

**Ohio High School Athletic Association**

# **2024 Cross Country**



## **Tournament Managers Manual**

**Updated September 1, 2024**

**Respect  
THE  
GAME**

## A Note From The OHSAA

I want to extend a big THANK YOU to you and your staff for taking on the responsibility of hosting one of our 2024 tournaments. I sincerely appreciate the countless hours of preparation you have already given and will continue to give to ensure our tournaments provide the best possible competitive experience for our student-athletes, fans, officials and coaches.

This manual is meant to help aid the tournament managers and complement the tournament regulations; it is not an all-inclusive document. Instructions are included in this document related to general information relevant to both the district and regional, specific information for each level of the tournament, as well as an appendix with forms.

Meet Managers shall utilize this document, the other documents detailed within, as well as best practices and their general knowledge to execute the event. Keep in mind that meet managers and the games committees they assemble do not have the authority to set aside NFHS or OHSAA rules/policies, nor do contest officials.

If you need anything, please do not hesitate to reach out to me at the information listed below.

*Bj Duckworth*

Sport Administrator & Director of Officiating Development  
Track & Field and Cross Country  
[bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)

# Provided Items

Please utilize the below links.

[Financial & Personnel Reports](#) | [Record Applications](#) | [Officials Manual](#) | [Coaches Manual](#) | [NFHS Rule Book](#)  
[OHSAA Officials Handbook](#)

The following items will be mailed to each site in early October.

- Violation Report Forms
- Appeal Forms

The OHSAA Track and Field Tournament Participation Form (included in this manual) is for the district only.

## 2024 Cross Country Calendar

District Tournaments	October 19
Regional Tournaments	October 26
State Tournament	November 2

## Contact Information

Name	Title	Responsibilities	E-mail/Phone
BJ Duckworth	Sport Administrator, Director of Officiating Development & State Rules Interpreter	Oversees tournaments, day-to-day operations of the sport, officials' education & officials' assignments.	<a href="mailto:bjduckworth@ohsaa.org">bjduckworth@ohsaa.org</a>
Beau Rugg	Director of Officiating	Oversees OHSAA Officiating department.	<a href="mailto:brugg@ohsaa.org">brugg@ohsaa.org</a>
Dr. John Kronour	Director of Sport Management	Oversees OHSAA Sport Management Department.	<a href="mailto:jkronour@ohsaa.org">jkronour@ohsaa.org</a>
Dugan Hill	State Tournament Manager	Manages the three OHSAA Cross Country events.	<a href="mailto:dugan.sharon.1979@gmail.com">dugan.sharon.1979@gmail.com</a>
Josh Bodnar	OHSAA Track & Field Data & Technology Manager	Manages and coordinates the data and technology for the state meet. Handles seeding and scoring at the state meet. Provides support for district and regional meet managers.	<a href="mailto:jbodnar@ohsaa.org">jbodnar@ohsaa.org</a>
Ashley St. Amour	Lead Account Manager for the OHSAA/MileSplit partnership	Provides data support for on-line entries and tournament competition management via MileSplit.	<a href="mailto:ashley.stamour@flosports.tv">ashley.stamour@flosports.tv</a> Please copy Josh & BJ on all emails to Ashley
Rick Campbell	Tournament Assigner & Officials Coordinator	Assigns key officials to regional meets and all positions at the state championship. Coordinates all officials needs at the state championship.	<a href="mailto:assigntrackandcc@gmail.com">assigntrackandcc@gmail.com</a>

# Tournament Manager

The tournament manager shall serve as overall director and administrator for the tournament. The tournament manager shall employ officials, clerical help, ticket takers, sellers and other personnel in order to conduct an efficient, progressive and first-class experience for the athletes. The tournament manager will not officiate in the tournament they manage and will not be involved in any decisions regarding the qualification or disqualification of athletes. The tournament manager will provide all physical apparatus necessary to conduct the tournaments and to promptly file all reports required. Each Regional Tournament Manager will direct simultaneous boys and girls tournaments in the same classification.

## General Tournament Information Verification Forms

Effective this season, coaches verification forms for the tournament will be collected electronically when teams register for the District Tournament via MileSplit. The electronically signed form will be good for all three levels. No sites should collect paper forms.

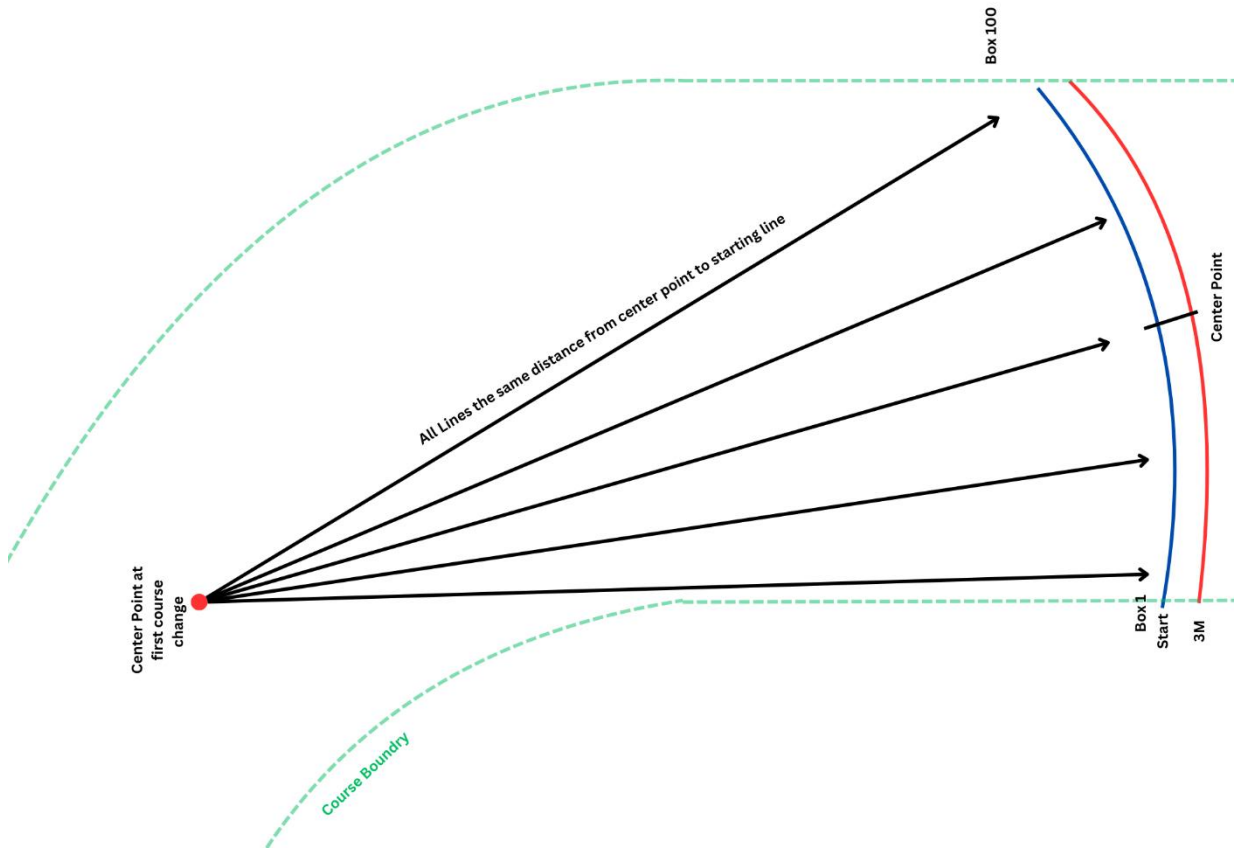
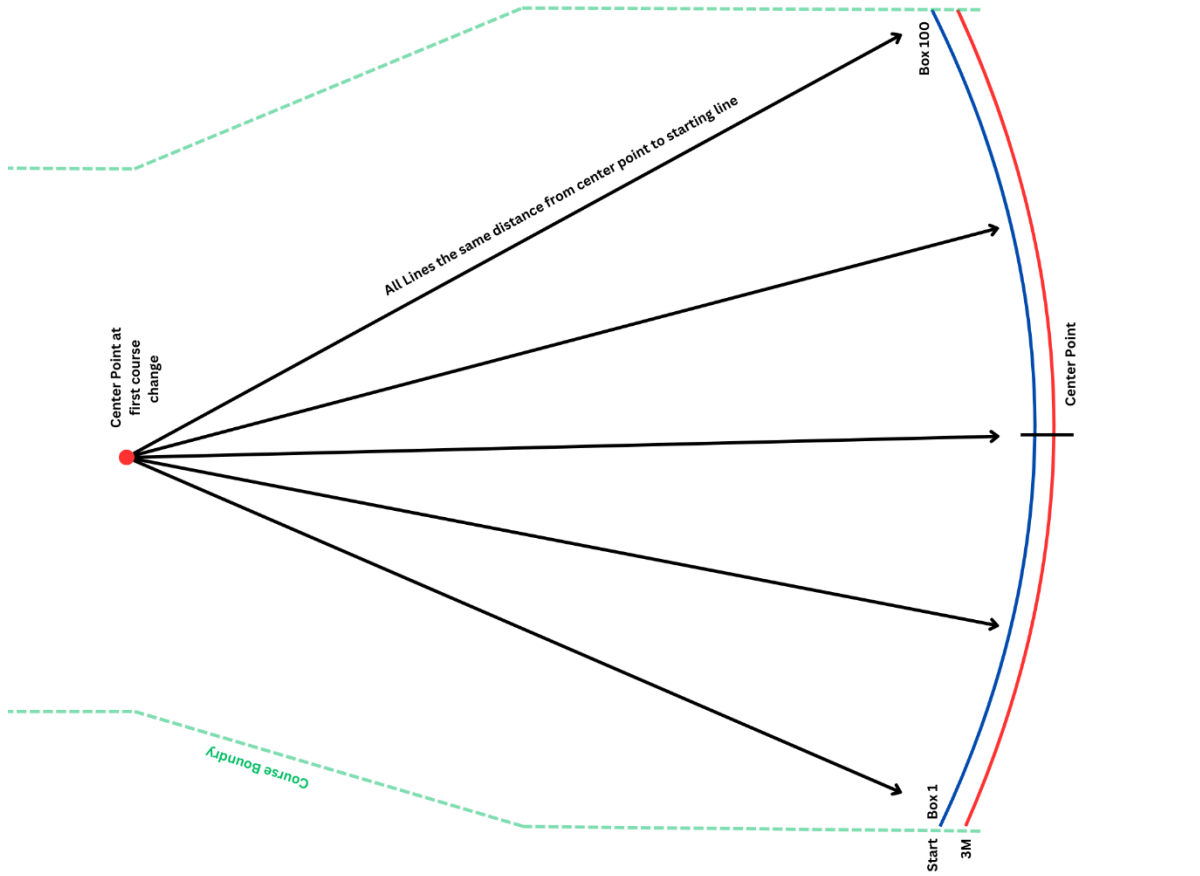
### The Course

1. The course shall be 5,000M.
2. All course markings used shall comply with NFHS Regulations found in NFHS Rule 8.
3. Teams may not place any markers on, next to, or along the course. Only markings placed by meet management are allowed.
4. No water crossings, obstacles, etc., may be included in the course.

### The Start

1. The Starting Line shall be designed to ensure each competitor has a position equidistant from the first significant change in the course (narrowing, turn, curve, etc.). **This means starting lines MAY have a slight curvature to ensure the entire line is equidistant to the first significant change.** Please see the below charts for more information.
2. There must be a line three (3) meters behind the starting line, in a different color than the start. This line serves as the step back line to ensure all athletes step up is equidistance on the "on your mark" whistle.
3. All starting boxes **must be exactly six (6) feet in width, not larger or smaller.** This allows a team to place four runners on the line in the first row and three runners behind in the second row.
4. Box assignments must be made by lot; they must be random.
5. Individual qualifying athletes shall be assigned to a box with their teammates. Each box including individual qualifiers shall contain four (4) individual runners so all can be on the line. Note: At times, it may be necessary to have three (3) or five (5) individual runners in a box.
6. If more boxes are painted on the starting line than needed for a specific race, the boxes in the center of the line shall be used for the race, leaving open boxes on each end.
7. Boxes shall be numbered so that when looking from the start toward the course, box one is on the left-hand side. The center box on the line must be left open with no teams or individuals placed in it.
8. The start will follow the procedures outlined by the NFHS related to the audio/visual step-up start. Details can be found in the Meet Managers Manual and Officials Manual.
9. All noncurrent race competitors must exit the starting area when the final instructions to athletes begin. Spectators shall not be given access to the athlete reporting area or starting line.

Diagrams of possible starting line setups are below. Please note they are examples only.



## The Finish, Scoring & Results

1. The scoring at each tournament level must be accurate and as efficient as possible. To this end, competent and experienced personnel **must** be employed.
2. All scoring systems shall use a double system (transponders and video) so that the scoring and order of finish may be cross-checked. NFHS regulations related to the use of a dual system must be followed.
3. The use of display boards and live results showing the order of finish may be used; however, they should be labeled in a way that ensures spectators, athletes, and coaches are aware that the order of finish shown is not final until verified by the meet referee and the appeal period has passed.
4. At the finish of the race, if an athlete wishes to stop their watch, they **MUST** do so by holding their hands above their head. Athletes who do not follow this direction and obscure their bib number or block their transmitter while stopping a watch may cause a misidentification of themselves and their finish position; therefore, they will be excluded from the results and considered a DNF.
5. MileSplit Live Results **MUST** be utilized for the Regional & State Tournaments. No other live results platforms may be promoted during all three levels of the tournament, including posting on the MileSplit meet page, making PA announcements, listing on the meet websites, etc.
6. Once placement and scoring have been completed by the timing team, the referee will announce or cause to be announced that the appeal window has started. If teams are unable to utilize MileSplit Live Results due to internet or cell reception issues, paper results must be provided. The appeal period will be for 30 mins starting when announced by the referee or the designee.

## General Officiating Information

1. Officials assigned to the meet must come from the eligibility list provided by the OHSAA office; non-eligible officials must not be used unless all eligible officials have been contacted and there is still a need for additional officials.
2. Officials pay is per the schedule located in the [Officials Handbook](#), pay rates have changed for 2024. All officials must be contracted and paid through DragonFly with their pay rate and position listed BEFORE sending the contract.
3. The decisions and interpretations of the rules by the Referee are final! The Executive Director does not have the authority to change an official's decision except as it pertains to an eligibility situation. The Referee shall not view any type of video device except that which is authorized in accordance with NFHS Rule 3-8-4.
4. The Tournament Manager shall not serve in any officiating capacity.
5. Games Committee - A Games Committee shall be appointed per the requirements outlined in the tournament regulations. They may serve as a resource for the Referee in considering appeals
6. Officials' Jurisdiction - The jurisdiction of officials is specified in the National Federation Track and Field Rules Book. Officials shall remain available for a maximum of 30 minutes after the conclusion of a tournament if a formal appeal has been filed. If no appeals are filed, or if appeals filed have been resolved, officials may leave after the problem has been resolved. The official score sheet/results printout must be signed by the Referee and the time and date noted.
7. Disqualification—National Federation Track and Field & Cross Country rules apply. Whenever disqualification occurs, the officials shall complete Violation Report Forms and have the Referee countersign them. **Completed Violation Report Forms and Appeal Forms shall be forwarded to the OHSAA with all final results.**

8. Appeals may be filed to the Referee per the process outlined on the appeals form found in the appendix of this document.

## Awards

1. Awards presented at the site of the OHSAA Cross Country Tournament must be approved by the Executive Director.
2. Awards Ceremony – The medal ceremony and the awarding of team trophies is to be a celebration of the accomplishments of the athletes, not an opportunity to display unusual or inappropriate attire. Therefore, for all medal and trophy ceremonies, athletes shall be attired in team-issued warm-ups or uniforms and shall be free of all other articles deemed unsporting and/or inappropriate. There shall be no flowers brought to the awards podium.

### District Awards

Team - The district champion and runner-up teams will receive a team trophy.

### Regional Awards

Team - Regional championships and runner-up trophies will be presented.

Individual - Individual awards shall be presented to each individual qualifier to the state tournament.

### State Awards

Team - State championships and runner-up trophies shall be presented.

Individual - Individual awards shall be presented to the top 20 finishers.

## Admission & Passes

### Ticket Prices

	District	Regional	State
<b>Student</b>	\$5	\$5	\$10
<b>Adult</b>	\$8	\$11	\$15

*Cash and digital ticket prices must be the same. Digital tickets are subject to fees.*

## School Administrator Tickets

Each participating school will receive complimentary admission for three school administrators, digitally, through HomeTown Ticketing. One digital code will be provided to each school. Each code will have three tickets attached to the code. The same code will be utilized, as a school advances in the tournament.

## Complimentary Admission – District, Regional, & State Tournaments

Officials - 1 for the official plus one guest

Workers - 1 for the worker

Competitors and Coaches according to the following:

	Team Qualifying	Individual Qualifying
<b>Coach</b>	2	1
<b>Athletes</b>	9 (7 runners plus 2 alternates)	Number of qualifying athletes

Note: Passes issued per this section are per TEAM, not per SCHOOL. A school will receive four coaches' passes if it advances both genders' teams.

## Board Passes

District & OHSAA Board Members have received passes through the OHSAA and HomeTown Ticketing for admittance.

## Bib Replacement Fee

Schools will be charged a \$20 per bib fine/fee for the replacement of a lost bib/chip. Coaches will be required to sign a bib replacement form before receiving the replacement bib. Following the meet, the forms will be sent to BJ Duckworth ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)) for invoicing.

Note: This fine does not include errors made by the FAT provider or Meet Manager in not providing the bib in the packet. Coaches MUST inspect their packets at packet pickup to ensure all needed items are included before leaving packet pickup. The bib replacement form can be found in the manager manual.

## Additional Information

Additional information on awards, course access, prohibited items, appeals, ticket pricing, advancement, schedules, scratch and replace deadlines, bib replacement fees & complimentary admission can be found in the Tournament Regulations.

# Tournament Manager Instructions

## District Manager Information

### Information items

- District Entry Procedures** – In advance of the competition, review the [MileSplit Ohio meet pages](#) for the District round of the postseason tournament. You can find other helpful tournament information, including a guide document, as well as instructions for our preferred meet results submission method.
  - Eligible schools must submit their entries via the MileSplit online entry process (<https://oh.milesplit.com/>) using ONLY their OHSAA sanctioned/approved account.
  - The completed electronic entry must be in the possession of the tournament manager no later than 5 p.m. on **Friday, October 11, 2024**, or at a later date and time if established by your District Athletic Board. If you have extended your deadline, please communicate that to all teams via email and on your MileSplit page.
  - Access to the MileSplit pages will be turned over to host schools by EOD September 16, 2024; meet managers will access the page by being added to the school account.
  - Registration for Districts tournaments will open on September 30 and must not be changed by the district site.
  - Please visit your individual District Cross Country Page for more information regarding the exact location, date, & times of your district meet.

[Central](#) | [East](#) | [Northeast](#) | [Northwest](#) | [Southeast](#) | [Southwest](#)

### Action Items

- Participation Forms**
  - Complete and email to the OHSAA office **IMMEDIATELY** after completion of your tournament. Be sure to send both a boys and a girls participation form, designating each one, and including **ONLY THOSE WHO ACTUALLY COMPLETED AN EVENT**.
    - You can return them BJ Duckworth ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)) & Alexis Holderman ([aholderman@ohsaa.org](mailto:aholderman@ohsaa.org)). If this has been delegated to the FAT provider, they will not be paid until the forms are provided.
      - A copy of the form can be found in this manual.
      - You may also send the school list as exported from HyTek.
- Managers MUST list all relevant information on the MileSplit Meet pages**, including course maps, parking, admission, meet schedule, etc.



#### 4. Financial & Personnel Report

- The required reports can be found at <https://www.ohsaa.org/financial/reports> where you will be provided with instructions on downloading and completing the forms. **Please read and follow the instructions provided.**
- Complete all sections and submit one copy to the treasurer of your District Athletic Board within 10 days after your tournament, and retain one copy for your files.

5. **Qualifiers** –District Managers shall upload completed results as a html file to the MileSplit hosted meet page assigned to your meet immediately upon completion of the District Tournament. Back up files MUST also be sent to OHSAA Data Manager Josh Bodnar at [jbodnar@ohsaa.org](mailto:jbodnar@ohsaa.org).

6. **Additional Assistance with MileSplit Process**—With the addition of a Data and Technology Manager, Tournament Managers have more support than ever before. All MileSplit questions should be sent to Josh ([jbodnar@ohsaa.org](mailto:jbodnar@ohsaa.org)) and BJ ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)), and if more assistance is needed, they will be referred to MileSplit.

### District Officiating Information

1. Each manager, unless the District Board assigns officials, shall contract for OHSAA Class 1 Track and Field Officials prior to employing non-registered officials in any position.

2. Below is a chart outlining the HIGHLY RECOMMENDED officiating structure for the district tournament.

Position	Quantity	Notes
Referee	1	The Referee will also assist with the start and finish line.
Head Starter	1	The Head Starter will also assist with the finish line as needed.
Clerk/Asst Starter	2	They will clerk the races and serve as recall starters.
Umpires	6-15	Based on course needs.
Lead Cart Driver	1	Please see notes in tournament regulations.
Announcer	1	If the announcer is not an official, they should NOT be paid as an official.

3. All non-certified officials must be 18 years of age or older and no longer enrolled in high school.

4. Class 3 officials can serve in supporting officiating positions but cannot be in a “head” position.

5. Non-certified officials (working in an officiating capacity) shall complete the FREE NFHS intro to officiating course found at the following link: <https://nfhslearn.com/courses/officiating-track-and-field>

6. The Referee, Clerks & Starters **MUST** be OHSAA Class 1 Track and Field Officials. The Referee shall not serve as the Starter.

7. Clarification of staffing definitions

- Licensed (Registered) Official – An individual who holds a valid OHSAA officiating permit is authorized/charged with the enforcement and interpretation of contest rules.
- Unlicensed (Non-registered) Official – Individual assists or substitutes for the licensed official in the conduct of the contest.
- Worker – Individual that does not have a direct relationship to the conduct of the contest and interpretation of the rules. A worker is a person that is not classified as a licensed or unlicensed official.

NOTE: Under no circumstances shall a head coach or assistant coach from a school with competitors involved be employed as any official named above. They may work as a “worker”.

# Regional Manager Information

## Action Items

1. **Qualifiers**—Regional Managers shall upload completed results as an HTML file to the MileSplit hosted meet page assigned to their Regional meet immediately upon completion of the meet. They MUST also send a backup file including a full field series (used for breaking ties in the at-large qualifiers) to Data Manager Josh Bodnar at [jbodnar@ohsaa.org](mailto:jbodnar@ohsaa.org).
2. **Financial & Personnel Reports** - The required reports can be found at <https://www.ohsaa.org/financial/reports> where you will be provided with instructions on downloading and completing the forms. Complete all sections and submit one copy to Laura Vermilya ([lvermilya@ohsaa.org](mailto:lvermilya@ohsaa.org)) at the OHSAA within 10 days after your tournament, and retain one copy for your files.
3. **Entries** - The District Tournament Managers of boys and girls cross country tournaments or his/her designated data manager will transmit the electronic results of the district tournament to you and the OHSAA data manager immediately following the conclusion of the meet.
  - Individuals who have qualified at the District Tournaments automatically become eligible for participation in the Regional Track and Field Tournament to which assigned.
  - Members of qualifying teams from District Tournaments may be changed for Regional competition. Directions on how the changes will be made will be sent directly to qualifying teams at a later date.
4. **Qualifiers to State Tournament** – Will be based on the representation found in the tournament regulations.
5. **Additional Assistance with MileSplit Process**—With the addition of a Data and Technology Manager, Tournament Managers have more support than ever before. All MileSplit questions should be sent to Josh ([jbodnar@ohsaa.org](mailto:jbodnar@ohsaa.org)) and BJ ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)) , and if more assistance is needed, they will be referred to MileSplit.

## Regional Time Schedule

1. All regional sites will follow the same competition time schedule as listed below.
2. An officials meeting shall be held between 8 and 8:30 a.m., all officials should be at the meeting.
3. Officials lunch shall be provided between the end of the D2 & D3 races. An indoor, dry, warm place location should be provided for lunch.

Time	Event
10:00 a.m.	D3 Boys
10:45 a.m.	D3 Girls
11:15 a.m.	D3 Awards
Noon	D2 Boys
12:45 p.m.	D2 Girls
1:15 p.m.	D2 Awards
2:00 p.m.	D1 Boys
2:45 p.m.	D1 Girls
3:15 p.m.	D1 Awards
<i>Check-in begins 30 mins prior to the start of each race.</i>	
<i>All awards are boys followed by girls.</i>	

## Regional Officiating Information

### Lead Card

1. The use of a lead card is mandatory (weather permitting). The use must follow the policy as outlined in the OHSAA Officials Manual
2. The driver must be a licensed official.
3. The lead card may not have any unneeded riders and may not carry a clock.

### Contest Officials

1. Officials assigned to the meet must come from the eligibility list provided by the OHSAA office, non-eligible officials should not be used without approval from the OHSAA office.
2. Officials pay is per the schedule located in the officials manual.
3. Assignments MUST follow the chart below.

Position	Min	Max	Assigned by:	Notes
Referee	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Head Starter	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Assistant Starter	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Head Clerk	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Clerk	3	3	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Head Umpire	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Assistant Head Umpire	1	1	OHSAA	Meet managers may NOT appoint/assign additional officials to serve in this role.
Evaluator	0	1	OHSAA	This official will not be in uniform.
Announcer	1	1	Meet Mgr.	Only paid via an official's assignment if the announcer is a licensed official.
Lead Cart Driver	1	1	Meet Mgr.	Must follow the regulations listed above.
Umpires	14	25	Meet Mgr.	Based on course needs.
Marshall	0	4	Meet Mgr.	Marshalls serve in a capacity to ensure the course is safe and clear of non-competitors. They may work in the area near the finish line or another area determined by the meet manager and meet referee.

# Appendix - A



## Additional Information

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## LIGHTNING AND INCLEMENT WEATHER

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

### Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas, and determine the amount of time needed to get everyone to the designated safer area:
  - a.) A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a.) When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b.) 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c.) Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30- minute count should begin.
  - d.) When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

**\*At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.**

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at the start of the season.

## CONCUSSION REGULATIONS

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

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

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in

youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013, for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

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

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

### **Return to Play Protocol**

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

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

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

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

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

### **Coaches Requirements**

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

### **Contest Officials Requirements**

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

## Student and Parent Requirements

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

### NFHS Suggested Medical Clearance Return to Play Protocol

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

### OHSAA Concussion Authorization to Reenter Form

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

### OHSAA Concussion Report Form

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

## COMMUNICABLE DISEASE PROCEDURES

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

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood and other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.

5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling dressings, mouthguards and other articles containing body fluids.

For more information, go to the OHSAA's website at: <https://www.ohsaa.org/communicablediseases>

## EMERGENCY/CRISIS MANAGEMENT GUIDELINES

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

1. **Review Changes** – during pre-planning, review any changes to be made from the previous events.
2. **Head of Security** – prepare to meet with the head of security for the event and host management. Written materials outlining needs, location hours to work and responsibilities should be prepared.
3. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area.  
Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable. Discuss crowd management and foot traffic flow in and out of the field.
4. **Written Emergency Plan** – review the facility plan for emergency situation and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.
5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
  - Obtain the cell phone numbers of all coaches competing at your tournament
  - Obtain the cell phone numbers of all Athletic Administrators of teams competing in your tournament
  - Obtain the cell phone numbers of the District Athletic Board Secretary at the Sectional/District level
  - Obtain the cell phone number of the District Board member(s) overseeing your tournament at the District level; OHSAA Director if a Regional or State Tournament
  - Obtain contact information for major media outlets for helping convey messages of cancellations



6. **Public Relations-** In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Director.
7. **Contingency Plan** – Have all plans in place in the event a contest cannot be played. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.
8. **Entry/Exit Plan** – Crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.
9. **Parking & Traffic Flow** – Many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – Carefully study match-ups, communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site. **KEEP FANS OFF THE FIELD BEFORE, DURING and AFTER the contest! Prevent “tunnels” made by fans for introductions.**
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

# EMERGENCY/CRISIS MANAGEMENT GUIDELINES

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: \_\_\_\_\_

<b>NAME OF DESIGNATED PERSON</b>	<b>ROLE</b>
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	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

## MEDIA INFORMATION

Please take time to read the OHSAA Media Regulations to review your responsibility in hosting the media during your tournament contest. For questions including those related to rights fees rates for broadcasting or streaming, contact OHSAA Director of Media Relations, Tim Stried, at [tstried@ohsaa.org](mailto:tstried@ohsaa.org).

**OHSAA Media Regulations** are available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/OHSAA-Media-Regulations.pdf>

**OHSAA Tournament Photography Regulations** are available here:

<https://www.ohsaa.org/Portals/0/News/Media/PhotographyRegulations.pdf>

**OHSAA Tournament Broadcasting and Streaming Rights Fees Rates** are available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>

## TRACK & FIELD RECORDS

**Ohio State Track & Field Records:**

<https://www.ohsaa.org/sports/staterecords/tf>

**Ohio State Track & Field Record Form:**

<http://www.ohsaa.org/sports/tf/TFRecordForm.pdf>

## PUBLIC ADDRESS ANNOUNCEMENTS

### Welcome and Opening Remarks

The Board of Directors, Executive Director and staff of the Ohio High School Athletic Association, along with the staff here \_\_\_\_\_, extend to each of you a cordial welcome to this OHSAA tournament event.

The officials assigned to this tournament have been selected and assigned according to procedures adopted by the Board of Directors. Their experience and their integrity qualify them for their important part in this interscholastic track and field tournament.

The student-athletes participating in this tournament thank you for your tremendous support throughout the season. All in attendance should reflect an attitude of positive sporting behavior so that this competition can be the best educational experience possible for the student-athletes participating.

### National Anthem

Ladies and gentlemen, we live in a great country with freedoms like no other. To honor America and in respect for ALL who have served this great country to defend our freedoms, you are invited to stand and join in singing our National Anthem.

# Appendix - B



## Forms

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GAME

# OHSAA TRACK & FIELD and CROSS COUNTRY APPEAL FORM

## Coach Section

Complete this form **in its entirety** if you feel a rule has been misapplied or misinterpreted, and present it to the Referee for consideration. **Judgment calls are not subject to appeal and will not be considered.** Any form that does not reference the NFHS rule number or OHSAA page number will be denied. It is recommended that the referee consult with the games committee before making a final decision on an appeal; however, **the decision of the referee is final.**

**Date:** \_\_\_\_\_ **Tournament** (circle one): District Regional State  
**Day of tournament** (circle one): Day 1 Day 2 Day 3  
**Time of Appeal:** \_\_\_\_\_ **Division** (circle one): I II III  
**Gender/Type** (circle one): Boys Girls Seated

**Location of Tournament:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Name of Coach:** \_\_\_\_\_

**Race/event appeal applies to:** \_\_\_\_\_

**The rule being appealed can be found in the** (circle one below):

NFHS Rules | OHSAA Officials/Coaches Manual | OHSAA Tournament Manual | OHSAA Tournament Regulations

**On the lines below, list the NFHS rule number or page number of the OHSAA document related to the appeal.**

Rule Reference or Page Number #1: \_\_\_\_\_ Rule Reference or Page Number #2: \_\_\_\_\_

Rule Reference or Page Number #3: \_\_\_\_\_ Rule Reference or Page Number #4: \_\_\_\_\_

State the nature of your appeal, its basis, and what you would like to see as a resolution.  
**Judgment decisions may not be appealed and will not be considered.**

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Certification: I certify that the information submitted is true and correct to the best of my knowledge. I understand that judgment decisions are not subject to appeal.

Signature \_\_\_\_\_

## Referee Section

Please complete this portion of the form in its entirety. Decisions must be made and communicated to the head coach at the meet on the same day the appeal is filed. It is recommended that the referee consult with the games committee before making a final decision on an appeal; however, **the decision of the referee is final**. Per NFHS and OHSAA rules, the OHSAA cannot re-officiate decisions made by the referee at meets. The OHSAA reserves the right to take action on eligibility at any point during or after the meet. All appeals, once completed, **must** be sent to BJ Duckworth via email ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)) within 24 hours; the original violation card must also be sent in that email.

**What was the original call that is being appealed:** \_\_\_\_\_

**Does the appeal list a NFHS rule number or page number of the OHSAA document** (circle one):      Yes                      No  
If the answer is no, the appeal must be denied.

**Does the appeal involve a judgment call** (circle one):                                      Yes                      No  
If the answer is yes, the appeal must be denied.

**Referee Decision** (circle one):                      Decision Upheld                      Decision Changed                      Not Appealable  
Explain in detail below.

**Referee Comments** (Why was the decision made?):

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**Name of Referee:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**Signature of Referee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time Decision Made:** \_\_\_\_\_ **Time Coach Notified:** \_\_\_\_\_

### Note On Reruns (Track Only)

NFHS Rule 3-4-4. The referee has the sole authority to determine if a race shall be rerun, and if so, who is eligible to participate in the rerun and when it should be scheduled. NOTE: Refer to NFHS Rules 5-9-2 and 5-9-3 for interference guidelines.

- a. Determine if a rerun is necessary:
  1. Acknowledge that a race rerun will rarely, if ever, be fair to everyone and should be avoided if at all possible.
  2. To consider a rerun, one of the following **must apply**:
    - (a) interference by another competitor resulting in disqualification;
    - (b) interference caused by a nonparticipant; or
    - (c) a meet administration error, i.e., wrong staggers, hurdle setting, official instructions, etc.
  3. Reruns should be considered only in races or relays with individual legs of 400 meters or less for a one-day meet\*. A competitor who is eligible and elects to participate in the rerun wipes out any performance, including in place, time, or record, in the original race.
  4. Any disqualification that occurred in the original race would stand.

\* OHSAA tournaments are two-day events; therefore, reruns in all races can be considered pending the above requirements being met.

# OHSAA TRACK & FIELD and CROSS COUNTRY BIB REPLACEMENT FORM

**PLEASE SUBMIT THIS FORM ASAP UPON IDENTIFYING A NEW BIB IS NEEDED!**

Complete all information and submit this form to the timing team. New bibs will not be issued unless the form is signed.

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

Coach Name: \_\_\_\_\_

## Athlete Information (Coach Complete)

Last Name      First Name      Gender

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

## Number Information (FAT Complete)

Old #      New #

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

By signing this bib replacement form, **I understand that my school will be charged a \$20 per bib replacement fee.** This fee will be billed to my school by the OHSAA office following the conclusion of the event. Failure to pay the fee may result in my team being prohibited from participating in future OHSAA tournaments.

Coach's Signature: \_\_\_\_\_

Timing Signature: \_\_\_\_\_

# OHSAA CROSS COUNTRY TOURNAMENT PARTICIPATION FORM

The OHSAA Board of Directors semi-annually sets up the representation from each district based upon the number of teams actually completed the race in the district tournaments. Please list the school and the number of participants that actually completed the race.

<b>Tournament Date:</b>		<b>District:</b>	
<b>Tournament Location:</b>		<b>Circle one:</b>	<b>BOYS</b> <b>GIRLS</b>
<b>Tournament Manager:</b>		<b>Division:</b>	

**Schools Represented by Teams** (5 or more)

	School (alphabetic order)	#		School (continued)	#
1			10		
2			11		
3			12		
4			13		
5			14		
6			15		
7			16		
8			17		
9			18		

**Schools Represented by Individuals** (less than 5)

	School (alphabetic order)	#		School (continued)	#
1			6		
2			7		
3			8		
4			9		
5			10		

**Schools That Were Registered and DID NOT PARTICIPATE**

1			3	
2			4	

Complete and email to the OHSAA office **IMMEDIATELY** after completion of your tournament. Be sure to send both a boys and a girls participation form, designating each one, and including **ONLY THOSE WHO ACTUALLY PARTICIPATED IN AN EVENT**. Retrun this form to BJ Duckworth ([bjduckworth@ohsaa.org](mailto:bjduckworth@ohsaa.org)) & Alexis Holderman ([aholderman@ohsaa.org](mailto:aholderman@ohsaa.org)).

If this has been delegated to the FAT provider, they will not be paid until the forms are provided.



# OHSAA CROSS COUNTRY ATHLETE SUBSTITUTION FORM (TEAM ONLY)

**\*THIS FORM MUST BE SUBMITTED AT LEAST 30 MIN PRIOR TO THE AFFECTED RACE TIME\***

**One form should be used for each race/gender**

**Complete all information and submit this form to:**

1. The timing trailer for processing in the computer systems. The FAT operator must sign the form.
2. The form then needs to be hand-delivered to the head clerk at the starting line. The clerk will sign the form and turn it in at the end of the meet to the meet manager

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

**Coach:** \_\_\_\_\_

**Division / Gender** \_\_\_\_\_

**Athlete Originally Entered**  
Full Name, Bib #, & Grade

**Substitute**  
Full Name, Bib #, & Grade

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

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

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

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

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

**Coach's Signature:** \_\_\_\_\_

**Timing/Scoring Name & Signature:** \_\_\_\_\_

**Head Clerk's Name & Signature:** \_\_\_\_\_



**Respect**<sup>SM</sup>  
**THE**  
**GAME**