



**REGIONAL BASKETBALL  
TOURNAMENT  
2020  
MANAGER'S MANUAL**

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**  
4080 Roselea Place, Columbus, Ohio 43214  
Telephone – 614-267-2502 | Fax – 614-267-1677  
[www.ohsaa.org](http://www.ohsaa.org)

## A MESSAGE TO REGIONAL MANAGERS FROM THE OHSAA BASKETBALL ADMINISTRATIVE STAFF



***As the 2020 tournament season approaches here in Ohio, I want to express a sincere ‘thank you’ from everyone associated with high school sports in Ohio. The excitement generated at tournament time is certainly at the forefront of the tournament experience, but few realize the ‘behind the scenes efforts’ to create this excitement. You and your staff are a vital part of the excitement, providing the best services to teams and making the tournament experience one they will remember for a lifetime. All of us at the OHSAA applaud you and thank you for your efforts.***

This manual is designed to help you with the operation of the Regional Tournament and insure that all regional tournaments throughout the state are consistent in the administration of the event. It is divided into the basic parts of:

1. General Information
2. Admission and Pass List Information
3. Media Information
4. Championship Ceremony Information
5. Financial Information
6. Required and other Useful Forms

You will also receive the following items:

1. Scorebooks
2. State Tournament Participation Manuals
3. Tickets
4. Game Ball
5. Trophies

Each District Athletic Board (DAB) 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. You may log on to each respective District Athletic Board site through links from our main page ([www.ohsaa.org](http://www.ohsaa.org)) and observe sectional sites and assignments. Likewise, complete listings of District Tournament sites and managers and their contact information are also available. Many of you hosting Regional Tournaments may have also served at the Sectional/District level.

As mentioned the “Regional Meeting” is no longer required. If you are able to accomplish distribution of pertinent information AND pre-sale tickets, you have that option. If you still need to hold that meeting, it is certainly ok as well. It simply is not required – in today’s electronic world, you may be able to be more efficient and we are giving you that latitude.

There will be several correspondences via email and/or phone prior to Regional week, but if I can be of any service to you in the meantime, please do not hesitate to contact me via email at [kcoughlin@ohsaa.org](mailto:kcoughlin@ohsaa.org)

Again, on behalf of everyone, my sincerest appreciation for your efforts that benefit the student-athletes in Ohio!

Sincerely,

Kathleen Coughlin, CAA  
Director of Sport Management

## REGIONAL TOURNAMENT POINTS OF EMPHASIS/CHANGES

### **50/50 Drawings**

Tournament regulations now permit host sites to conduct 50/50 drawings.

**Please read the detailed information provided at the end of this manual on regulations for conducting 50/50 raffles AND please tear out and provide to the person that may choose to oversee this.**

### **“Running Clock” – Score Differential in use for Tournament Games**

Though unlikely to come into play at regional level games, if 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, team time-outs, or when there is any unusual delay deemed necessary by the officials.

### **Regional Programs Provided by Royal Publishing**

The OHSAA partners with Royal Publishing to ***provide programs to Regional sites free of charge***. The programs are professionally made and all profits generated by the sale of programs is to be used at the discretion of the host site.

### **Video Exchange Between Competing Schools**

Though this will be an administrative item between the OHSAA and competing schools, coaches are now ***required*** to exchange video of their previous two contests (District Semi-Final and District Final) prior to Sunday evening of their Regional Semi-Final game. In any correspondence you have with District Managers/District Champion teams, please stress this requirement. Since some Regional sites still conduct a Sunday Regional Participants’ Meeting (although not required), this would be the ideal place to exchange game tape. There are, of course, online services now that will permit coaches to exchange via that method as well. *Coaches that do not comply with this will forfeit their school’s \$200.00 incidentals money given to them at the Regional Tournament level.*

### **Arbiter & Arbiter Pay**

The OHSAA will be using ArbiterPay, which directly pays officials. The Arbiter system allows the tournament manager to obtain officials contact information for communicating prior to the contest.

### **myOHSAA Account**

If you need assistance with your myOHSAA account, please contact Brenda Murray ([bmurray@ohsaa.org](mailto:bmurray@ohsaa.org)), in our office. Utilizing the myOHSAA system permits a method to report game scores and updating the brackets for state-wide access.

### **Alternates Hired by OHSAA**

This is a reminder that **the OHSAA will assign and pay** alternate officials. Managers will be provided the names of these officials.

### **Pre-Sale Tickets for Schools are \$7.00**

This is reflected within the pages of this manual – all pre-sale tickets given to schools for pre-sale are \$7.00. If online tickets are available for your site, tickets will be \$7.00, plus an additional fee.

### **Coaches on Floor for Warm-Up**

There has been an increasing number of ‘issues’ arising in pre-game warm-up, especially with teams that do not have a coach on the floor during this warm-up period. Please stress to your participating teams that it is strongly recommended that a coach (any member of the staff) be on the floor during the warm-up period.

## OHSAA TOURNAMENT GENERAL INFORMATION

The following is 'General Information' relative to **REGIONAL TOURNAMENT** games:

1. Meetings for Regional participating teams will be at the discretion of the Regional Site Manager. Information should be communicated with the District Final Managers so qualifiers to your tournament are provided all necessary information. Schools should be provided tickets for pre-sale along with any special site information.
2. Each District Champion (Regional Qualifier) should have obtained all required paperwork and instructions online from the boys'/girls' Basketball Tournament Information web pages. Any correspondence with Regional Qualifiers should remind Regional participating teams to provide required materials to you.
3. **There will be only 18 seats for each participating team available at the State Tournament so 18 seats should also be available at Regional sites.**
4. Financial Reports should be completed electronically and are available online at [www.ohsaa.org/financial/reports/htm](http://www.ohsaa.org/financial/reports/htm)
5. **Complimentary Passes for REGIONAL Tournaments** are issued ONLY by the OHSAA. Please see the section on Admission & Pass Information. Please pay special attention to this as many will want complimentary admission to Regional games, however, only approved passes are permitted. Officials and coaches not participating/hired to work Regional games are not provided free admission to games.
6. **Officials** have been assigned through the OHSAA by policies adopted by the Board of Directors. Please notify your officials in advance (no more than 10 days nor less than seven 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 directions to your site. Officials are permitted ONE guest, however, their guests are not permitted in the dressing facilities. In accordance with NFHS Basketball Rules, the decisions and rulings of the officials will be final. The Official OHSAA uniform must be worn at all times.  
**NOTE:** In the event that an official is injured before or during the contest, the ultimate decision as to if an official should be replaced lies with the observer. Prior to a decision being made, every effort should be made by the observer to contact:  
OHSAA Senior Director, Beau Rugg (Officiating Administrator)  
OHSAA Director of Basketball Officiating, Denny Morris
7. 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.
8. Arrange for a **Physician and Certified Athletic Trainer** to be present at your site. Please also have EMS service available on call for emergencies and maintain an adequate Crisis Management Plan.
9. 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 system shall be available. Public address announcers are to remain neutral and professional in their duties as an announcer.
  - a. There will be a Regional Championship Ceremony at the conclusion of all Regional Final games. Information is included in the section of this booklet entitled "Championship Ceremony Information."
10. The Site Manager shall hire the **Official Scorer**. The Official Scorer shall wear a black and white striped officials' shirt. Please make certain the "X" is located on the floor in front of the Official Scorer as required by NFHS Rules.

11. **Please check (especially college sites) that courts are marked with the regulation size “coaches’ box” and the NFHS (high school) 3-pt. line.**
12. A **Courtesy Scorer** representing each school is permitted and both should be seated at the scorers table.
13. An official scorebook is provided with this mailing. Please return with your Financial Report at the conclusion of your tournament along with any statistical information from the tournament.
14. **Regional trophies** for the tournament will be shipped directly to the managers along with other materials (scorebooks, Manager’s Manual, game ball, etc.) from the OHSAA. Please open the shipment immediately and check to see if you have received the correct trophies 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**. Additional medals can be ordered by calling Travis Nethers at the above Croton Craft number.
15. Each manager has or will receive the appropriate **approved game basketball** to be used in the OHSAA Tournaments. We encourage use of the ball prior to the tournament if possible. Please provide this game ball to the Regional Champion.
16. A **host** should be assigned to each team to greet them upon their arrival and attend to their needs throughout the tournament. This will give more overall freedom to the manager. Hosts are to be paid and included on your Financial Report.
17. Please provide **ball boys/girls** to be located at the ends of the court with towels and water.
18. **Pep Bands are permitted at the discretion of the site. Please reach out to the regional manager to plan accordingly.**
19. The use of **signs, school banners, shakers, noisemakers** (such as horns, bells, sirens, drums, balloons, confetti, powder, etc.) are not permitted. There is no regulation that prohibits the use of ‘rally towels’.
20. Teams are to **warm-up** at the opposite end of their bench. Teams will be permitted a **30 Minute Warm-up**.
21. A team that has not played a game on the floor of a Regional Tournament may arrange for one practice session, if possible, with the Site Manager if the opponent has played a **tournament game (only) on that floor**. If neither team has played a game on the floor of the Regional Tournament site during the tournaments, there shall be NO practice permitted by either team at the site other than the normal 30-minute pre-game. In all cases, there is no practice permitted on a Regional Tournament site on game day other than the normal warm-up period.
22. **Television requests:** Delayed video play-by-play productions are permitted if the site can accommodate the request. Please see the fee structure in this packet. Live video of any OHSAA tournament contest is only permitted by Spectrum News 1 or from OHSAA state office permission. Please contact Tim Stried at the OHSAA with any questions at 614-267-2502, ext. 124, or [tstried@ohsaa.org](mailto:tstried@ohsaa.org).
23. Each team should receive 22 complimentary programs.
24. Every attempt will be made by the OHSAA and the Site Manager to monitor weather forecasts leading up to each Regional game. In the event weather forces a postponement of games, all attempts will be made to reschedule the game to the same site and same time as was previously scheduled on the next day (Sunday games are a possibility).
25. The OHSAA Executive Director is authorized by the Board of Directors to move individual games to minimize travel when deemed necessary.
26. Managers **must be at the site and available** throughout the tournament.

## TOURNAMENT ENTRY FORMS – NOT NEEDED

The OHSAA no longer requires the submission of ‘entry forms’ **and do not need to be collected by Regional Managers**. All coaches in the state of Ohio are required to maintain a current/valid “Pupil Activity Coaching Permit” with the Ohio Department of Education. **NO coach is permitted to coach or sit on the team bench without such PAP**, however, it is not the requirement of the Tournament Manager to check or enforce this. This will be done by the OHSAA office through its auditing procedures. The OHSAA will communicate directly with the school should an audit detect an unapproved coach.

## OFFICIALS AND OFFICIALS’ FEES

Officials have been assigned by the OHSAA for all Regional contests and have received their assignment.

As mentioned, officials are permitted to bring **one** guest to the game. Officials’ fees and mileage allowance for OHSAA Tournaments are:

REGIONAL: ***\$145.00 per game + Travel Allowance***

**All Tournament Officials will be paid directly from the OHSAA Office. Managers will NOT need to write any check to officials.**

## ALTERNATES - OFFICIALS

Official Alternates are being assigned from the OHSAA office and contracted through the Arbiter system. Alternates will be paid \$45.00 per game plus Travel Allowance.

## OHSAA OFFICIALS OBSERVERS

Individuals are assigned as Tournament Official Observers by Dr. Denny Morris, our Basketball Director of Development, who coordinates the assignment and placement of Observers. We ask they be provided a seat at the scorer’s table (provided room is available) or at a media table, as they are officially recognized by the OHSAA. Each observer has been provided two Official Officials’ Observer Passes, shown later in this manual, and are instructed to use the Pass Gate Entrance and are provided a pass for a guest, though the guest is not required to have a seat at the scorer’s table.

## CORPORATE SPONSOR SIGNAGE/ANNOUNCEMENTS

The OHSAA may provide the following to selected sites:

**Banners:** Banners will be delivered—please place signs in visible locations.

**PA Announcements:** These announcements will be sent to each tournament manager prior to the start of the tournament. Please print these out and provide to your PA Announcer.

## USING “MYOHSAA” TO MANAGE THE REGIONAL TOURNAMENT

Brackets and game scores are maintained through the OHSAA’s Data Management System known as *myOHSAA*. The system is important for communication between managers, officials, the OHSAA as well as the public.

*Brackets should be updated with scores immediately following a game by each manager utilizing this system.*

To use this system, each tournament manager maintains a tournament account on *myOHSAA*. Please contact **Brenda Murray** ([bmurray@ohsaa.org](mailto:bmurray@ohsaa.org)) if you need assistance with your *myOHSAA* account.

## SECURITY ISSUES/CONCERNS

Please pay special attention to all security issues. Do not permit students/fans on the floor before, during, or after the contest, including player introductions. OHSAA Bylaws require an administrator to attend boys’ and girls’ basketball contests, and to review their responsibilities with their students before the game. Please read the section in our Basketball Tournament Regulations on fans throwing materials such as “talcum powder,” which 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—this will eliminate problems BEFORE they occur. There is a section providing a sample “Crisis Management Plan” in this manual. Most sites certainly do have one in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.

## OHSAA TOURNAMENT POSTPONEMENT POLICY

### **Public Health Issues**

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 a public health issue.

1. The Ohio Department of Health has advised that it will be the decision of each local health authority in Ohio as to whether to close a school or university due to a public health issue; however, at this time the Centers for Disease Control does not recommend 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. For more details, see General Sport Regulations 16.4 of the OHSAA handbook ([www.ohss.org](http://www.ohss.org)).

### **Weather Related Cancellations/Postponements**

At this time of year, weather issues become a real threat to postponements of tournaments. Site Managers should secure necessary contact information with school administrators responsible for ‘making the call’ in the event of inclement weather. Though every attempt is made to play a contest, it is not done at the risk of safety to those traveling in school transportation. In the event weather forces a postponement of game(s), all attempts will be made to reschedule the game to the same site as was previously scheduled, on the next day. Times may be adjusted, especially when Sunday games are involved. Any Regional game postponed on a Saturday will be handled on a case by case basis with the OHSAA. Sunday games are a definite possibility, and this should be conveyed at the Regional Meeting on Sunday, should you host one.

All postponements will be coordinated with the OHSAA.

***\*Please monitor the OHSAA’s twitter account (@OHSAASports) and the specific girls or boys basketball pages at OHSAA.org for more information.***

## ITEMS TO BE REVIEWED WITH PARTICIPANTS

Participant meetings on Sunday are not required, but you may still conduct them if your site so wishes. The following items should be communicated with all Regional Participants via their District Site Manager OR at your Sunday meeting if you are holding one:

1. To adequately prepare for next week's State Tournament, each Regional Qualifier has been given instructions at the District Final on the submission of forms. It may seem 'overkill' but each Regional participant has also received copies of these forms due simply to the importance of them submitting by the required dates. **Please** remind them to adhere to the following procedures given to them:  
**ALL FORMS MUST BE COMPLETED AND SENT ELECTRONICALLY TO THE OHSAA BY WEDNESDAY, MARCH 4, FOR GIRLS' TEAMS AND WEDNESDAY, MARCH 11, FOR THE BOYS' TEAMS. TEAM PHOTOS MUST ALSO BE SUBMITTED AT THIS TIME.**
2. Please review Photography Regulations available on the web at <http://ohsaa.org/Portals/0/News/Media/PhotographyRegulations.pdf>
3. **PLEASE COVER ISSUES RELATED TO SPORTSMANSHIP.** Your efforts with this are much appreciated. Outlining expectations of coaches, bench personnel and fans to those in attendance at your Regional meeting is strongly recommended. In most cases, you will have an Athletic Administrator present and this will be an opportune time to review administrative responsibility. If you need to provide a floor pass to administrators to supervise students, please provide them.
4. Please remind administrators that signs, pennants, shakers, powder, and noisemakers are **not permitted**. There is no longer a restriction on "rally towels." The "Big Heads" becoming so popular at collegiate events are considered 'signs' and are not permitted.
5. Communicate with school administration the necessity for them to be present in their student sections. Carefully review the expectations of your site so you or your security staff can be in constant contact with school personnel.
6. Review requirements, equipment and expectations at the Awards Presentation at the conclusion of the Regional Final game. These are listed later in this manual.
7. Review bench assignments and warm-up procedures. Each team shall be provided a 30-minute warm-up.
8. Distribute and cover the Complimentary Ticket Policy. Please see the section on Admission/Pass Information in this booklet for exact information. **Remind** coaches and school administrators that **DISTRICT PASSES ARE NOT PERMITTED**. As required, please provide the eight complimentary tickets to the school as outlined in this manual.
9. Distribute the **State Tournament Participation Booklets**. Though it is the goal of all four teams to reach the "Final Four," the reality is that only one from your Regional will. Since planning is required, enough booklets will be provided for all Regional teams.
10. Review **Pass Lists, Roster** and **Bench Lists**. These documents are one in the same. A sample, blank copy is included in this manual. Please see the section on Admission/Pass Information in this booklet for more information. These same lists will be utilized at the OHSAA State Tournament the following week.
11. **ONLY the 15 individuals listed in the Official Book are permitted to be on the floor for warm-up.** There became a trend of permitting additional players on the floor to warm-up with the team and move to the bleachers (or even the row behind the team) during the game. This is no longer permitted.
12. Please review the Tournament Postponement Policy as it relates to Weather AND public health issues.

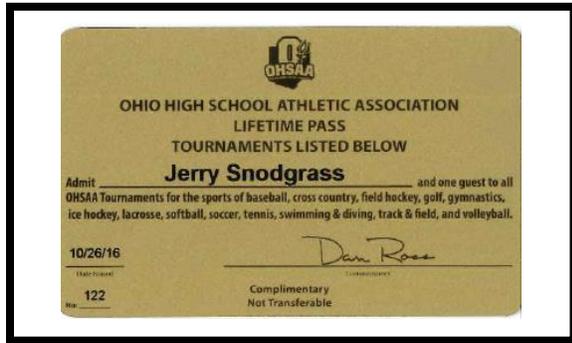
## ADDITIONAL TICKET AND PASS INFORMATION

1. Ticket prices changed last year with a Board approved increase in Regional **Pre-Sale Tickets**. They are:  
Pre-sale: \$7.00 (Adult & Student)  
Gate sales: \$8.00 (Adult & Student)
2. Pre-sale tickets should be provided to each school to sell to their fans. If a sell-out is a possibility, arrangements should be made with the competing schools to make unsold tickets from one school available to the other school. The presale of tickets is encouraged.
3. Please note that **PASS LISTS, ROSTER** and **BENCH LISTS** are the same! These will be used at the State Tournament level. They should already have this information from the web and can be emailed to you by request. Regional Qualifiers were provided this information in their 'winners' packet' at the District Championship and should be providing this to you at the Sunday Regional meeting. As consistency is important at the Regional and State level, please remind participants of the total number permitted on the bench and admitted at the pass gate.  
*\*The Pass List for teams that do not advance to the Regional Final should be provided admission through the pass gate for the Regional Championship game.*
4. The only printed pass good for admission is a Board of Director's Pass and the approved Regional Pass. Samples of these are included on the next page of this manual. Please notify your pass gate attendant of this policy and provide them with a copy of the two approved passes from this manual. Other **Complimentary Tickets should be issued as follows:**
  - Schools Scouting Potential Opponents: *2 per school, if requested, & Parking Pass*
  - OHSAA Board of Directors' Members: *4 Complimentary Reserved seats & Parking Pass*
  - District Athletic Board Members, Secretaries & Treasurers: *2 Reserved seats, if requested, & Parking Pass*
  - OHSAA Executive Director and Director: *4 Reserved seats, if requested, & Parking Pass*
  - Each Participating School:
    - Superintendent:** *2 Reserved Seat Tickets & Parking Pass*
    - Principal:** *2 Reserved Seat Tickets & Parking Pass*
    - Athletic Administrator:** *2 Reserved Seat Tickets & Parking Pass*
    - Bus Drivers:** *2 Reserved Seat Tickets*

*In the event Reserved Seats are not available, general admission tickets should be provided.*

**These Complimentary Tickets are NOT provided but should be generated/issued by each host site and strictly limited to the approved numbers stated above.**
5. Contest officials (and alternate official) are to be admitted free through the pass gate and are each permitted **one guest** to be admitted free. You may provide them a reserved seat if you so desire.
6. OHSAA Officials Observers are assigned by the OHSAA Director of Basketball Officiating Development. Each Observer has been provided the appropriate Regional Pass plus one for a guest (see next page). No other guests should be admitted without proper admission pass or ticket.
7. **No other complimentary admissions should be provided.** This is to include local/area officials, local/administrators and local/area coaches. College coaches are **not** to be admitted free. Their budgets permit this as an expense and they must purchase a ticket.

# APPROVED OHSAA REGIONAL PASSES FOR 2020



Lifetime Pass issued to Former Board of Director Members of the OHSAA  
Pass is gold



Board of Directors Pass



Boys' Regional Pass  
Each Pass Admits ONE



Girls' Regional Pass  
Each Pass Admits ONE

Officials' Observer Pass



**PLEASE ALLOW PASS HOLDER TO KEEP PASS FOR USE AT OTHER SITES**

# FINANCIAL REPORTING INSTRUCTIONS

Financial questions or concerns should be directed to:

Todd Boehm, TBoehm@ohsaa.org - Girls Basketball

Haley Dillon, Hdillon@ohsaa.org - Boys Basketball

**All tournament personnel are to be paid through school district or facility managed accounts. No "OHSAA Checking Accounts" should exist and be used for payment of any personnel.**

1. To obtain the Financial Reporting Form, please visit this link: [www.ohsaa.org/financial/reports/htm](http://www.ohsaa.org/financial/reports/htm). This will take you directly to the site that will allow you to download the proper Financial Report—it is an Excel spreadsheet and will do most of the calculations for you.
2. The OHSAA Financial Report includes:
  - Revenue Worksheet
  - Expense Worksheet
  - Summary of Revenues
  - Expenses
3. When reporting **total attendance**, do **not** include official party of competing teams in your attendance count.
4. Do not purchase insurance—the OHSAA maintains insurance applicable to ALL site requirements.
5. Do not include **parking receipts** in your receipts or expenses *if you are charging for parking*. All parking personnel expenses will be paid from the receipts you generate. Parking attendants should not be included in your personnel report. In the event you are NOT charging for parking, you may include the expenses of a parking attendant on your Financial Report.
6. Tournament Managers should make sure to fill out all information on the top of the "Final Report" page of the financial report.
7. It is the Tournament Manager's responsibility to pay all expenses including the expenses (with the exception of officials and observers) and bonuses for the participating schools. A copy of all schedules on the Financial Report reflecting all expenses must be included when submitting your financial report. It is also the responsibility of the Tournament Manager to verify the expenses claimed by the participating schools. A copy of the schools' expense form must be included in your report.
8. Site Agreement Forms and Tournament Manager Agreements were sent to all Regional Managers
9. The following fees have been approved by the Board of Directors:
  - a. **Tournament Manager:** \$355 per tournament (3 games) \$265 for TWO games; \$175 for sites ONE game
  - b. **Manager Travel:** \$1.15/mile one way (2020)
  - c. **Officials:** \$145 per game plus travel allowance of \$1.00 per mile one way beginning at mile 51 from the official's home zip code (to the site zip code) on their officiating contract
  - d. **Alternate Officials:** \$45 per game plus travel allowance of \$1.00 per mile one way beginning at mile 51 from the official's home zip code (to the site zip code) on their officiating contract
  - e. **Trainers:** at their rate
10. **Team Expenses** have been approved at the following rates. The **maximum number for whom expenses shall be paid is 18**. Expenses for a maximum of 18 team members/school personnel will be paid.
  - Travel: \$4.00 per mile one way each day
  - Meals: Meal costs are permitted based on the following requirements:
    - a. For schools that travel 50 miles or more from their school locations, meal costs will be calculated at the basic rate of \$15.00 per individual.
    - b. For schools that travel less than 50 miles from their school location, a receipt for that meal must be provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the following conditions:
      - The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the contest or after the conclusion of the contest.
      - The receipt must not include alcohol consumed by coaches or other members of the school traveling party.

- The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach's name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
  - Amount paid will be the lessor of the receipt amount and the calculated amount in the tournament regulations.
- Lodging: Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the regional site, up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. All reimbursement will be at \$30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office before reimbursement is made.
- Bonus: 15% of school's advance ticket sales.
- Incidentals: A one-time payment of \$200.00 regardless of the number of games played.

**11. Cheerleader Expenses** have been approved at the following rates **Expenses will be paid for a maximum of eight cheerleaders and one coach/advisor for a total of nine.**

- Travel: \$4.00 per mile one way maximum of one vehicle – for each day of travel to participate.
- Meals: Meal costs are permitted based on the following requirements:
  - a. For schools that travel 50 miles or more from their school locations, meal costs will be calculated at the basic rate of \$15.00 per individual.
  - b. For schools that travel less than 50 miles from their school location, a receipt for that meal must be provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the following conditions:
    - The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the contest or after the conclusion of the contest.
    - The receipt must not include alcohol consumed by coaches or other members of the school traveling party.
    - The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach's name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
    - Amount paid will be the lessor of the receipt amount and the calculated amount in the tournament regulations.
- Lodging: Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the regional site up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. All reimbursement will be at \$30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office before reimbursement is made.

# MEDIA INFORMATION

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 Finance and Accounting Office. 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 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 and Internet-only broadcasts	\$60.00	\$80.00	\$90.00

*Low power, non-commercial stations: \$25.00 per game, all levels of the tournament*

Note: OHSAA Radio Network Affiliates have their regional and state tournament fees waived. Please contact Tim Stried ([tstried@ohsaa.org](mailto:tstried@ohsaa.org)) at the OHSAA with any questions.

**MEDIA INFORMATION CONTINUED**



**OHSAA Basketball Television/Video Webcast Rates  
Tape Delayed**

**Cable (Public and Low Power)  
Subscribers**

	<u>Sectional/District</u>	<u>Regional</u>
State/Regional Cable – More than 750,000	<i>*Only available through negotiation</i>	
100,001 – 750,000	\$250.00	\$350.00
35,001 – 100,000	\$175.00	\$250.00
0 – 35,000 and Internet-only	\$100.00	\$175.00

**Commercial Stations (Network and Independent)**

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

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.

\*Reminder: Live video of OHSAA tournament contests is only permitted by Spectrum News 1 or through OHSAA state office permission.

**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.

(#) 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.

## CHAMPIONSHIP CEREMONY INFORMATION

There will be a Regional Championship Ceremony at the conclusion of all Regional Final games. Emotions will run high at the conclusion of the game, so please cover expectations with coaches/administrators at your Regional meeting (and prior to the game). The protocol for this should be:

- b. Teams shake hands at the conclusion of the game
- c. Teams head to their respective benches
- d. OHSAA Representative is introduced (see attached announcement)
- e. Captains (or those designated by the head coach) of the Regional Runner-up come to mid-court where OHSAA Representative awards the Regional Runner-up Trophy
- f. Captains (or those designated by the head coach) of the Regional Champion come to mid-court where OHSAA Representative awards the Regional Championship Trophy.
- g. Net cutting ceremony takes place

Trophies and awards appropriate for the tournament will be shipped directly to the managers from the OHSAA. 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.

Every attempt will be made to provide you with the name of the presenter in advance. Trophies shall be presented in the following order of attendance:

1. Executive Director/OHSAA Director
2. Board of Directors' Member
3. District Athletic Board Member
4. Regional Tournament Manager

**Championship Game Awards Script is Located in Back of Manual**

# 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. For information on Public Health Issues, see 'OHSAA Tournament Postponement Policy' on page 7 of this manual.

## EMERGENCY/CRISIS MANAGEMENT

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. Discuss crowd management and foot traffic flow in and out of the gymnasium.
- 4. Written Emergency Plan** – review the facility plan for emergency 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. 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. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic.
- 10. Crowd Expectations** – carefully study match-ups, communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers and 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

# COMPLETE REGIONAL OHSAA TOURNAMENT REGULATIONS

## 2020 BOYS AND GIRLS SPECIFIC REGIONAL BASKETBALL TOURNAMENT REGULATIONS

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

### I. SCHOOL ASSIGNMENTS TO TOURNAMENTS AND SITE SELECTION

Regional qualifiers are assigned to Regional tournaments by the OHSAA. The Executive Director is authorized to pre-draw pairings for geographic reasons to benefit schools travel to regional sites and to change date and/or site locations at any time.

### II. SITE REGULATIONS

#### A. Admission and Admission Policies:

Tickets for admission will be used and provided to each person paying an admission charge. Tickets will be issued and torn with half provided to the spectator and the other half kept for auditing purposes. Ticket 'stubs' issued to individuals purchasing tickets are not be used for "pass-out/Re-entry" tickets. *\*When host site permits, children 5 and under will be admitted free of charge\**

1. Pre-sale tickets sold at participating schools: \$7.00.
2. Tickets sold at tournament site entrances: \$8.00

#### B. Team Admission

Twenty-three team members/school personnel (plus a courtesy scorekeeper) will be admitted at the assigned pass gate on the approved OHSAA Pass List. This Pass List will grant admission for all sessions of the Regional Tournament. In addition, 8 additional complimentary tickets will be issued to the competing schools. At venues where reserved seating is provided to schools, reserved seats should be given as complimentary tickets.

#### C. Cheerleader Admission

Eight cheerleaders and one mascot and one approved coach/advisor will be admitted at the assigned pass gate on the approved OHSAA Pass List. If there is no school mascot, an additional cheerleader is **NOT** permitted.

#### D. School Personnel Admission and Complementary Admissions

Regional managers will provide 8 complementary tickets/passes to each participating school. These are intended to be used for the school Superintendent (2), High School Principal (2), High School Athletic Director (2) and Bus driver (2). If these complimentary admissions are included on the approved OHSAA Pass List, additional Complimentary tickets will not be issued. The **only** other passes approved for use at Regional tournaments are passes issued by the OHSAA; the official OHSAA Board of Directors Pass and the Regional Basketball Pass printed and distributed by the OHSAA.

#### E. Officials

Officials for Regional tournaments are assigned by the Executive Director's office utilizing the rating and voting system authorized by the Board of Directors. The number of officials from each district assigned to the tournaments is in proportion to the number of Class 1 officials in the district.

The names of the officials will not be announced until game time. THE DECISIONS AND INTERPRETATIONS OF THE RULES BY THE OFFICIALS ARE FINAL.

#### F. Medical Coverage

A Physician and Certified Athletic Trainer, secured by the Site Manager, will be present during the tournament.

#### **G. Media Credentials**

All requests for credentials shall be directed to the Site Manager.

#### **E. Live Television**

Requests to televise a regional game live shall be directed to Ohio High School Athletic Association, Director of Communications, Tim Stried. Email: [tstried@ohsaa.org](mailto:tstried@ohsaa.org) Telephone: (614) 267-2502.

### **III. EXPENSES**

#### **II. Team Expenses**

Expenses for a maximum of 18 team members/school personnel will be paid.

- Travel: \$4.00 per mile one way each day

- Meals: Meal costs are permitted based on the following requirements:

a. For schools that travel 50 miles or more from their school locations, meal costs will be calculated at the

basic rate of \$15.00 per individual.

b. For schools that travel less than 50 miles from their school location, a receipt for that meal must be

provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the

following conditions:

- The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the match or after the conclusion of the match.
- The receipt must not include alcohol consumed by coaches or other members of the school traveling party.
- The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach's name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
- Amount paid will be the lesser of the receipt amount and the calculated amount in the tournament regulations.

- Lodging: Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the regional site up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. All reimbursement will be at \$30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office before reimbursement is made.

- Bonus: 15% of school's advance ticket sales.

- Incidentals: A one-time payment of \$200.00 regardless of the number of games played.

#### **III. Cheerleader Expenses**

Expenses will be paid for a maximum of 8 cheerleaders and one coach/advisor for a total of 9.

- Travel: \$4.00 per mile one way maximum of one vehicle – for each day of travel to participate.

- Meals: Meal costs are permitted based on the following requirements:

a. For schools that travel 50 miles or more from their school locations, meal costs will be calculated at the

basic rate of \$15.00 per individual.

b. For schools that travel less than 50 miles from their school location, a receipt for that meal must be provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the following conditions:

- The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the match or after the conclusion of the match.
- The receipt must not include alcohol consumed by coaches or other members of the school traveling party.
- The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach's name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
- Amount paid will be the lessor of the receipt amount and the calculated amount in the tournament regulations.

- Lodging: Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the regional site up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. All reimbursement will be at \$30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office before reimbursement is made.

#### IV. TEAM REGULATIONS

##### A. Practice Regulations

IF neither team has played a game on the Regional site floor OR if BOTH teams have played a game on the regional floor during Sectional or District play, there shall be **no practices permitted for either team.**

If one team has played a game on the regional floor during the Sectional or District tournament, the other team **may arrange 1 practice.** The following applies, without exception:

- Any and all arrangements will be made between the participating school and the host site,
- No expenses will be provided from the OHSAA for any such practice.

##### B. Video Exchange

Teams are required to exchange full game video/film of the team's District Semi-Final and Final game. The video shall be clear and may be from an electronic storage website or from television replay or from the school's videographer. The video must be exchanged in a mutually agreed upon site/location no later than Sunday evening following the District Tournament unless a later date is mutually agreed upon. The OHSAA will not arbitrate disputes for teams failing to comply with this regulation. Failure to comply with the entirety of this regulation will result in withholding \$200.00 from team expenses from the Regional Tournament.

##### C. Warm-Up Time/Basket Assignment

Teams will be provided a minimum of 20 minutes before each game for warm-up. Both teams will be notified of exact time provided. Teams will warm-up at the basket on the opposite end of the floor from assigned players' bench.

**PRE-GAME PUBLIC ADDRESS ANNOUNCEMENT**  
*Welcome and Opening Remarks*

Ladies & Gentlemen,

The member schools of the Ohio High School Athletic Association welcome each of you to \_\_\_\_\_ High School/University/College and this tournament contest between \_\_\_\_\_ and \_\_\_\_\_ . To honor America, please stand and join in the singing/playing of our national anthem.

*Playing of the **NATIONAL ANTHEM***

Today/Tonight's Regional Tournament contest is part of the OHSAA's High School Basketball Tournament. Your attendance and support of the student-athletes and coaches is appreciated by the 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 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:

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

The athletes, coaches and officials are guests of \_\_\_\_\_ High School/University/College and you 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 and coaches, those administrating the contest and of course – your team and your opponent. And as important as ever, PLEASE **Respect the Game!**

Now let's meet the players in today's/tonight's game (all non-starters and starters are introduced for OHSAA Tournaments):

Visiting Coaches and Team, Starters last

Home Coaches and Team, Starters last



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



**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 purposes is strictly prohibited.

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

**Thank you for your attention.**



# Championship Ceremony Announcement



Ladies & Gentlemen, please direct your attention to mid-court where \_\_\_\_\_, representing the Ohio High School Athletic Association, will present today's/tonight's Regional Runner-Up and Regional Champion trophies.

First, for the 2020 Regional Runner-Up \_\_\_\_\_.

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

*If presenter wants to say a few words.....*

And now, the 2020 Regional Champion in Division \_\_\_\_\_, the \_\_\_\_\_.

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 Final Four at the (Girls-St. John Arena/ Boys-Scottenstein Center) at The Ohio State University on \_\_\_\_\_.

Thanks to \_\_\_\_\_ (site name) and \_\_\_\_\_ (manager) for serving as a host for this Regional Championship. Thank you for your attendance and support of Ohio High School Student-Athletes, and please travel home safely.

***Please present the Regional Championship Game Ball to the winning team.***



# BASKETBALL TEAM ROSTER / PASS LIST

A total of 24 persons are allowed on the team roster/pass list. (Fifteen uniformed players, the head coach, scorekeeper and seven others including assistant coaches, managers, trainers and statisticians).

DO NOT include anyone that will NOT be sitting on the team bench.

School: \_\_\_\_\_ Division: \_\_\_\_\_

List the uniformed players below. Include all information and please check names for accuracy as this information will be published in the tournament program.

	Uniform Number		Player Name	Phonetic Pronunciation	Position	Height	Class
	Light	Dark					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**Note:** If less than fifteen uniformed players are listed above, additional individuals that will be sitting on the team bench may be added.

## BENCH LIST

List up to 8 additional individuals that will be sitting on the team bench. This includes coaching staff, managers, trainers, team physicians and statisticians. . Include each person's title/position.

	Names (Pronunciation if necessary)	Title/Position
16		Head Coach
17		
18		
19		
20		
21		
22		
23		
	<b>Team Scorekeeper - indicate your scorekeeper below. The scorekeeper will sit at the scorer's table</b>	
24		Scorekeeper

The total number of individuals on the form may not exceed 24.

# MEDIA INFORMATION FORM

**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 OHSAA's Board of Directors.

**Newspapers** (name/city)

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

**Covered During  
Regular Season?**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sectional/District**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Radio Stations** (name/city)

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

**Covered During  
Regular Season?**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sectional/District**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Covered During  
Regular Season?**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tape Delay Broadcast?**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Covered During  
Regular Season?**

- \_\_\_\_\_  
\_\_\_\_\_

**Tape Delay Broadcast?\***

- \_\_\_\_\_  
\_\_\_\_\_

*\*\*audio can be live, but video must be on delay*

**School Yearbook or Newspaper Photographer:** \_\_\_\_\_

## 50/50 Raffle Information! – Please Read Carefully

50/50 Raffles will now be permitted at OHSAA 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.) who host OHSAA tournament games and wish to participate in this opportunity must contact the Finance & Accounting Team 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 3<sup>rd</sup> 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.



## 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

This Regional 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 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.

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**



**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. **ONLY the 15 individuals listed on this form are permitted to warm-up prior to the game and at halftime.**

#	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 \_\_\_\_\_

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