



## **2021 Cross Country Regional Tournament Managers' Manual**

Ohio High School Athletic Association  
4080 Roselea Place  
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[www.ohsaa.org](http://www.ohsaa.org)





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**MEMORANDUM**

**TO:** Regional Cross Country Managers  
**FROM:** John M. Kuzio, Sport Administrator  
**DATE:** September 07, 2021  
**RE:** Manager Packets and Financial Reports

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Greetings to all of you who serve such an instrumental role in administering some of the best events in the Midwest! Within this packet you will find all information pertaining to the upcoming Regional Tournament as well as a copy of the manual that was distributed to all cross country coaches. Hopefully you have accessed the tournament information under the Cross Country tab from the OHSAA website (<http://www.ohsaa.org/sports/cc/>) and are ready for a successful tournament. Thank you for your service to our member schools as we greatly appreciate it!

**Important Notes:**

1. Regional team expenses will NOT be reimbursed.
2. Please return the manager and site agreement forms to the OHSAA office.
3. Complete the Financial Report online and send it to the designated person within 10 days after the tournament.
4. Pins and Numbers will be sent under separate cover.
5. Teams qualifying for the state tournament may pick up a verification form upon arrival at the State Meet when they report to pick up their packet. (See OHSAA website for additional copies).
6. Regional admission charge at all regional sites is TBD.

Trophies will be shipped directly from Croton Craft, Box 257, Croton, Ohio 45013. 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, notify the supplier and the OHSAA office immediately. Contact: Mr. Travis Nethers at Croton Craft 740-504-3228.

<b>TABLE OF CONTENTS</b>
--------------------------

- 1. REGIONAL MANAGERS SUPPLY CHECKLIST (p. 3)**
- 2. TIME SCHEDULE FOR REGIONAL QUALIFIERS (P.4)**
- 3. OHSAA REGIONAL TO STATE TRANSFER OF QUALIFIER DATA (P. 4-6)**
- 4. INSTRUCTIONS FOR COACH OF STATE QUALIFIER (p. 7-9)**
- 5. UNIFORMS – INTERPRETATIONS – CHECKLIST (p. 10-14)**
- 6. RACE ADMINISTRATION (p. 15)**
- 7. POLICY ON SERVICE DOGS (p.16)**
- 8. COMMUNICABLE DISEASE PROCEDURES (p.17)**
- 9. HEAT STRESS AND ATHLETIC PARTICIPATION (p. 18-20)**
- 10. NFHS SPORTSMANSHIP MISSION STATEMENT (p. 21)**
- 11. OFFICIALS DECISIONS AND JURY OF APPEALS (p. 21)**

**\*\*\*APPENDICES:**

**CROSS COUNTRY APPEAL FORM (p. 22)**

**VERIFICATION FORM (p. 23)**

## REGIONAL MANAGERS SUPPLY CHECKLIST

- Tournament Manager Agreement
- Tournament Site Agreement
- Regional to State Transfer of Qualifier Data
- Request for Advance Funds
- Instruction Sheet – State Cross Country Qualifiers 20 – G and 20 – B
- Competitor Uniform
- Interpretations
- Competitor Uniform – Coach Checklist
- Race Administration
- Medical and Safety
- Sportsmanship, Ethics and Integrity
- Financial Reports Instructions
- Verification Form

\*Notes: The Cross Country Regulations and tournament assignments are published on the OHSAA Cross Country page on <https://www.ohsaa.org/sports/cc>.

## 2. TIME SCHEDULE AND COMPETITION FOR REGIONAL COMPETITION

**DUE TO THE COVID-19 PANDEMIC AND THE POTENTIAL LIMITATIONS AND RESTRICTIONS IMPOSED BY GOVERNMENT GUIDELINES, ALL TIMES ARE SUBJECT TO CHANGE**

### Time Schedule

Saturday, October 30

9:00 A.M. - Division III – Girls

10:00 A.M. – Division III– Boys

12:00 P.M. – Division II – Girls

1:00 P.M. – Division II – Boys

3:00 P.M. – Division I – Girls

4:00 P.M. – Division I – Boys

## 3. OHSAA REGIONAL TO STATE TRANSFER OF QUALIFIER DATA

### QUALIFIERS TO STATE

Qualification of teams and individuals to the respective state tournaments has been adopted by the Board of Directors. All divisions, boys and girls, will qualify to the state from regional tournaments.

#### 3.1 TEAMS

Due to the imbalance in District and, thus, Regional qualifiers, the State qualifying teams from each respective regional is as follows:

**D-1 (B/G) Pickerington 5/5; Boardman 8/8; Tiffin 2/2; Troy 5/5**

**D-2 (B/G) Pickerington 7/7; Boardman 6/6; Tiffin 3/4; Troy 4/3**

**D-3 (B/G) Pickerington 5/5; Boardman 4/4; Tiffin 7/7; Troy 4/4**

#### 3.2 INDIVIDUALS

Each boys and girls Regional Tournament will qualify 4x the number of teams that qualify (i.e. 4 teams = 16 individuals, 5 teams = 20 individuals, etc. ) Since a runner may qualify as a team member and as an individual, these individual qualifiers are the top runners in each respective race (i.e. the first 16, or the first 20, etc.). The State qualifying individuals from each respective regional is as follows”

**D-1 (B/G) Pickerington 20/20; Boardman 32/32; Tiffin 8/8; Troy 20/20**

**D-2 (B/G) Pickerington 28/28; Boardman 24/24; Tiffin 12/16; Troy 16/12**

**D-3 (B/G) Pickerington 20/20; Boardman 16/16; Tiffin 28/28; Troy 16/16**

The OHSAA is utilizing the electronic transfer of data wherever possible in an effort to reduce paperwork, eliminate redundant data entry, and increase efficiency and accuracy. All Districts and Regionals will use **Hy-Tek Meet Manager** and the **Import, Export,**

**and Report** functions to generate the required files. Please contact the OHSAA if there are questions or concerns.

1. Work with the District Manager/Computer Designee and Gary Baumgartner to test and implement the transfer of regional qualifier data.
  - a) All district sites are using **Hy-Tek** and will be able to use the **Export Advancer** option to send regional qualifier data directly to the Regional Computer Designee!
    - i) Check with Gary Baumgartner if there are any issues.
2. **It is essential that everyone use the School Name (Hy-Tek) as imported from the regional qualifier data!**
  - a) Do not change any of the School Names and Abbreviations after the data is imported.
  - a) School Names are abbreviated to be consistent statewide and merge with the master OHSAA database used for the State Tournament.
  - b) If all schools and abbreviations match the OHSAA database, the data will automatically convert from the abbreviated School Name to the Official School Name for the Souvenir Program..
3. **Returning data electronically eliminates a lot of errors, but places the responsibility for proofing and verifying the accuracy entirely on the tournament manager.**
  - a) Please check all data carefully to insure accuracy and consistency.
  - b) All names should be listed in both **upper and lower case**.
    - i) **Grade levels must be included with all qualifiers.** Use 9, 10, 11 or 12.
    - ii) **The OHSAA does not use middle names (unless the athlete always does), Jr., or the II or III in the official program.**
      - (a) The format for athletes that go by their initials is the initials and periods with no space between: Example: **G.L. Baumgartner, H.R. Block**, etc.
4. **Complete team and individual results from all District and Regional Tournaments will be posted on the web.**
  - a) Check the District data posted at **<https://www.baumspage.com/cc/index.php>** to make sure your imported qualifier data matches results from the District Tournaments.
  - b) All regional results will be posted at <https://www.baumspage.com/cc/index.php>. Either the manager or the computer support person will need to login to their account.
  - c) Use **Managers | Cross Country** » | {select tournament} | click **Upload Files/Results**
  - d) On the **Upload Table** (yellow section) | click **Click here to UPLOAD on the Regional Results Page | Select Division and Race** in the dropdown menu | browse to the **FlatHTML file** | click **Upload File**
  - e) For questions or help, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195.

5. **All team and individual qualifier data to the State Tournament will be transmitted electronically to Gary Baumgartner.**
- a) There is no need to type or manually enter any data.
  - b) There is no need to mail or deliver printed results to OHSAA!
  - c) Please **e-mail the file/files to [gb@baumspage.com](mailto:gb@baumspage.com) as soon as possible** after the tournament is completed.
  - d) Use the **Hy-Tek Export Advancers Option** to generate a **TCL file** for each race.
    - i) See detailed **Flowchart** for **Hy-Tek** at [www.baumspage.com/cc/help](http://www.baumspage.com/cc/help).

Please direct any questions about tournament operations, rules, procedures, etc. to John Kuzio at [jkuzio@ohsaa.org](mailto:jkuzio@ohsaa.org) or at 614-267-2502 ext. 129. For questions about online entry, data downloads, or transfer of qualifiers contact Gary Baumgartner at [gb@baumspage.com](mailto:gb@baumspage.com) or 513-594-6154 or Terry Young at [terry@baumspage.com](mailto:terry@baumspage.com) or 740-517-0195. Additional details and flowcharts are included on the CC Manager's Help Page: [www.baumspage.com/cc/help](http://www.baumspage.com/cc/help)

#### 4. INSTRUCTIONS FOR COACH OF STATE QUALIFIER

1. All regulations relative to the State Tournaments are published on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)).

2. **Time schedule for State Tournament – November 6, 2021**

**DUE TO THE COVID-19 PANDEMIC AND THE POTENTIAL LIMITATIONS AND RESTRICTIONS IMPOSED BY GOVERNMENT GUIDELINES, ALL TIMES ARE SUBJECT TO CHANGE**

Saturday, November 6

9:00 A.M. - Division III – Girls

10:00 A.M. – Division III– Boys

12:00 P.M. – Division II – Girls

1:00 P.M. – Division II – Boys

3:00 P.M. – Division I – Girls

4:00 P.M. – Division I – Boys

3. **Participant lists posted on OHSAA website**

The participant lists with qualifying teams and coaches and qualifying individuals will be posted on the OHSAA website by 1:00 pm on Sunday. Coach's names for qualifying teams have been downloaded from the myOHSAA database. Please review the data for your team and e-mail corrections to Tim Stried ([tstried@ohsaa.org](mailto:tstried@ohsaa.org)) at the OHSAA before noon on Tuesday.

4. **Course inspection**

The General Manager of The Fortress in Obetz has granted permission for state qualifying teams and individuals to inspect the cross country course at Obetz the Thursday and Friday only prior to the State Tournaments. **The course will be open on Thursday and Friday ONLY beginning at Noon. Obetz will close at 5:00 P.M.;** therefore, the grounds must be cleared of all people by 5:00 P.M.

On Saturday, November 6, between races, inspection may take place after a race starts when the last contestant in the race has passed. The course must be cleared for the next race five



minutes prior to the scheduled start of the race. Public address announcements will be made regarding inspection times. Failure to abide by inspection regulations could result in disqualification of contestants.

#### **5. Pass gate**

Contestants and coaches, along with their meet/camp equipment will be admitted through the Pass gate per the following information:

- Individual Qualifiers  
Each qualifying competitor  
One coach
- Team Qualifiers – 10 Total  
7 team members  
1 head coach  
1 assistant coach  
1 alternate competitor or manager

All other riders (except the driver) will be admitted through the Spectator Gate located at the same disembarking area.

#### **6. Contestant Camp area**

Tents and competitor camps are permitted in the open grass area OUTSIDE the Pass Gate, located directly behind and north of the Obetz Athletic Center and adjacent to the starting line. Contestant restrooms are available in the designated team camp area. Please clean your camp area prior to leaving the facility.

#### **7. Competition Area**

All contestants, team alternate, and coaches will be issued a chest “BIB” at the Pass Gate. This “BIB” must be worn for admittance to the Competition Area.

Individuals found not wearing this identification in the Competition Area will be asked to leave the Competition Area.

#### **8.) State expense form**

Per Board of Directors action in 2009 the OHSAA will no longer reimburse for expenses.

## 5.) UNIFORMS

In order to clarify the uniform requirements for Cross Country, the following excerpts from the rules are printed along with clarifying situations. It is the responsibility of the coach to require that participating athletes are dressed according to rule.

### I) Rule 4-3 (NF Rules Book – pp. 23-24)

Art. 1 Uniforms must be worn as intended by the manufacturer and must be school issued or school approved. The waistband of a competitor's shorts shall be worn above the hips. There shall be no midriff. Each competitor's uniform shall meet the following requirements and restrictions:

- a. Shoes Each competitor shall wear shoes on both feet
  - 1) The shoes shall have an upper and recognizable sole and heel;
  - 2) The upper part of the shoe must be designed so that it can be fastened securely to the foot;
  - 3) The sole and heel may contain grooves, ridges, or track spikes which are no longer than 1 inch.
  - 4) The use of slippers or socks does not meet the requirements of the rule.
- b. **Full-length Cross Country top and bottom or one-piece uniform must be issued and/or approved by the school. Any outer garment (e.g. t-shirts, sweatpants, tights) that is school-issued or school-approved becomes the official uniform when worn. Thus, as the school uniform, all members of a cross country team would be required to wear the same.**
  1. Bottoms may vary in length and style but must be the same color for all team members;
  2. Loose-fitting, boxer-type bottoms, or compression style bottoms are permitted for boys and girls. Closed leg briefs are acceptable for girls. French or high-cut apparel shall not be worn in lieu of the uniform bottom. The waistband of the competitor's bottom shall be worn above the hips.
  3. The one-piece uniform or top and bottom of a two-piece uniform may have the school identification(name), school logo, school nickname and/or the competitor's name.
  4. The top shall not be knotted or have a knot-like protrusion; Bare midriff tops are not permitted. According to OHSAA regulations in tournament competition, the top must be tucked into the waistband of the uniform bottom when the competitor is standing upright.
  5. A single manufacturer's logo/trademark/reference, no more than 2 ¼ square inches with no dimension more than 2 ¼ inches, is permitted on each top and bottom or one-piece uniform;
  6. The American flag, not exceeding 2 X 3 inches, is permitted on each item of the uniform apparel, and EITHER a commemorative OR memorial patch not to exceed 4 square inches may be worn on the uniform top;
  7. Any visible shirt(s) worn under the top and other visible apparel worn under the bottom are now considered foundation garments. Foundation garments are not subject to logo/trademark/reference or color restrictions. Visible items worn under both the top and the bottom do not have to be the same color; a visible garment worn under the uniform top or bottom

displaying contrasting stitching to the single, solid color of the undergarment and functions as the actual seam for the undergarment construction is legal;

- 8. Each team member shall wear the same color and design school uniform.** Any relay or cross country team member must wear uniforms clearly indicating, through predominant color, school logo, and color combination of all outer garments worn as a uniform, that members are from the same team. **Striping on one uniform requires similar color striping on all team member uniforms.**

**II) Rule 8-3-3 (NF Rules Book – page 65)** Each competitor shall wear the assigned contestant number and/or computerized transponder/ chips during competition. Penalty: disqualification from the race.

**III) Rule 4-3-3 (NF Rules Book – page 24)** Removing any part of the uniform (excluding shoes) in an area of competition is illegal. Penalty: warning for the first offense and disqualification for the second offense.

## **11) Interpretation:**

The uniform rule stipulates that any school-issued or approved apparel that is worn as an outer garment (e.g. sweatpants, t-shirt, tights) BECOMES the uniform and, thus required by ALL TEAM members. Any garments worn under the uniform are now considered foundation garments and are not subject to logo/trademark/reference or color restrictions.

### **1. Apparel**

Apparel of one form or another has traditionally been accepted as a supplement to the school uniform, especially in inclement weather. They sometimes cause problems with identifying members of a Cross Country team. When apparel is worn under the top or bottom or one-piece uniform, these are now considered to be foundation garments and are not subject to logo/trademark/reference or color restrictions. Items forbidden include – but are not limited to – those advertising alcohol, or tobacco, and those referencing racial slurs. One manufacturer's logo is permitted on the top and bottom or one piece uniform, but may not exceed 2 1/4" square.

- a) The requirements regarding the uniform and visible apparel apply whether the competitor is participating as an individual, or as a member of the school team.
- b) Shoes are required to help protect the athlete from injury. If a shoe is lost by the competitor during competition, there is no violation. However, if the competitor deliberately removes a shoe or shoes during the competition, or fastens the shoes so that they may come off the foot during competition, the competitor has committed a foul and is subject to disqualification.
- c) During inclement weather, Cross Country runners may wear the Navy Watch Style knit cap. The cap may have no bill, but may have a knit ball on top or a tassel or tail provided the tassel or tail is no longer than ½ depth or length of the cap.
- d) Headbands may be worn provided the headband is manufactured for that purpose. Rolled up bandannas or other articles are illegal.

- e) Headgear – In the event that a head coach informs the referee in advance of the start of competition that a competitor wishes NOT to expose his/her uncovered head, **the referee shall allow and permit a covering or wrap** which shall not:
- 1) Fundamentally alter the sport;
  - 2) Be abrasive, hard, or dangerous to any other participant;
  - 3) Be attached in such a way that it is likely to come off during competition; and
  - 4) Be deemed to be unsporting or offensive.

For other exceptions not addressed above, school administrators and/or head coaches shall contact sport administrator, John Kuzio, at [jkuzio@ohsaa.org](mailto:jkuzio@ohsaa.org) or PRIOR to competition. If officials have concerns about the headgear, contest officials shall approach the head coach (or assistant coach) prior to competition. **OFFICIALS SHOULD NEVER CONFRONT THE COMPETITOR FOR EXPLANATION OR CLARIFICATION.**

## 2. Uniform numbers

Cross Country uniforms **DO NOT** need to include a permanent number. **Team members MAY or MAY NOT have numbers on the back of the uniform.** There is **NO VIOLATION** if some team members have uniform numbers while others do not. **NO SIGNED WAIVER IS REQUIRED.**

**All questions regarding uniforms should be asked of the referee. Although other officials may answer such questions, only the referee has final authority regarding the interpretation of the rules. It is strongly recommended that officials answer questions regarding uniforms only if the competitor is present and the uniform can be observed on the competitor.**

## 3. Jewelry

**Rule 4-3-3 and 9-6-3** formerly stipulated that competitors shall not wear jewelry with the exception of religious or medical medals. **THIS IS NO LONGER IN EFFECT.** The prohibition of wearing jewelry has been removed from the rules for track and field AND cross country competition. Rings or bands of any type of material, earrings, necklaces, navel jewelry, any type of body piercing adornment, bracelets of any type of material including rubber commemorative bands are now legal. As in previous years, the wearing of a medical alert that is visible continues and, in fact, is encouraged for purpose of risk minimization. Religious and medical alert medals are now legal and are no longer required to be taped to the body. Religious medals may now be worn over the uniform and in full view of officials and other competitors.

**GPS watches are not permitted and will result in disqualification.**

An official (the referee) may ask a competitor to remove an accessory if it is not properly secured, if it poses a danger to the competitor, or if it could damage equipment.

Coaches retain the ultimate responsibility to not allow competitors to wear items dangerous to themselves or to equipment, and coaches are expected to preserve the integrity of the sport by communicating expectations that jewelry, if worn, should not be dangerous and must be secure when worn.

## 4. Retribution

A competitor who competes with an illegal uniform shall be disqualified, following a

proper warning allowing the competitor the opportunity to correct the error, unless a variance has been approved in advance. **The referee or his/her designee shall give a final warning regarding uniform violations prior to the start of the race as rules require.**

### **5. Exceptions**

A competitor who requires an exception to the uniform rules because of religious restrictions or otherwise, must submit a request for a variance from the OHSAA via e-mail ([jkuzio@ohsaa.org](mailto:jkuzio@ohsaa.org)). **If the variance is granted, a written, signed approval of the variance must be presented to the referee prior to competition.**

### **Coach Checklist – Competitor Uniform**

It is the responsibility of the coach and competitor to be sure that the competitor is dressed in the proper uniform for competition. This checklist is provided to remind coaches of the proper uniform. If there are further clarifications needed, ask the **Tournament Referee**. Do not ask other officials.

NOTE: If there is any question that cannot be answered affirmatively, then the problem must be resolved in order for the competitor to compete.

**A - Uniform**

- \_\_\_\_\_ 1) Is the top (full length) and bottom or one-piece uniform school issued or school approved?
- \_\_\_\_\_ 2) Does the top have the tournament number securely fastened on the top or one-piece uniform?
- \_\_\_\_\_ 3) Are all team members wearing the same color and design school uniform?
- \_\_\_\_\_ 4) Are all competitors wearing shoes securely fastened to the foot?

**B - Visual Apparel Worn Under the Jersey or Shorts**

- \_\_\_\_\_ 5) If there is a manufacturer's logo on the top and/or bottom of the uniform? If so, is it no larger than 2 1/4 square inches?

N.B. Visible garments worn under the uniform top and/or bottom are considered foundation garments. Foundation garments are not subject to logo/trademark/reference or color restrictions.

**C - Other Apparel**

- \_\_\_\_\_ 6) If any runner wears a cap, is it the Navy Watch Style knit cap with no bill with a tassel or tail no longer than 1/2 the depth or length of the cap?
- \_\_\_\_\_ 7) If any runner wears a headband, is the headband manufactured for that purpose?

## 6. RACE ADMINISTRATION

### Starting and Starting Line

1. Starting Line Assignments – assignment of teams and individuals to a spot on the starting line shall be chosen by lot.
2. Starting Line Area shall be cleared of all coaches, managers and others except contestants and officials just prior to the start of each race. They may be no closer than 15 yards behind the line at the start.

3. Starting Procedure – District, Regional, State

Starter - The starter will be positioned well in front of the runners so the competitors can see and be able to move to the side. The clerk or clerks will serve as assistant starters for false start purposes. The Referee will be positioned at 100 meters for recall in case of a fall by competitors.

Procedure – Give a brief and concise review of the starting commands and procedures to be used for the start with all competitors immediately before the start. The starter will hold the starting device and red flag parallel to the ground and give a long blast of the whistle. This is the signal for the runners to step up to, but not touch, the starting line and become motionless. The starter slowly raises both arms overhead. When all runners are set and motionless and the recall starters signal with a white flag, the starting device is fired and at the same time, the red flag is motioned downward, indicating the start of the race.

4. Numbers – Contestant bib numbers shall be securely fastened to the front of the jersey of each contestant. The placement should be approximately 9-12" below the shoulders, with the use of a minimum of three pins in order that the number will not flop.
5. Scoring – The scoring at each tournament level must be accurate and as efficient as possible. To this end, competent and experienced personnel must be employed. All scoring systems shall use a double system in order that there may be a cross-check to the scoring.

## 7. POSITION STATEMENT ON SERVICE DOGS

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

According to the federal law known as the Americans with Disabilities Act, see complete reference here [https://www.ada.gov/service\\_animals\\_2010](https://www.ada.gov/service_animals_2010) , only dogs are recognized as service animals and are defined as “dogs which are individually trained to do work or perform tasks for people with disabilities.” Under this law, as an organization which serves the public, the OHSAA and its member schools, shall allow these service animals to accompany people with disabilities in all areas of facilities where the public is normally allowed to go.

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

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

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



## 8. 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 other bodily 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 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, mouth guards and other articles containing body fluids.

Additional information is available from the OHSAA and the National Federation of High Schools.

## 9. HEAT STRESS AND ATHLETIC PARTICIPATION

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. From 1995 through the 2002 football season there have been 15 high school heat stroke deaths in football. This is not acceptable. There are no excuses for heatstroke deaths, if the proper precautions are taken. During hot weather conditions the athlete is subject to the following:

**HEAT CRAMPS** – Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**HEAT SYNCOPE** – Weakness fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

**HEAT EXHAUSTION (WATER DEPLETION)** – Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**HEAT EXHAUSTION (SALT DEPLETION)** – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

**HEAT STROKE** – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, July 2000). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes and set practice schedules accordingly.

3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum 10-minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**.
5. Check and be sure athletes are drinking the water. Replacement by thirst alone is inadequate. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991)

Below 65 – Unlimited activity

65-73– Moderate risk

73-82 – High risk

82 plus – Very high risk

6. An alternative method for assessing heat and humidity is the weather guide or heat index. Refer to the Sports Medicine Handbook section on heat related illness published by the NFHS. Figure I is an example of a heat-humidity index table that defines low, moderate, high, and extreme risk zones.
7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING**.
8. Athletes should weigh each day before and after practice and **WEIGHT CHARTS CHECKED**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.

9. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
12. Warn your athletes about the use of any products that contain ephedra. Ephedra has been associated with two heat stroke deaths in athletes. Ephedra speeds metabolism and increases body heat, constricts the blood vessels in the skin preventing the body from cooling itself, and by making the user feel more energetic it keeps him/her exercising longer when they should stop. Do not use ephedra or ephedra products.

**HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and immerse torso in ice/cold water. Immersion therapy has the best cooling rates. A plastic baby pool can be available at all practices and games, and can always be ready for immersion procedures. If not available apply ice packs in armpits, groin and neck areas. Continue cooling efforts until EMS arrives.

**HEAT EXHAUSTION – OBTAIN MEDICAL CARE AT ONCE.** Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

**SUMMARY –** The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

## 10. NFHS SPORTSMANSHIP MISSION STATEMENT

Good sportsmanship is viewed by the National Federation of State High School Associations as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

## 11. OFFICIALS DECISIONS AND JURY OF APPEALS

1. The decisions of the Referee are final in all tournaments. Exception: The Commissioner retains the right to rule on all instances involving ineligible participants. The Games Committee will serve in an advisory capacity to the referee if the referee chooses to seek advice. The referee shall not observe any type of video device unless the device has been approved in advance (NFHS Rule 3-8-4) and when authorized only for determining order of finish.
2. Appeal Procedure:
  - a. Obtain appeal form from the tournament manager
  - b. Complete appeal form, sign and present to the tournament referee.
  - c. The tournament referee will review the appeal, reach a decision, complete and sign referee's decision portion of the appeal forms and notify the coach of the final decision.
  - d. The decision of the tournament referee is final and not subject to further review except as indicated in #1.
3. District, Regional and State Tournaments may use electronic visual devices to record Action during a race and at the finish. The devices that are declared official must be authorized prior to the start of a race. The **referee** may use the authorized device in making a decision. The **referee** is prohibited from using recordings from unauthorized devices.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION  
4080 ROSELEA PLACE, COLUMBUS, OHIO 43214

**CROSS COUNTRY APPEAL FORM**

**DIRECTIONS FOR COMPLETING THIS FORM:** Please complete all applicable blanks or circle applicable items. Present the complete form to the **REFEREE OF THE TOURNAMENT**.

DATE: \_\_\_\_\_ TOURNAMENT:                      District    Regional    State

DIVISION:                      I                      II                      III    BOYS    GIRLS

NAME OF SCHOOL \_\_\_\_\_

\_\_\_\_\_ 1) This Appeal Form is presented to appeal a rule believed to have been misapplied or misinterpreted.

\_\_\_\_\_ 2) This Appeal Form is presented to appeal the finish of one or more athletes in the race.

3) Names and Competition Numbers of all contestants

involved \_\_\_\_\_

4) State all circumstances regarding the situation that is being appealed (#1 or #2 from above) Please limit this appeal to only one situation.

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

**Certification:** I certify that the information submitted above is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_  
Administrator

School position:    Coach

***TO BE COMPLETED BY THE REFEREE***

**TO THE REFEREE:** Explain the action taken by you in response to the above appeal including your decision and the basis for your decision. Be concise and clear writing in a readable script.

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

Signature of Referee: \_\_\_\_\_ OHSAA Reg# \_\_\_\_\_

Home: \_\_\_\_\_ Business: \_\_\_\_\_

Submit to OHSAA, 4080 Roselea Place, Columbus, Ohio 43214 or Fax: 614-267-1677

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION  
4080 Roselea Place, Columbus, Ohio 43214  
(p) 614.267.2502 (f) 614.267.1677  
web site: www.ohsaa.org

OHSAA CROSS COUNTRY COACH'S  
VERIFICATION OF SPORTING CONDUCT/LEGAL EQUIPMENT AND UNIFORMS  
**FOR USE IN REGULAR SEASON AND OHSAA TOURNAMENT  
COMPETITION**

SCHOOL NAME \_\_\_\_\_

DIVISION \_\_\_\_\_ BOYS \_\_\_\_\_ GIRLS \_\_\_\_\_

HEAD COACH'S NAME \_\_\_\_\_

OHSAA standards require contest officials to enforce all NFHS rules relating to sporting conduct, ethical behavior and legal uniforms and equipment. Acts that intend to demean opposing competitors, team members, spectators and officials are not in keeping with the ideals of interscholastic athletics and will not be tolerated. Let this competition reflect mutual respect!

NFHS track and field and cross-country rules require the referee to meet with the head coach and captains to explain the expectations of good sportsmanship throughout this competition. In addition, the head coach is responsible for verifying to the referee/starter that all competitors are properly equipped (legal uniforms, legal equipment) in compliance with NFHS rules.

In all OHSAA tournament competition and in any multi-team or invitational competition that would make it difficult for the referee to meet personally with all coaches and captains, all coaches shall agree to this given information.

**PLEASE NOTE:** District Boards and the OHSAA do not sanction an "Open Race" at the conclusion of District, Regional, or State competition tournaments. Please be advised that coaches permitting athletes from their schools to participate in such an event are financially libel for any injury that may occur. The OHSAA Catastrophic Insurance is NOT in effect for an event that is not sanctioned by contract. Please do not permit your athletes to participate in an open race that is not authorized.

**COACH'S VERIFICATION**

I certify to the tournament referee that all contestants under my supervision are legally equipped, attired in legal uniforms in accordance with NFHS rules. I further certify that all student-athletes and other team personnel have been advised of their responsibilities relative to good sporting conduct during this competition.

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

**PLEASE RETURN THIS FORM TO TOURNAMENT PERSONNEL AT THE  
TIME OF PACKET PICK-UP.**