.



Tournament Overview

The OHSAA sponsors Boys' and Girls' Tournaments in 4 divisions. Each of the state's District Athletic Boards are empowered by the OHSAA Constitution to organize and conduct the boys' and girls' basketball tournaments at the Sectional and District levels. They are conducted according to the tournament regulations adopted by the Board of Directors at their October meeting. The 4 divisions for 2019-20 are determined by the EMIS reports from the October 2018 count. Tournament divisions are determined annually. A school's competitive balance enrollment is added to their base enrollment which is used to determine their division:

<u>Division</u>	<u>Boys Enrolled</u>	<u>Total Schools</u>	<u>Division</u>	<u>Girls' Enrolled</u>	<u>Total Schools</u>
I	356 and more	197	I	334 and more	198
II	208 - 355	197	II	194 – 333	196
III	129 – 207	196	III	114 – 193	197
IV	128 and less	200	IV	113 and less	198

792 boys' teams and **785 girls' 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 the Championship" through the OHSAA's website (www.ohsaa.org) as each team continues their dream to make it to the "Final Four".

Tournament Draw Dates

The draw date for tournaments is established by the Board of Directors. The approved dates for 2019 are:

Girls' Sectional/District Draw: February 2, 2020 2:00 p.m.
Boy's Sectional/District Draw: February 9, 2020 2:00 p.m.

State Tournament Dates

Girls' State Tournament: March 12 - 14, 2020 St. John Arena, Columbus
Boys' State Tournament: March 19 - 21, 2020 Jerome Schottenstein Center, Columbus

Tournament ENTRY FORMS – A Thing of the Past

Tournament Entry Forms no longer exist. Schools enter the OHSAA tournament by simply checking a box in their *myOHSAA* system that indicates their intention of participating in the tournament. With this intention, there are several items they are agreeing to adhere to as a result. These agreements are covered at various points in this manual and some selected ones **MUST** be covered at the seed meeting or correspondence with the schools prior to the first sectional tournament contest.

Using the myOHSAA Data Management System

It is important for **all managers to use the myOHSAA data management System**. Officials are assigned, and contracted as well as Tournament winners, scores, and brackets maintained through this system known as "*myOHSAA*". The system is important for communication between managers, officials, 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.

Score Differential (Mercy Rule)

For the third year - Any time a score differential reaches 35 points during the second half, a running clock shall be utilized. After the 35 point score differential has been met but the score drops below 30 points, the clock reverts to regular NFHS timing. (This eliminates timing issues in a faster paced contest). The clock shall be stopped only for an injured player on the court or when there is any unusual delay deemed necessary by the officials.

Security Issues

PLEASE pay special attention to all security issues. Hire adequate security as each District Athletic Board will advise. **Do NOT permit students/fans on the floor before, during, or after the contest, including during player introductions.** It simply invites problems. OHSAA Bylaws require an administrator to attend boys' and girls' basketball contests. Review their responsibilities with their students before the game. Tournament Regulations address the throwing of such materials such as "talcum powder" and may result in a technical foul as well as the school being charged for clean-up costs. Take the time to review and communicate this 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. All go a long way to eliminating problems BEFORE they occur. 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.

Passes – Pass Lists

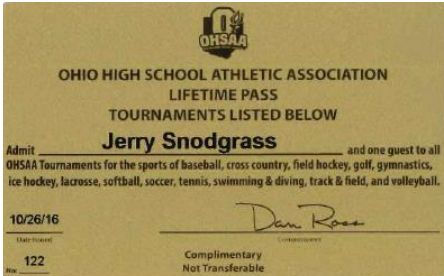
Each District Athletic Board issues its own approved pass for admission to Sectional and District tournaments. No school passes, Golden Buckeye Cards, Faculty Passes, League Passes, or senior citizen discounts are permitted at any tournament contest. The **only state-wide approved passes** in addition to each District Athletic Board's approved pass(es) is the **Board of Directors Pass and the Officials Observer Pass.** You MAY see these at contests and are permitted for entry along with one guest. Each "DAB" also provides Sectional and District Tournament Managers with the approved Pass List for that particulate athletic district.



Pass is **Cream color, plastic** and reflects current 2019-20 school year



Pass is **Red/Blue Outline** and reflects current 2019-20 school year



Lifetime Pass issued to Former Board of Director Members of the OHSAA
Pass is GOLD with Black Lettering



OHSAA Tournament General Information – ALL LEVELS of Tournament

The following is 'General Information' for **ALL MANAGERS** relative to Sectional and District tournament play.

1. At each Sectional/District seed/placement meeting OR in correspondence with schools when seed meetings are not held, you must review the following:
 - **Schools that have been seeded have checked their *my*OHSAA account as choosing to participate in the tournament. This choice to participate is also an AGREEMENT by the school to:**
 - To follow ALL OHSAA Tournament Regulations and all OHSAA Administrative Regulations.
 - To play at the site and time designated by the respective District Athletic Board and/or the OHSAA.
 - **All Home teams by designation MUST wear white jerseys – no exceptions**
 - **All teams hosting games on their home courts will not conduct Parents' Nights, Senior Nights or other 'special recognition' nights at tournament contests.**
 - **A certified coach must be on the court during the team's warm-up.**
 - **Only 15 eligible players may be in uniform for any one tournament game**
 - **18 seats will be available to players and coaches. With 5 individuals on the court, that means there are 23 individuals total permitted in the bench are for all contests. That number is to include all players, coaches, managers, trainers, ball boys, etc.**
2. Coaches should be provided a copy of all OHSAA Board of Directors' adopted Tournament Regulations so they clearly understand such things as the number permitted in uniform, the total number permitted in the bench area and that all coaches must be certified. These are also to be reviewed at the meeting or highlighted in any correspondence to coaches if a meeting is not held. These regulations are in the back of this manual and can also be found online at: <http://www.ohsaa.org/Portals/0/Sports/Basketball-Boys/BKTourneyRegs.pdf>
3. The OHSAA has adopted a "Tournament Postponement Policy" as it relates to Infectious Diseases, illnesses, etc.". Please review this policy located within this manual.
4. The OHSAA has also adopted a "Failure to Appear Policy" that appears on the next page in the rare event a team does not show to a tournament contest. Please review this policy as well.
5. Coaches, parents, fans, scouts are NOT permitted to videotape any portion of a game in which they are not participating in and use it for any scouting purposes.
6. Newly adopted tournament regulations will require a 'running clock' when the score differential reaches 35 points. Timing will not revert back to 'regular' timing until the score drops below a 30 point differential.
7. All sites and assignments to respective sectional tournaments are available online at www.ohsaa.org and selecting basketball (boys or girls) from the "Tournament" drop down menu.
8. Financial reports can be found by either contacting their respective DAB Treasurer or through the respective DAB pages on our website
9. **Complimentary Passes** are issued by District Athletic Boards in accordance with their policies. Additionally, each staff member of the OHSAA and District Board members have been issued a **Board of Director's Pass (please see previous page for copy of pass)** which is good for admission. All passes admit cardholder and ONE guest. **No other passes** except those authorized by the District Athletic Board are to be honored (no "Golden Buckeye," "Conference", etc. are to be honored at OHSAA Tournaments). Please notify your pass gate attendant of this policy.
10. **Officials** have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your officials in advance (not more than ten days nor less than 7 days) of the contest to remind them of their assignment time and location. Please give them the names of the other officials 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. Officials are permitted ONE guest, however, they are to remain away from their dressing facilities.

11. Officials are contracted through the Arbiter system. District Athletic Board Secretaries will work with managers of each Sectional/District tournament to provide them login/password information and instructions for entering sectional brackets and game scores at the conclusion of each contest.
12. Provide adequate number of law enforcement officers and/or security personnel to ensure protection of officials, players and spectators. Uniformed police shall be available to escort officials to and from their dressing facilities. Arrange for a Physician and Certified Athletic Trainer to be present at your site. Please also have ambulance service available on call for emergencies and maintain an adequate **Crisis Management Plan**. A sample **Crisis Management Plan** is included in this manual.
13. Provide efficient and competent 'table' personnel. Scorers, Timers and Public Address Announcers should be experienced school scorers and timers. Provide the necessary equipment at the scorers and timers table, including a possession arrow. A public address shall be available. **Public address announcers are to remain neutral and professional in their duties as an announcer.**
14. Along with providing adequate law enforcement and security personnel, please insure the **floor is kept clear at the conclusion of the final buzzer**. Emotions run high at the conclusion of any tournament win, and you must insure the security of the players and officials. Please do NOT allow fans to 'rush the floor' at the conclusion of a game.
15. The Official Lineup Form is included within this booklet. Please remove and make copies to distribute at the Seed Meeting and at the District Meeting. This will allow each coach to provide his/her official lineup to the scorer and announcer prior to the game.
16. The Rawlings "**COMPOHIO285CB** (Girls)" and the Rawlings "**COMPOHIOCB**" (Boys) are the approved balls to be used for tournament play. "Home Site Sectionals" will provide the official game ball. Managers in Districts that do not hold "Home Site/Higher Seed" Sectional Tournaments and District Final Managers will be provided balls from their respective District Athletic Boards. District Final managers are asked to provide the game ball along with the trophy to the winner.
17. All Managers are to remind coaches at 'seed meetings' regarding circling the floor and motivational huddles at games. There is to be no 'circling the floor' upon entering the floor for warm-up and any motivational huddles are to be held in front of team benches. This continues to be an NFHS Point of Emphasis (Sportsmanship).



Officials and Officials' Fees

Officials have been assigned by each District Athletic Board (DAB) for Sectional and District Tournaments. Assignments and contracting are done through the *myOHSAA* data management system and are explained under a separate manual

Remember to provide adequate security for officials; before, during AND after the contest.

As mentioned, officials are permitted to bring **ONE GUEST** to the game. Officials' fees and mileage allowance for OHSAA tournaments are:

Sectional: \$80.00 + Travel Allowance
District: \$110.00 + Travel Allowance
Regional: \$145.00 + Travel Allowance

OHSAA Travel Allowance (Officials)
EACH official is provided a "Travel Allowance" at a rate of \$1.00 per mile ONE WAY for every mile traveled **over 50 miles** from the Official's home zip code to the tournament site zip code.

Since ALL OFFICIALS are assigned and contracted by District Athletic Board members on behalf of the OHSAA, should any official call you to request switching a game assignment OR reporting a conflict of interest (which they are required to do), please make certain to notify the DISTRICT ATHLETIC BOARD.

Using "myOHSAA" & Arbiter Contracting Officials
myOHSAA is used for tournament management for bracketing at the initial seed meeting. Additionally, Arbiter is used to contract and communicate with officials by the host site.

Failure to Appear Policy

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.

Rosters/Those in Uniform – Line-Up Form

Regulations clearly address that any 15 eligible players may be in uniform for any tournament game. Those in uniform may change from game to game but only 15 may be in uniform and are the only ones permitted to warm-up. Though each school is provided the opportunity for a courtesy scorekeeper, please insure they use the Official Line-up Form located within this Manual. This form is utilized at the Regional and State Tournament as well and should be utilized at the Sectional/District level for consistency.
PLEASE copy these and provide copies to coaches at the Sectional Seed/Draw meetings.

Regulation II – B of the OHSAA Basketball Tournament Regulations states:

*Fifteen (15) players may be in uniform for each tournament game. The players in uniform must be entered into the Official Scorebook per NFHS Rules and also submitted on the Official Line-Up Sheet. **The players submitted will be the only players permitted on the floor for warm-up and on the bench during the game.** The names and numbers of the fifteen players must be given to the official scorer thirty (30) minutes prior to each game and the five (5) starting players designated ten (10) minutes prior to the starting time of each contest. Please review this at your seed/draw meeting.*

Team Warm-Up

Addressed in the Official Tournament Regulations, a **minimum of 20 minutes** before each game shall be provided for warm-up practice. Teams will use baskets on the opposite ends of the floor from assigned player benches. **It is also RECOMMENDED that a school coach be present on the floor during the warm-up period.** Most likely, this will become a requirement in the future but encouraging this now will make it easier for implementation in the future. **Please review this at your seed/draw meeting.**



Specific SECTIONAL Manager Information

1. Please pay close attention to the OHSAA approved SEEDING and DRAWING PROCEDURES. It goes without saying that the seeding and placement of teams on brackets **must** be done correctly. Seed and placement procedures are unique to Each Athletic District so make sure you are familiar with your District's procedures.
2. With more and more Districts choosing to play on the site of the higher seeded team, it is important to understand that all games are TOURNAMENT CONTESTS – **not simply home games** for the host school. All Tournament Regulations must be followed **even if the tournament contest is held on the site of the higher seeded team (home court).**
3. Tournament brackets are 'built' according to District Athletic Board regulations relative to placement of "byes", etc. Please make sure you are clear on placement of 'byes' prior to your seed/draw meeting.
4. At least 2 Athletic Districts conduct higher seeded teams to host games in the first round or two of the tournament. It should be extremely clear that in these locations, even though it is on a team's home court, it remains an **OHSAA TOURNAMENT** contest and all OHSAA Tournament Regulations must be followed.
5. For tournaments in which the District tournament is held at a different site than the Sectional, please notify the District Tournament Manager of the team or teams that qualify to the District Tournament. Make arrangements, preferably electronically, to provide any necessary information to the next level.
6. **Each District Athletic Board formulates their own policy relative to teams that do not participate in their seed/draw meetings. Though each school IS fined for non-attendance, Managers should be prepared for proper placement of teams if they do not participate at the meeting. This should be covered at Manager meetings, however, be certain to obtain this prior to your seed/draw meeting.**

Specific DISTRICT Manager Information

1. For District tournaments played at a different site than Sectional tournaments, please contact Sectional managers to arrange for the transfer of program materials, etc. for winning teams advancing from the Sectional tournament to the District tournament. Every attempt should be made to do this electronically.
2. Meetings for Regional tournaments are no longer required. However, please contact the Regional manager where your District winner advances and obtain any information to pass along to your winner. We are attempting to provide pre-sale ticket packets to District winners **at the District site** to save time and traveling. You may be called upon to help with this. Regional site manager information can be found on the OHSAA's website at www.ohsaa.org.
3. Each District Champion/Regional Qualifier will be required to go to the Boys/Girls' Basketball webpage at www.ohsaa.org to secure and complete all required forms for submission prior to the Regional Tournament. Regional Site managers may provide you information specific to their site to be provided to your District Champion.
4. Please follow directions provided to you from District Athletic Board Secretaries regarding submitting your scores in the myOHSAA data management system. Entering information here prevents it from having to be re-entered over and over.
5. 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. Teams are to remain on the floor at the conclusion of the game and respectfully honor the other team
 - b. Teams are expected to accept their medal, shake hands with the OHSAA member, DAB member or representative.
6. 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 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.



OHSAA Seed and Drawing Information & Procedures

Though many districts utilize online voting procedures for seeding, a meeting for placement of teams on brackets is required in ALL districts. At this required meeting, the following are to occur:

1. Distribute the Official OHSAA Tournament Regulations (from back of this manual or online at): <https://ohsaaweb.blob.core.windows.net/files/Sports/Basketball-Girls/BKTourneyRegs.pdf> and remind each coach attending these regulations are utilized at all tournament levels.
2. Remind all coaches present that sites and game times are subject to change at the discretion of the Executive Director of the OHSAA. Though not expected, changes COULD occur as permitted by regulation.
3. Review all cancellation procedures due to weather. This will vary from district to district.
4. Post all records of teams by division and afford each school the opportunity to discuss their record. For teams that have conducted online voting for seeds – this is not necessary.
5. Familiarize yourself and utilize bracket templates provided by respective District Athletic Boards.

Official OHSAA Seed Procedures

The Board of Directors established date for ALL seeding and drawing meetings in Ohio is Sunday, February 2, 2020 at 2:00 p.m. for GIRLS, and Sunday, February 9, 2020 at 2:00 p.m. for BOYS.

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 tournament shall be seeded.** The following seeding method **shall prevail for all OHSAA sponsored basketball tournaments.** For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

Basketball Tournament Seeding Procedures Where No Online Seeding Takes Place

Athletic Districts with online seeding will provide all managers with required procedures.

In Athletic Districts utilizing online seeding, it is important for managers to clearly and concisely communicate instructions and deadlines for submission of votes.

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 20 games to date:

Division I:	14 wins	2 losses
Division II:	2 wins	1 loss
Division III:	1 win	0 losses
Overall Record:	17-3	

All games played to date shall be recorded
2. Voting will be done to seed 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 #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. District Athletic Boards are to convey all seeding/drawing procedures to their respective Tournament Managers.

Central	Northwest
East	Southeast
Northeast	Southwest
4. Tournament managers will distribute brackets to representatives of the participating teams.
5. All brackets shall designate date and time of game.
6. Home teams will wear **Home (White) Jerseys** throughout the tournament.
7. Please follow instructions provided to you from Brenda Murray at the OHSAA for reporting your tournament draw and reporting scores for each contest.



Media Information & Broadcast Rates

As you know, each step in the tournament creates increased media coverage. Small schools often have more coverage (radio stations/newspapers) than larger cities. There has been an increase in individuals simply trying to obtain a 'front row seat' by latching on to media outlets. Please check media credentials carefully and provide credentials only to *working* media. Attached also is a Media Information Form that though not required, might HELP you in your assignment of media when space is an issue. Please try hard to accommodate the media as they do provide a useful service to our teams and student-athletes. Some stations pay rights' fees through a delayed process directly to the OHSAA Communications Department. You may want to read information regarding this when stations request this at <http://www.ohsaa.org/news-media> 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 for the State Tournament to the above link for important information. This site will often answer any media related questions you or the media may have.



OHSAA Basketball Radio/Audio Webcast Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State Tournament</u>
Station, sites in Akron, Canton, Cincinnati, Cleveland Columbus, Dayton, Toledo, Warren, Youngstown	\$80.00	\$100.00	\$125.00
Station, sites in Elyria, Lima, Lorain, Mansfield, Springfield Willoughby	\$70.00	\$90.00	\$100.00
All Other Stations, Sites	\$60.00	\$80.00	\$90.00
Low-Power Non-Commercial Rate: \$25.00/game			



OHSAA Basketball Television/Video Webcast Rates Tape Delayed

Cable (Public and Low Power)

<u>Subscribers</u>	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
Over 750,001	*Only available through parameters listed below			
100,001 – 750,000	\$250.00	\$325.00	NA	NA
35,001 – 100,000	\$175.00	\$250.00	NA	NA
0 – 35,000 & All Internet-Only Video Video Webcasts	\$100.00	\$175.00	NA	NA

Commercial Stations (Network and Independent)

<u>Location</u>	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
Stations in Cincinnati, Cleveland, Columbus	\$600.00	\$800.00	NA	NA
Stations in Akron, Canton, Dayton, Toledo Youngstown	\$400.00	\$600.00	NA	NA
ALL Stations	\$200.00	\$350.00	NA	NA

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

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 Executive Director's office. (continued on next page)

Media Information, Continued

(#) 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.

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

Sample 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 website for complete media regulations approved by the OHSAA's Board of Directors.

Newspapers (name/city)

**Covered During
Regular Season?**

1. _____
2. _____
3. _____

Radio Stations (name/city)

**Covered During
Regular Season?**

1. _____
2. _____
3. _____

Television Stations (call letters/city)

**Covered During
Regular Season?**

Tape Delay Broadcast?

1. _____
2. _____
3. _____

Websites (name/affiliation/city) Example: www.press.com/ThePress

**Covered During
Regular Season?**

Tape Delay Broadcast?

1. _____
2. _____



Financial Reporting Information

*All finances for Sectional/District tournaments conducted at school facilities are now required to be handled through Board of Education treasurers. **These instructions are outlined by District Athletic Board Treasurers at the respective District Athletic Board Managers' Meetings.** No funds are to be handled by individual or personal checking accounts and all payments must be made by check – not cash. Any questions surrounding these new procedures can be directed to the District Athletic Board Treasurer in respective districts.*

Financial Reports are submitted electronically to District Athletic Board Treasurers per instructions provided at Basketball Tournament Manager Meetings conducted in each Athletic District.

Financial reports can be found by either contacting their respective DAB Treasurer or through the respective DAB pages on our website. Please consult with respective District Athletic Board Treasurers for detailed financial reporting instructions.

Pre-Game Public Address Announcement Welcome and Opening Remarks



Ladies & Gentlemen,

As a member school of the Ohio High School Athletic Association, _____ High School welcomes you to this interscholastic contest between _____ High School and _____ High School. To honor America, please stand and join in the singing/playing of our National Anthem.

*Playing of the **NATIONAL ANTHEM***

Today/Tonight's Tournament game is sponsored by the Ohio High School Athletic Association. Your attendance and support of the student-athletes and coaches is appreciated by member schools competing for the right to move on. Though both teams are rivals, they are expected to exhibit the qualities of good sportsmanship throughout the contest and the administration of both schools request the same from all fans.

The officials assigned to this tournament game have met extensive requirements set by the Ohio High School Athletic Association and have been assigned based upon the process approved by the OHSAA's Board of Directors.

The officials for this game are:

_____, and

The athletes, coaches and officials are guests of _____ High School. ALL fans are asked to respect the effort each of them has put forth preparing for today's/tonight's contest. We ask all attending to show courtesy and respect for fellow fans, officials, coaches, those administrating the contest and of course – your team and your opponent. And, as important today as ever, PLEASE ***“Respect the Game”***.

Now let's meet the players in today's/tonight's game.

Visiting Coaches and Team – Announcing all players with Starters last

Home Coaches and Team – Announcing all players Starters last



Pre-Game Public Address Announcement
Spectators Taking Photos and Videos



Remove and Provide to Announcer

Please Read prior to tipoff and various points where time allows

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 your Cooperation with this Regulation

**Respect
THE
GAME**

Ohio High School Athletic Association
4080 Roselea Place, Columbus, Ohio 43214
Phone: 614-267-2502 Fax: 614-267-1677
www.ohsaa.org



Tournament Site Inspection Form

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 floor, 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



District Championship Trophy Announcement

Remove and Provide to Announcer

Please locate the presenter, and the respective principal or athletic director assisting with the presentation. Ask the presenter in advance if he/she would like to briefly speak upon the presentation of awards and provide him/her with a microphone if they choose to say a few words. District Athletic Board procedures may possibly NOT include the principal and/or athletic director in the presentation of awards. District Athletic Board members should inform you of this prior to the presentation.

District Runner-Up

Ladies & Gentlemen, please direct your attention to mid-court where _____, representing the _____ District Athletic Board will present today's/tonight's District Runner-Up and District Champion trophies along with _____ and _____ the Principal/Athletic Directors of the respective schools.

When your name is called, please step forward to be recognized.
First, for the 2020 District Runner-Up _____.

(Board member/Representative hands individual medallion to principal and principal puts them around the neck of each individual. Please give the presenter time for each one.)

Would the captains for the _____ please come forward for the presentation of the Team Trophy.
If presenter wants to say a few words.....

District Champion

And now, the 2020 District Champion in Division _____, the _____.

(Board member/Representative hands individual medallion to principal and principal puts them around the neck of each individual. Please give the presenter time for each one.)

Would the captains for the _____ please come forward for the presentation of the Team Trophy.

(After presenting)
Congratulations to the _____ who will now advance to the Regional Semi-Final at _____ on _____.

Thanks to _____ (site name) and _____ (manager) for serving as a host for the District Championship. Thank you for your attendance and support of Ohio High School Student-Athletes and please travel home safely.

(Please provide the District Champion with the game ball)



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
Phone: 614-267-2502 Fax: 614-267-1677
www.ohsaa.org

**RECOMMENDED BASKETBALL TOURNAMENT BROADCAST
ANNOUNCEMENT
FOR RADIO AND TELEVISION**



Remove and Provide to Television and Radio

This basketball 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 student athletes grades 7-12.

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 game is one of many being played throughout the State leading to the State Championship. The OHSAA reserves all broadcasting rights to post season tournament games.

Tournament Medical & Safety Information

COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but 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 or 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.
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 bloody dressings, mouthguards and other articles containing body fluids.
10. The OHSAA's Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy in the event of an H1N1 Influenza outbreak.
 - 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.
 - In the event schools remain open, competitors and teams shall be expected to play tournament contests on the dates scheduled.
 - 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.
 - Please watch the OHSAA web site home page at www.ohsaa.org and the specific sport page on the web site for more information.

OHSAA Tournament Postponement Policy-Unforeseen Influenza Outbreaks

The OHSAA's Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy in the event of any 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, the Centers for Disease Control recommend closures only 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 and the specific sport page on the web site for information that would require immediate attention.

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 gymnasium.
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 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 FLOOR 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



2020 GENERAL BOYS AND GIRLS BASKETBALL TOURNAMENT REGULATIONS

NOTE: The following regulations apply to all levels of tournament competition unless otherwise specified. They were adopted by the Ohio High School Athletic Association Board of Directors on October 24, 2019. The Executive Director is authorized to modify these regulations when deemed necessary by the Executive Director, subject to ratification by the Board of Directors. Changes from the 2019 Regulations are shaded.

I. ORGANIZATION OF TOURNAMENTS

- A. Each District Athletic Board (DAB) organizes and conducts Sectional and District Tournaments in their respective districts, subject to the rules and regulations adopted by the Board of Directors. Sectional / District site managers will receive supplemental information from respective District Athletic Boards. Site selection and play dates of Sectional/District tournaments are at the discretion of each District Athletic Board.
- B. The Regional and State Tournaments are under the direct control of the Executive Director's office. There will be four boys divisions (I, II, III, and IV) and four girls divisions (I, II, III and IV). Site selection for Regional Tournaments is at the discretion of the Executive Director's office and may be changed at any time.
- C. There is no restriction/requirement at any level of play regarding playing at college or high school sites. Sites must meet minimum requirements of the NFHS.
- D. The OHSAA maintains the authority to change the site, date, or time of any Regional tournament assignment.
- E. Completion of the OHSAA Tournament Entry Form is the school's agreement to play at the site, day and time assigned by the Executive Director's office and to abide by all OHSAA Tournament Regulations found within.

II. ELIGIBILITY OF STUDENTS AND COACHES

- A. All participants must be eligible under the Bylaws and Sports Regulations of the Ohio High School Athletic Association. Only one school team sponsored by a member school is eligible to participate. An eligibility certificate must be submitted to the tournament manager.
- B. Fifteen (15) players may be in uniform for each tournament game. The players in uniform must be entered into the Official Scorebook per NFHS Rules and also submitted on the Official Line-Up Sheet. The players submitted will be the only players permitted on the floor for warm-up and on the bench during the game. The fifteen (15) may be changed from game to game throughout the tournament but MUST be listed on the official OHSAA Eligibility List. The names and numbers of the fifteen players must be given to the official scorer thirty (30) minutes prior to each game and the five (5) starting players designated ten (10) minutes prior to the starting time of each contest.
- C. Eighteen (18) total seats will be available on the bench area for ALL personnel and players. The eighteen (18) are to include all players, coaches, managers, trainers, and other support personnel. Since 5 players will be on the court, this provides twenty-three (23) total individuals to be in the bench area (5 on the court + 18 seats = 23 total individuals).
- D. A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.
- E. Only Board of Education approved coaches with valid Pupil Activity Permits issued by the Ohio Department of Education are permitted to be in the bench area or locker room prior to, during, and after any tournament contest.
- F. It is recommended that eligibility of student-athletes and coaches are checked prior to each contest by the school administration to reduce the risk of forfeitures required under Bylaw 10-2-3.

III. TOURNAMENT ENTRY AND PAPERWORK REQUIREMENTS

- A. Tournament Entry/Withdraw
Member schools wanting to participate in the 2020 OHSAA Basketball Tournaments must indicate their intent to participate in *myOHSAA*. The deadline for Tournament entry/withdraw is January 27, 2020 (Girls)/February 3, 2020 (Boys). Schools that change their tournament participation after these deadline may be subject to penalty. No late entry will be accepted after 12:00 noon on the Friday prior to the draw.

IV. TOURNAMENT DATES GIRLS TOURNAMENT

- A. Sectional Tournaments – shall be scheduled between Feb. 10 and Feb. 22, 2020
- B. District Tournaments – shall be scheduled between Feb. 24 and Feb. 29, 2020
- C. Regional Tournaments – shall be March 3 – March 7, 2020
- D. State Tournament – shall be March 12, 13, and 14, 2020

BOYS TOURNAMENT

- A. Sectional Tournaments – shall be scheduled between Feb. 17 and Feb. 29, 2020
- B. District Tournaments – shall be scheduled between March 3 – 7, 2020
- C. Regional Tournaments – shall be March 9 – 14, 2020
- D. State Tournament – shall be March 19, 20 and 21, 2020

V. PARTICIPATING SCHOOL ADMINISTRATIVE RESPONSIBILITIES

A school administrator or a person designated by the school shall assist the tournament site manager with crowd supervision when asked. The school administrator or designee should arrive prior to warm-up time and report to the tournament site manager upon arrival to the site.

- A. No team will be permitted to compete in a tournament contest unless accompanied by the coach or a person authorized by the Board of Education. This school representative shall be present throughout the tournament contest. Teams unaccompanied by such school representative will be disqualified.
- B. If a girl's team coach is male, it is *recommended* that a female (non-high school student) accompany the team.

VI. FAILURE TO APPEAR

If a team "fails to appear" or is not ready to play within 30 minutes of the scheduled starting time of the tournament contest, the space on the bracket may be declared vacant. A "forfeit" shall be declared, and the opposing team shall advance to the next round.

VII. OFFICIALS

The number of officials from each district assigned to the Tournaments is in proportion to the number of Class 1 officials in the district.

- A. **Sectional and District** – Officials shall be assigned by the District Athletic Boards from pools provided by the OHSAA
- B. **Regional and State** – Officials will be assigned by the Executive Director's office according to the procedure adopted by the Board of Directors. Only OHSAA Basketball Class I officials shall be used.
- C. **Alternate Officials** – During regional and state tournament play, site managers shall provide one alternate official. Per OHSAA Bylaw 8-3-1, the decisions and interpretations of the rules by officials are final.

VIII. AWARDS AND AWARD CEREMONIES

Only awards furnished by the OHSAA will be awarded at any OHSAA sponsored tournament. District Board members will assist with the presentation of awards at the District tournaments. Teams are expected to take part in the awards ceremony at the conclusion of the District Championships.

- A. **SECTIONAL:** Sectional trophies will not be awarded.
- B. **DISTRICT:** Team trophies will be presented to the championship and runner-up teams along With 17 individual medals awarded to team members and coaches. The game ball is also to be awarded to the championship team.
- C. **REGIONAL:** Team trophies will be presented to the championship and runner-up teams. The game ball is also to be awarded to the championship team.

IX. TOURNAMENT DRAW AND SEEDING PROCEDURE

Note: The established date and time for all seeding and drawing meetings is Sunday, February 2, 2020 (Girls) at 2:00 p.m. and Sunday, February 9, 2020 (Boys) at 2:00 p.m.

Seeding is mandatory in Sectional Tournaments that precede District Tournaments. Combined Sectional/District Tournaments and District Tournaments not preceded by Sectional Tournaments.

Note: This is to be interpreted that at least one seeding is to take place in either the Sectional or District Tournament.

The following seeding method shall prevail for all OHSAA Sponsored Basketball Tournaments. All teams assigned to the first round of the tournament shall be seeded. For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

Basketball Tournament Seeding Procedure

A. Posting and Recording Team Records

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 prior to the start of seed voting. The records will include the number of wins and losses in the divisions of the teams played.

For Example: A Division I team with a 20 game schedule

Division I opponents: 12 wins 4 losses

Division II opponents: 3 wins 1 loss

**All games played shall be recorded*

B. Voting Procedures for seeding teams

All head coaches shall vote via ballot **which shall be made public**, 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. In case of a tie, only the tied teams will be re-voted upon. If a tie should occur the second time, a flip of the coin shall determine the seeded team.

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.

C. Placement of Teams on Brackets

Each District Athletic Board (DAB) shall determine placement of teams on brackets. Regulations for placement for each district can be found by navigating to the following websites:

Central District Athletic Board: www.cdab.org

East District Athletic Board: www.eastohsaa.com

Northeast District Athletic Board: www.nedab.org

Northwest District Athletic Board: www.nwdab.org

Southeast District Athletic Board: www.seodab.org

Southwest District Athletic Board: www.swdab.org

If a school fails to have a representative present at the seeding and drawing meeting, the manager shall place the school(s) on the bracket in accordance with the DAB's seeding protocol.

Sample brackets are distributed to each manager. Samples of brackets are included in the manager's materials and can also be found at www.ohsaa.org.

The tournament manager will distribute brackets to representatives of participating teams.

All brackets shall designate date and time of game with the home team being listed on the top of the bracket.

Brackets which include a 'bye' will have that 'bye' drawn on a bracket to represent it as a "Home" team.

XI. GAME REGULATIONS

- A. **Rules** – National Federation 2019-2020 Basketball Rules shall be used in all games.
- B. **Interrupted Basketball Games** – When a basketball game is interrupted for any reason, the game shall be resumed from the point of interruption.
- C. **Uniforms** – Basketball uniforms shall conform to the requirements of Rule 3, Section 4 of the National Federation Rules Book. Each team shall have two sets of uniforms, one white (home) and the other a contrasting dark (away). The first-named team (top line of a bracket) in each game throughout the entire tournament shall be designated as the **Home Team**. The home team shall wear white uniforms. The second team named (bottom line of a bracket) in each game shall be designated as the **Away Team**. The away team shall wear contrasting dark uniforms. Schools that are unable to comply with the above must notify the tournament manager who shall in turn coordinate and/or approve necessary adjustments before the day of the game.
- D. **Coaches** – It is **recommended** that at least one of the coaches for each competing team approved by the board of education be on the playing court during their team's warm-up time.
- E. **Scorer, Courtesy Scorekeeper, Timers and Announcers** – The official scorer in all basketball tournaments **MUST** wear a black and white striped officials' shirt. A courtesy scorekeeper representing each school is requested at the scorer's table. The official score book shall remain at the scorer's table throughout the game including all intermissions. The responsibilities of efficient, competent scorers and timers cannot be overemphasized. It is recommended that experienced school personnel be used, and that they serve throughout the tournament. A visible team possession indicator must be at the scorer's table. A public address system with an announcer should be available to all tournament sites.

- F. **Basketballs** – The Official OHSAA Tournament basketballs that will be utilized for all Sectional, District, Regional and State Tournament contests are:
Girls: Rawlings COMPOHIO285CB
Boys: Rawlings COMPOHIOCB
 Host teams in Districts where higher seeded teams are hosting tournament contests shall provide the Official OHSAA Tournament basketball.
- G. **Playing Floor** – The dimensions of the playing floor for tournament contests shall be 50 ft. in width and 84 – 94 ft. in length and meet all NFHS requirements for basketball courts. All sites shall have the ‘coaches’ box’ marked according to specifications.
- H. **Score Differential** – Any time a score differential reaches 35 points during the second half, a running clock shall be utilized. After the 35 point score differential has been met but the score drops below 30 points, the clock reverts to regular NFHS timing. (This eliminates timing issues in a faster paced contest). The clock shall be stopped only for an injured player on the court or when there is any unusual delay deemed necessary by the officials.
- I. **Video Replay** - Video replay as approved by NFHS Rules will only be permitted at the Boys’ & Girls’ State Semi-finals and Finals. No replay is authorized for use at any Sectional, District or Regional contest. Red LED lights are used in conjunction with Video Replay and will also be used only at the Boys’ & Girls’ State Semi-finals and Finals, and shall be turned off at all Sectional, District and Regional contests.
- J. **Communication Devices** – Any communication or communication device used for communication between any individual in the stands and the team bench and/or approved coach is prohibited.
- K. **Unsportsmanlike Conduct Penalty** - During participation in OHSAA tournaments any student or coach ejected for unsportsmanlike conduct shall be ineligible for all contests for the remainder of that day. In addition the player or coach shall be ineligible for all contests at all levels in basketball until two regular season/tournament contests are competed at the same level as the ejection. Coaches must also meet the provisions of Bylaw 10-2. Individuals ejected for unsportsmanlike conduct shall be reported to the OHSAA Executive Director by the tournament manager. The Executive Director will investigate the situation and may impose additional penalties in accordance with Rule 14 of the General Sports Regulations if the situation warrants.
 Participation in an athletic contest is a privilege. Each individual is expected to conduct himself or herself in an exemplary manner while participating.

XII. SCHOOL REGULATIONS

- A. **Bands** – Bands are permitted at Sectional and District Tournaments at the discretion of respective District Athletic Boards. Pep Bands are permitted at the Regional Tournament at the discretion of the Executive Director.
- B. **Cheerleaders & Mascots** - Eight (8) cheerleading a mascot, are permitted on the playing floor. They must be supervised with a Board of Education approved advisor/coach, have **been the school recognized cheer group during the regular season**, and are permitted on the playing floor only during a time-out, pre-game warm-up and intermissions. Pyramids and mounts of any kind are prohibited as are mini-trampolines. Violations of this rule will result in the cheerleaders being removed from the floor immediately. Cheerleaders must be wearing school issued uniforms and must be high school students. Cheerleaders may rotate cheerleaders by quarter or designated time by the school administrator but must maintain the number limitations detailed above.
- C. **Video Recording of Contests**
- I. Videotaping or filming by participating schools**
 Videotaping or filming of basketball tournament games by one or both of the schools playing the game is permitted provided the permission of the tournament manager is secured, it is done at the expense of the school involved, and a maximum of one individual per school is permitted.
Videotaping or filming of a potential opponent’s tournament game is prohibited.
- II. Videotaping or filming by spectators.**
- A. Shall be for personal use.
 - B. Shall not be used for the purpose of scouting or coaching.
 - C. Shall not interfere with the view of the athletic contest by other spectators.
 - D. The tournament site shall not permit the use of more than the seating space for which the spectator has paid when seating is needed for paid fans.
 - E. The tournament site accepts no liability for damage or theft of spectator’s equipment or injury as a result of privately owned equipment.
 - F. Equipment will not be permitted in any playing area – only in the spectator seating area.
 - G. The tournament site will not provide sources of power for video equipment.
 - H. Violation of this regulation may result in the removal of offender from the premises.

XIII. SITE REGULATIONS

- A. **Signs, Banners, Noisemakers, and Substances Thrown on Playing Floor** – Signs, school banners, pennants, shakers, noisemakers such as horns, bells sirens, drums, etc. are NOT PERMITTED! SCHOOL OFFICIALS ARE REMINDED TO EMPHASIZE THIS AT SCHOOL PEP RALLIES, ASSEMBLIES, BULLETINS AND ANNOUNCEMENTS. The use of confetti, tearing up of newspapers, and programs is not permitted. Throwing powders, such as but not limited to rosin or talcum powder, is prohibited. Use may result in a technical foul and charges administered for clean-up.
- B. **Spectator Attire** - Shirts/appropriate attire must be worn by all spectators at all OHSAA indoor tournaments.
- C. **Property Damage** - There is no insurance covering property damage. If property is damaged at a tournament site by competing school teams, student body or spectators, the school from which the students and/or spectators come shall be liable and pay the cost of repair or replacement. The tournament manager is authorized to deduct from the school's share the cost of any damages caused by competing schools. Other damages to facilities not attributed to a competing school could be a legitimate tournament expense and may be deducted from tournament receipts. If damage is extensive, the Board of Directors will become involved. **Student crowd control at state sponsored tournaments is the responsibility of the administrative heads of the competing schools.**
- D. **Sponsorship and Rights** - **The Ohio High School Athletic Association is the sponsoring organization for the Sectional, District, Regional and State Basketball Tournaments. The OHSAA reserves all rights in regard to the management of these tournaments and the sale of any items or any audiovisual reproductions. Any sale of food, clothing, souvenirs or other items is strictly prohibited without permission of the respective District Athletic Boards for Sectional or District tournaments and the OHSAA Executive Director for the Regional or State Tournaments.**
- E. **Prohibited Advertising** - There shall be no advertising through printed media, billboards, radio or television that includes beer, wine, liquor, tobacco, political parties or candidates or any other advertising contrary to the philosophy of the high school athletic program.
- F. **Raffles and Games of Chance** – :”50/50” drawings are approved based upon the ‘buy in amount’ approved annually by the OHSAA Board of Directors. There shall be no other raffles or any type of games of chance permitted at the site of basketball tournament contests. This would include, but is not limited to, half-time shooting contests.
- G. **Prohibited Sales** - The sale of, the distribution of, or the consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.

SPECIFIC SECTIONAL AND DISTRICT TOURNAMENT REGULATIONS

NOTE: All General Regulations for Boys and Girls Basketball Tournaments listed previously shall apply to the Sectional/District Basketball Tournaments in addition to those regulations listed below.

I. SCHOOL ASSIGNMENTS TO TOURNAMENTS AND SITE SELECTION

Each District Athletic Board determines tournament sites, dates, employs managers and assigns schools to tournaments within their athletic district utilizing board approved representation.

II. REPRESENTATION TO REGIONAL TOURNAMENTS

Schools must compete in the division to which assigned. The number of teams qualifying to the Regional Tournaments from each District is determined by the OHSAA and shall be as follows for 2019-20:

Boys'	<u>Div I</u>	<u>Div II</u>	<u>Div III</u>	<u>Div IV</u>
Central District	4	2	2	2
East District	0	2	1	1
Northeast District	6	5	4	3
Northwest District	2	3	3	5
Southeast District	0	1	2	2
Southwest District	<u>4</u>	<u>3</u>	<u>4</u>	<u>3</u>
Total	16	16	16	16

Girls'	<u>Div I</u>	<u>Div II</u>	<u>Div III</u>	<u>Div IV</u>
Central District	4	2	2	2
East District	0	1	1	1
Northeast District	6	5	4	3
Northwest District	2	3	3	5
Southeast District	0	2	2	2
Southwest District	4	3	4	3
Total	16	16	16	16

III. ADMISSIONS

- A. **Spectators:** Prices of admission are determined by the District Athletic Boards, **not to exceed \$7.00 per session**. Each person paying admission **MUST** be given the ticket. All tickets are to be torn in half when the purchaser is admitted. If the sale and admittance is handled at the same location, the purchaser is entitled to and shall be given one-half of the purchased ticket. Such ticket stubs shall not be used as 'pass-out' tickets.
- B. **Team:** Each District Athletic Board shall provide a procedure for admittance of personnel from competing schools. The procedure should provide for 15 players, coach, assistant coach, student manager, athletic director, principal, superintendent and six others.
- C. **Cheerleaders:** Eight cheerleaders and one mascot, and one advisor/coach will be admitted free to the session in which their team plays. If there is no school mascot, an additional cheerleader is **NOT** permitted.

IV. PRACTICE SESSIONS

Practice regulations for Sectional and District tournament sites are at the discretion of each District Athletic Board.

V. WARM-UP PERIODS

A **minimum** of 20 minutes before each game shall be provided for warm-up practice. Teams will use baskets on the opposite ends of the floor from assigned player benches.

VI. OFFICIALS

Game officials for the Sectional and District Tournament games will be assigned by the District Athletic Boards from the Officiating pools generated through *myOHSAA*.

VII. MEDIA REGULATIONS

Reservations for all media credentials are to be made directly with the site manager.

A. **Radio**

When broadcast space is limited, allocation of space should be on a first come, first served basis. Those stations following participating schools should be given first priority. If no broadcasting space is available and regular admission seats are available and must be displaced to provide space for broadcasting, the radio station shall pay the adult admission for each seat used in addition to the established rights charge per game. Space for broadcasting is limited to *working* media and a **maximum** of two may be provided. No sponsorship that includes beer, wine, liquor, tobacco, patent medicines, political parties or candidates, or any other advertising not considered in agreement with the philosophy of the high school athletic program is acceptable. This includes all direct broadcasting and tape delay broadcasts. The District Athletic Boards and the OHSAA reserve the right to discontinue the broadcasting by any station at any time in the event previous broadcasting is considered to have been in poor taste or incompatible with the educational dignity and propriety of the OHSAA. All rights fees are to be paid in advance of the broadcast. Tournament managers shall include rights fees under tournament receipts as indicated in the **Financial Report Form** for the tournament.

B. **Television**

No live telecasts are permitted.

Broadcast fees for television tape delayed broadcasts are set by the OHSAA. Any seats displaced by television equipment or personnel must pay the adult ticket price for each seat displaced. A maximum of three cameras and seven people should be admitted. Any and all costs incurred in setting up for the televised broadcast will be borne by the stations. The originating station is liable for rights fees in the event the tape is loaned to another station for airing. All rights fees must be paid in advance of videotaping games. Playback of videotaped games **shall not begin before 10:00 p.m. the day of the game**. No telecast replay shall be shown at a time that would conflict with any tournament game played in that community regardless of the division the tournament game is being played. **School sponsored TV stations:** School based stations will have broadcast fees waived **if:**

1. Students are involved in the majority of the production of the broadcast, and,
2. Students are accompanied by a school representative (teacher, advisor, principal)



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
SECTIONAL/DISTRICT BASKETBALL TOURNAMENT

OFFICIAL LINEUP FORM

DIVISION _____

SCHOOL NAME _____ CITY _____

Each team may dress a maximum of 15 players for each game. Please list the names of the players below in **NUMERICAL** order. Place an (X) next to your five (5) starters. Indicate captains with a (C) after their name

#	Players Names (first then last)	Yr.	Pos.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Head Coach _____

Asst. Coach _____

Asst. Coach _____

Asst. Coach _____

Head Coach Signature _____

Managers
