

# 2024

## FIELD HOCKEY TOURNAMENT MANAGER'S MANUAL



### OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, Ohio 43214

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

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





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Thank you for serving as a host site for the OHSAA Postseason Field Hockey Tournament. This is the traditional Managers' Manual provided to all field hockey school Athletic Directors, as all field hockey schools have the opportunity to host a Regional Tournament game. The manual is designed to help you in the operation of the tournament.

I cannot stress enough the importance of adhering to Tournament Regulations at every single level of tournament play. I encourage you and your coaches to read them prior to the Tournament Draw meeting. Each of you will attend your respective Tournament Draw meeting held on Sunday, October 8—meeting details will be determined by your Tournament Manager.

Thank you for your efforts and making this year's tournament a reality!

Sincerely,

Emily Mason

Senior Sport Administrator, Field Hockey

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

B: (614) 267-2602 x 107

C: (479) 236-5901

## The OHSAA Mission Statement

*The Ohio High School Athletic Association's mission is to serve our member schools and enrich interscholastic opportunities for students.*

## IMPORTANT DATES

2024 OHSAA FIELD HOCKEY TOURNAMENT CALENDAR	
<b>October 4</b>	Coaches must submit their team's win/loss record, complete schedule and comments to the website by 9:00 AM Seeding opens at 3:00 PM
<b>October 5</b>	Coaches must complete their seeding ballot online by 12:00 PM
<b>October 6</b>	Tournament Draw Meeting – Details TBD by each Tournament Manager
<b>October 14 – 26</b>	Regional Tournaments
<b>October 26</b>	Regional Final
<b>October 31 &amp; November 2</b>	State Tournament   <i>Thomas Worthington High School, Columbus, Ohio</i>

## TOURNAMENT REGULATIONS

The 2024 Field Hockey Tournament Regulations shall be viewed in their entirety and will be followed at every round of the postseason tournament. The Field Hockey Tournament Regulations are posted on the Field Hockey webpage and are accessible by a direct link [HERE](#).

## TOURNAMENT INFORMATION PAGE & FORMS

The Field Hockey Tournament Information page can serve as your one-stop-shop for all things related to the postseason tournament. This includes but is not limited to, team forms that they need to fill out and provide to you (Travel Party List, etc.), statewide tournament brackets, links to tickets and many more. The Field Hockey Tournament Information webpage is:

<https://www.ohsaa.org/sports/fh/tournament-info>

# REGIONAL FINAL TOURNAMENT MANAGER INSTRUCTIONS

The following instructions are to be followed by the three Regional Tournament Managers coordinating the Tournament Draw Meetings.

## CENTRAL

Darin Meeker  
Olentangy Liberty HS  
P: (740) 657-4200  
E: [darin\\_meeker@olsd.us](mailto:darin_meeker@olsd.us)

## NORTHEAST

Jim Doyle  
Hawken HS  
P: (440) 423-2108  
E: [jdoyl@hawken.edu](mailto:jdoyl@hawken.edu)

## SOUTHWEST

Brian Phelps  
Indian Hill  
P: (513) 260-0098  
E: [brian.phelps@ihsd.us](mailto:brian.phelps@ihsd.us)

## 1. BRACKETS

The OHSAA constructs and publishes on its website field hockey tournament brackets for the entire state.

- a. Please fill out bracket completely on myOHSAA immediately following your draw meeting.
- b. Please email a copy of your tournament bracket to Emily Mason **immediately after your draw meeting**.
- c. **In order to maintain the accuracy of the brackets throughout the tournament, please be sure to follow the enclosed information regarding the reporting of results.**

## 2. SEEDING AND DRAW PROCEDURES

Each coach has received her or his customized instruction sheet listing username and password. **You will need to notify all coaches in your tournament of the place and time of your Tournament Draw Meeting that is scheduled for Sunday, October 6, 2024.**

- a. You will receive an email with a spreadsheet attachment on Saturday evening after all voting has been conducted for your tournament.
- b. The spreadsheet will list in rank order the total votes each of your teams (1-18 in Central, 1-12 in Northeast and 1-7 in Southwest).
- c. The team with the greatest number of points will be seeded #1. The rest of the teams are ranked in order. In case of a tie, only the tied teams will be re-voted upon.  
**Note:** All teams shall be seeded.
- d. If a tie should occur the second time, a flip of a coin shall determine the seeded team.
- e. This procedure eliminates the need to draw for placement of unseeded teams. **Teams shall place themselves on the bracket in the order they were seeded.**

### Placement of Teams on the Bracket

- f. The placement of teams on the brackets shall take place after you have distributed the results of the vote.
- g. First seed has first choice to go any place on bracket as does each succeeding seeded team.
- h. **No passes are permitted.**
- i. This procedure shall be followed until all teams have been placed on the bracket.
- j. If a school fails to have a representative present at the Tournament Draw Meeting, the manager shall place the school on the open bracket after all other teams have been placed on the bracket. If more than one school fails to have a representative at the drawing and seeding meeting, the manager shall place the schools on the bracket according to the alphabetical order of school names, from Z-A.

The Tournament Manager will distribute brackets to representatives of participating teams, as they will need to provide you with their preferred time to host at their site. All brackets should designate date and time of game. **After the draw meeting, the information provided back to the OHSAA will be put into both the myOHSAA brackets and into DragonFly, informing the officials of their game time assignments. The host site should\* have access to the officials in DragonFly.**

*\*if you have any questions regarding DragonFly, please contact Keaton Jones at [kjones@ohsaa.org](mailto:kjones@ohsaa.org).*

### 3. BETTER SEEDED TEAM HOSTING

The better seeded team shall be the home team. The home team shall be responsible for all game arrangements along with the Tournament Manager, except the selection of game officials. **All games shall be played on an artificial turf field. If the home team does not have an artificial turf field, it is the responsibility of the home game manager to find a suitable host site. Should this occur, the home team will remain the home team.**

### 4. QUALIFIERS

- a. Immediately after each tournament game, a representative of the host site shall provide the results of the game. Contact Emily Mason at the OHSAA via email or a text, to report the results—see contact information below. It is also necessary to report any games that have been postponed. Schools shall contact the OHSAA and your Tournament Manager to report rescheduled contests.

**Email:** [emason@ohsaa.org](mailto:emason@ohsaa.org)

**Text:** (479) 236-5901

- b. A representative of the host site shall call or email the contest officials prior to the game in order to ensure that they have directions to the site and that there have been no changes in the assignment. The assignments will be posted in DragonFly. Should you have any questions regarding accessing your DragonFly account, please contact Keaton Jones ([kjones@ohsaa.org](mailto:kjones@ohsaa.org)).

### 5. FINANCIAL & PERSONNEL REPORTS

The flat fee established for hosting a 2024 Regional Tournament game is \$600/game and \$700/game for the 3 sites hosting a Regional Final. The flat fee is to be used at the discretion of the Tournament Manager to cover site use and game day workers—we do not have set rates to pay the tournament staff. Please make sure to include a Tournament Manager's rate as well.

**Any incidental fees beyond the \$600/game need to be approved in advance**—please send those to Emily Mason ([emason@ohsaa.org](mailto:emason@ohsaa.org)) and copy [lvermilya@ohsaa.org](mailto:lvermilya@ohsaa.org).

Tournament Financial Reports are now available for completion through Google Docs for events held at high schools. You will receive a copy of your answers to your email. In order to receive the Flat Fee for hosting Regional Field Hockey, please complete the Google Doc questionnaire found on the Financial Reports webpage at [www.ohsaa.org/financial/reports](http://www.ohsaa.org/financial/reports).

*To be paid a hosting fee, all questions of the Google Doc must be completed timely and accurately, including tickets sold at the gate.*

If you have radio or streaming revenue, there are 3 situations that you may encounter. If the radio station gave you a check made payable to your site, you will deposit the check and fill the amount of the check in under the "FEE PAID TO SITE" column. If the radio station gave you a check made payable to OHSAA, you will send the check to OHSAA (L-4256, Columbus, OH 43260-4256) put the amount of the check under the "FEE PAID TO OHSAA" column. If the radio station broadcasted your game but did not give you a check, you will put the amount they owe under the "FEE OWED TO OHSAA" column.

### 6. PRE-GAME WARM-UP

A 45-minute warm-up time shall be provided for all tournament games. This warm-up shall begin one hour prior to the game start time.

**EXCEPTION:** This pre-game warm-up or 45 minutes is guaranteed only if the teams arrive one hour before the game time. If a late arrival would force a game to start after the designated time, the warm-up time shall be shortened to provide an on-time start. The minimum amount of warm-up time in such a case is 20 minutes. **No practice sessions are permitted at any game site other than pre-game warm-up.**

### 7. TOURNAMENT BALL

For Regional Tournament games, each team shall provide one new florescent yellow field hockey game ball.

## 8. ADMISSION & PASSES

The following are determined by the OHSAA Tournament Regulations, which were approved by the OHSAA Board of Directors. All tickets may be purchased on our ticketing website. Fees are included in all prices listed below.

Managers conducting tournaments must follow appropriate ticket management procedures. Adherence to the procedures below will ensure better control of gate proceeds and attendance.

- a. Tickets will be available for purchase online at [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets) for both adults and students.
- b. **Venue agrees to sell tickets at the gate for cash at the OHSAA published prices and maintain accurate records of all gate tickets sold. Venue further agrees to accurately and completely record all gate tickets sales into the OHSAA Hometown Ticketing box office and other financial reporting systems of the OHSAA as instructed.**
- c. All attendees must have a ticket which must be scanned for entry by the venue.
- d. Venue agrees to scan all electronic tickets for the event. **Venue that scans fewer than 70% of tickets sold will not receive the flat fee payment.**

All information regarding tickets will come from Claudia Markoff, *OHSAA Customer Experience Manager*.

Claudia Markoff

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

B: 614-549-6973

### TEAM ADMISSION

**All teams and managers must utilize the *Travel Party List* as the pass list for the travel party**—25 uniform players, plus the additional 10 team personnel, totaling 35 for each school. The OHSAA approved Travel Party List is located on the Field Hockey Tournament Information page [HERE](#).

### REGIONAL & STATE TICKET PRICES

See the following charts for the student and adult ticket prices for both the Regional and State Tournament levels.

**NOTE:** Children under five are permitted free admission.

TOURNAMENT LEVEL	STUDENT TICKET (ONLINE)	ADULT TICKET (ONLINE)	GATE TICKET* (CASH)
<i>Regional Tournaments</i>	<b>\$5.00</b>	<b>\$11.00</b>	<b>same as online</b>
<i>State Tournaments</i>	<i>See table below</i>	<i>See table below</i>	

TOURNAMENT LEVEL	STUDENT TICKET (ONLINE)	ADULT TICKET (ONLINE)	GATE TICKET* (CASH)
<i>State Tournament Semifinals &amp; Finals</i>	<b>\$10</b>	<b>\$15.00</b>	<b>same as online</b>

*\*Due to Ohio state law, high school venues are required to accept cash at the gate*

### COMP TICKETS FOR SCHOOL ADMINISTRATORS

Each participating school will receive complimentary admission for 8 school administrators, digitally, through HomeTown Ticketing. One digital code will be provided to each school. Each code will have 8 tickets attached to the code. The same code will be utilized as a school advances in the tournament.

### SCOUTS

As a usual part of a postseason tournament, coaches would prefer to attend tournament events to scout their opponents. Scouting tickets will be available for head coaches and done digitally as well. Each head coach will be emailed a digital pass that will provide entrance for up to two (2) people per event. There will be 1 QR code that be scanned twice to allow two people in. This will be emailed out approximately one week before the postseason tournament begins.

**There will not be additional tickets provided.**

### PASSES

The only passes permitted are those created and distributed by the OHSAA office—no passes created by DABs or passes created by leagues and/or conferences should be admitted at the past gate at any level of the postseason tournament(s).

## OFFICIALS

Officials are permitted one guest and they must enter with the official.

## 9. GAME PERSONNEL

- Provide adequate security for the competing teams and crowd control.
- The host site Tournament Manager shall select an official scorer and timer and scoreboard operator.
- Officials have been assigned by the OHSAA office through DragonFly.
- The manager shall be available at all times during the tournament contest.
- There shall be a host for each of the competing teams.
- **There shall be a designated host to greet officials and direct them to their dressing area.** Please communicate with officials prior to your tournament game if there will be facilities available for their use.
- **The Tournament Manager shall be responsible for escorting officials to their car after the game and providing a safe environment for them.**
- Ensure adequate medical coverage with an Athletic Trainer and AED available on site.
- Review appropriate athletic Emergency Action Plan.

## 10. OFFICIALS

- Directions to the site and parking passes, if necessary, are to be sent to all contest officials.
- The OHSAA pays all officials from the state office through DragonFly.
- Officials working the contest are admitted free. Each is permitted to have one guest admitted free of charge.
- **There shall be a designated host to greet officials and direct them to their dressing area.** Please communicate with officials prior to your tournament game if there will be facilities available for their use.
- **The Tournament Manager shall be responsible for escorting officials to their car after the game and providing a safe environment for them.**
- It is the responsibility of the home school to notify not only the officials if a game must be postponed but also the opposing school and Tournament Manager. Once a game has been rescheduled, all parties must be notified of the new date and time.

## 11. AWARDS – REGIONAL FINAL GAME ONLY

- The OHSAA provides a trophy at the Regional Finals to both participating teams.
- An awards ceremony should take place following the Regional Final game. The following persons in the order named, if in attendance, shall present the awards: an OHSAA staff member, a Board of Directors Member, or a District Board Member. If none of those previously mentioned are present, the Tournament Manager shall present the awards.
- A sample awards presentation announcement is provided on page 11.
- No awards are to be presented at the Regional Tournaments except those furnished by the OHSAA.

## 12. MEDIA

Full cooperation is to be given to the media. However, prior arrangements are to be made by the media prior to all games. Please refer to the OHSAA Field Hockey Tournament Media Information which is posted at <http://www.ohsaa.org/news/credentials/field-hockey> or OHSAA General Media Regulations: <http://www.ohsaa.org/Portals/0/News/Media/OHSAA-Media-Regulations.pdf>.

## 13. EXPENSES

No food is to be reimbursed at any tournament site at the expense of the OHSAA. Drinks may be provided to officials and the working media.

## 14. LIGHTNING & INCLEMENT WEATHER

### **RECOGNITION**

Coaches, athletic trainers, athletes, administrators and contest officials shall be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately two to three miles, anytime that lightning can be seen or heard, the risk is already present. Weather can be monitored using the following methods:

**Monitor Weather Patterns:** Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the competition, and by scanning the sky for signs of potential thunderstorm activity

**National Weather Service:** Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions. Any thunderstorm poses a risk of injury or death even if it does not meet the criteria for severe weather. Therefore, anytime thunderstorms are in the forecast (even if it is only a 20 percent change), event organizers should be at a heightened level of awareness to the potential danger of lightning.

#### **MANAGEMENT**

**Evacuation:** If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators shall evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.

**Thirty-minute rule\*:** Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. **Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.**

\*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.

#### **15. POSTPONED GAMES**

Both schools must mutually agree on rescheduled games. The next day has been left open in most cases to accommodate this situation. OHSAA tournament games take precedence over regular season games. The Tournament Manager will assist in the rescheduling. If a decision cannot be made, please contact Emily Mason.

#### **16. OVERTIME PROCEDURES**

The following tie-break procedures shall be followed in OHSAA tournament competition only. These procedures have been approved by the Board of Directors and are not optional. These procedures shall be used to break all ties in OHSAA tournament play and should be thoroughly reviewed by all tournament officials and varsity coaches prior to all contests played in the OHSAA tournament.

It is imperative that you ensure that these procedures are available to coaches and officials at the site of all tournament games. Please make these rules available at the scorer's table during the tournament contest. Also, enclosed is a script for your announcer to follow in the event that a game goes to overtime.

##### **During all overtime play:**

- A. All game rules apply except as specified below.
- B. Unlimited substitutions shall be permitted.
- C. There shall be one team time-out per team permitted during each 10-minute SV overtime period.
- D. There shall be a five-minute intermission between the end of the regular game and the start of the overtime period. At this time, the contest officials shall insure that the tie-break procedures are available at the scorer's table and shall review them thoroughly prior to the initiation of the overtime.
- E. There shall be a two-minute intermission between each subsequent overtime period (not applicable for regular season tie-break procedures). During these intermissions, players may confer with their coaches, and substitutions may be made.
- F. Prior to each overtime procedure, officials shall review with the head coaches the procedures for that session. This shall take place prior to the initiation of each overtime procedure until the game is decided.
- G. Prior to beginning overtime, during the intermission between the end of the regular game and the start of overtime, the officials shall meet with the team captains for a coin toss, the visiting team captain calling the coin in the air. Winner shall have choice of possession.



### REDUCED PLAYER 10SV-10SV - PS – SVPS

1. Play a 10-minute “Sudden Victory” (SV) overtime period, with teams not changing goals at the end of the regular game. Teams shall play with 6 field players and a goalkeeper. *The first team to score a goal shall be the winner.*
2. If a tie still exists, there shall be a **second 10-minute “Sudden Victory” (SV)** overtime period utilizing the reduced player procedure described in "1" above. Teams shall change goals to begin the second overtime period following the two-minute intermission. Players may confer with their coaches and substitutions may be made. *The first team to score a goal shall be the winner.*  
The team not having possession of the ball to start the first overtime period shall have possession to start the second overtime period.
3. If a tie still exists after the second 10-minute “Sudden Victory” overtime period, **one series of penalty strokes shall be taken** alternating the attackers and goalkeepers at the same goal chosen by the officials. Five different stokers from each team shall be selected **from any eligible player on the team roster**. NOTE: A player taking a penalty stroke within a series of five strokes may not repeat within that set of strokes.  
Only the coaches and remaining team members may be on the field and behind the 25-yard line. Prior to the first PS set, the officials shall meet with the team captains for a coin toss. The winner of the coin toss which shall be called by the visiting team captain may choose to stroke or defend the goal first. Penalty strokes shall be terminated and a game winner declared as soon as one team has more goals than the opponent does after the set of five strokes for each side has been taken or the difference is unable to be overcome by completing the series. *Officials should insure that there are no spectators behind the end line behind the goal where the strokes are being taken.*  
**NOTE:** This first set of Penalty Strokes is not a sudden victory set.
4. If a tie still exists after the first set of penalty strokes, there shall be Sudden Victory (SVPS) penalty strokes taken. The team not stroking first in the first set shall start the Sudden Victory Penalty Stroke procedure. The stokers and/or order of the stokers may be changed for the Sudden Victory Penalty Stroke procedure. Penalty strokes shall be terminated as soon as one team has more goals than the opponent does after an equal number of strokes have been taken up to a maximum of five for each team. If a tie still exists, after a total of five strokes for each team, another Sudden Victory Penalty Stroke procedure shall be commenced.
5. This **Sudden Victory Penalty Stroke procedure** shall continue until the tie is broken. The stokers and/or order of the stokers may be changed. The order of teams stroking or defending first shall alternate from the previous SVPS procedure.
6. Please note: On all penalty corners during the reduced play overtime, a maximum of four defenders shall be back completely behind the end line. This number includes the goalkeeper. The other three defenders shall be beyond the centerline.
7. If a player is disqualified during the regulation game, the team shall play short into the overtime procedure. The player is not eligible for return to the contest.
8. If a player is suspended during the regulation game (yellow card), the suspension carries over into the overtime period until served completely, and the team shall play short. If the suspension occurs in the overtime period immediately preceding the Penalty Stroke procedure and the player is unable to serve the complete time of the suspension, she is no longer eligible to participate in the remainder of the overtime procedure.

## REPORTING RESULTS

Once your tournament begins, it is the responsibility of the host site to provide results, so we can keep the brackets current, as well as prepare for upcoming games.  
Your assistance is critical in keeping our information current and accurate!

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**A representative from the home team of each preliminary game shall report results the same evening of the game or no later than 9:00 AM the next day.**

**Game results may be submitted any of the following ways:**

*Email :* [emason@ohsaa.org](mailto:emason@ohsaa.org)

*Text :* (479) 236-5901

**When reporting your results, be sure to include the following information:**

- Tournament site
- Competing schools
- Score – be sure to identify the winning and losing teams

**EXCEPTION:** All Regional Final game results shall be reported no later than 9:00 PM on Saturday evening after the Final has concluded.

# GAME PROCEDURES

## ANNOUNCEMENTS

You may already have prepared statements, and you are welcome to use those. The following announcements are provided if needed. Please feel free to modify as needed for your site.

### OPENING REMARKS AND INTRODUCTIONS

Ladies and gentlemen, we live in a great country with freedoms like no other. In order to honor America, and in respect for all who have served our country to defend our freedoms, you are invited to stand and sing our National Anthem – The Star-Spangled Banner.

### NATIONAL ANTHEM

The Executive Director and Board of Directors of the Ohio High School Athletic Association extend to each of you a cordial welcome to this field hockey tournament game between \_\_\_\_\_ High School and \_\_\_\_\_ High School.

The athletes playing here today are friendly rivals as members of opposing teams. The officials assigned to this game have been selected by the field hockey coaches in Ohio through a system approved by the Board of Directors. The officials for this game are:

\_\_\_\_\_ Head Official  
\_\_\_\_\_ Second Official

The athletes, coaches and officials are guests of the Ohio High School Athletic Association. You are requested to treat them with respect in keeping with the ideals of good sportsmanship.

Now let us meet the coaches who have led their teams to this game.

*Introduce coaches.*

*Introduce players > non-starters > starters last*

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### **AWARDS PROCEDURE ANNOUNCEMENT** – for use at Regional Final game

Ladies and gentlemen, let's give a nice round of applause to both teams for their efforts today.

Your attention is directed to the field. At this time, we will recognize the team from \_\_\_\_\_ High School as the 2024 Regional runner-up team, ending their season with a record of \_\_\_\_\_ wins and \_\_\_\_\_ losses. As we introduce the individual players, we ask that they please come forward to receive their individual award and please remain standing on the field facing their fans (*read 25 players' names, followed by coaching staff*).

Great job \_\_\_\_\_ (Mascot) .....your families and friends are very proud of you!

Now we will recognize the team from \_\_\_\_\_ High School as the 2024 Regional championship team with a record of \_\_\_\_\_ wins and \_\_\_\_\_ losses. As we introduce the individual players, we ask that they please come forward to receive their individual award and please remain standing on the field facing their fans (*read 25 players' names, followed by coaching staff*). They will be moving on to the State Field Hockey Championship next weekend. Congratulations and we'll see you at Thomas Worthington High School in Columbus!

# FIELD HOCKEY Tournament Overtime Procedures



## For Your Public Address Announcer

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The overtime procedure for a game tied at the end of 60 minutes:

1. After a 5-minute interval, there will be one 10-minute sudden victory overtime period. This means that the first team to score shall be the winner.
2. There shall be one team time-out per team permitted during each 10-minute sudden victory over time period.
3. If the score remains tied after the first sudden victory overtime period, there will be a 2-minute interval after which the teams will play a second 10-minute sudden victory overtime period.
4. If the game still remains tied after the second overtime period, there will be a series of Penalty Strokes with each team having the opportunity to select five players to take the strokes.
5. If one team scores more goals in the first set of five stokers for each team, they win and advance.
6. If the teams are still tied after five stokers, they will proceed to a second set of five stokers. This round is sudden victory, wherein if one team's stoker scores and the other's does not, the scoring team wins and advances without more strokes being taken.
7. If the teams are still tied at the end of the sudden victory penalty stroke series, another set of sudden victory strokes will continue until a winner is determined.

**Good luck to both teams!**

## ADA REGULATIONS ADDRESSING SERVICE AND SUPPORT ANIMALS

The purpose of this information is to apprise all OHSAA Tournament Managers of the law relating to accommodations for persons with disabilities who need to use service animals and to remind you of your obligations under the law.

According to the federal law known as the Americans with Disabilities Act (see complete reference here: [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)) **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 shall allow these service animals to accompany people with disabilities in all areas of our 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 those cases, the individual must maintain control of the animal.

When it is not obvious what service the animal provides, only limited inquiries are allowed. Your staff 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, or ask the dog to demonstrate its ability to perform the work or task. Please note that dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

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. 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.

## MEDICAL & SAFETY

### COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

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

## Information on Concussion Management

DATE OF IMPLEMENTATION – APRIL 26, 2013

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

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

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

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

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013 for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

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

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

#### RETURN TO PLAY PROTOCOL

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

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

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

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

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

## COACHES REQUIREMENTS

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

## CONTEST OFFICIALS REQUIRMENTS

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

## STUDENT AND PARENT REQUIREMENTS

All students and their parents or legal guardians shall review and sign the “Concussion Information Sheet” which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course. The Concussion Information Sheet can be found here: <http://www.healthyohiprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

## APPROVED ONLINE CONCUSSION EDUCATION COURSES

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

**[National Federation of State High School Associations Concussion in Sports - What you Need to Know:](http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000)**  
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

Follow these steps to complete the course:

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

**[Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program:](http://www.cdc.gov/concussion/HeadsUp/online_training.html)**  
[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) -

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

## FREQUENTLY ASKED QUESTIONS

### 1. What are the “signs, symptoms, or behaviors consistent with a concussion?”

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

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

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

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

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

- Coaches are to review and know the signs and symptoms of concussion and to prohibit any athlete who displays these signs or symptoms from participating in a practice or a contest.
- Coaches are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The coach is responsible for ensuring that the student's parents are notified and the student is referred to a medical professional.
- Coaches shall be aware that any student removed from a practice or a contest due to a suspected concussion or head injury **shall not return to participation on the same day as the removal.**
- Coaches shall possess a current Pupil Activity Program/Coaching Permit and shall take one of the approved online concussion courses upon renewal of the permit.

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

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

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

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

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

- **Only** an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), or another health care provider approved by the school's Board of Education or other governing body who is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:
  - 1) In consultation with a physician;
  - 2) Pursuant to the referral of a physician;
  - 3) In collaboration with a physician;
  - 4) Under the supervision of a physician.

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

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

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

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



- If the event continues over multiple days, then the designated event physician has ultimate authority over return to play decisions.
- 8. Once the day has concluded, who can issue authorization to return to practice/competition in the sport for a student who has diagnosed with a concussion?**
- Once a concussion has been diagnosed by a physician or other approved health care provider, only a physician or approved provider can authorize subsequent Return To Play (RTP), and such authorization shall be in writing to the administration of the school. This written RTP authorization shall be kept at the school indefinitely as a part of that student’s permanent record. Click here <http://ohsaa.org/medicine/AuthorizationToReenter.pdf> to access the OHSAA “Medical Authorization to Return to Play” Form.
  - School administration shall then notify the coach as to the permission to return to practice or play.
- 9. What should be done after the student is cleared by an appropriate health care professional?**
- After a clearance has been issued, the student’s actual return to practice and play should follow a graduated protocol.
  - The National Federation of State High School Associations has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports: (**Note:** This is simply a suggested protocol. The appropriate health care professional who issues the clearance may wish to establish a different graduated protocol.)

**NFHS SUGGESTED MEDICAL CLEARANCE RETURN TO PLAY PROTOCOL**

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

Visit our Concussion webpage on our website for more resources!



**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

4080 Roselea Place  
Columbus, Ohio 43214  
Telephone: 614-267-2502  
[www.ohsaa.org](http://www.ohsaa.org)

**OHSAA CONCUSSION REPORT**

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

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

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

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

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

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

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

**Please forward to Michelle Kern ([mkern@ohsaa.org](mailto:mkern@ohsaa.org)) within 48 hours.**

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

<http://www.ohsaa.org/>

**INSPECTION OF REGIONAL TOURNAMENT SITES – FIELD HOCKEY**

The Board of Directors of the Ohio High School Athletic Association has ruled that all tournament sites should be thoroughly inspected by the manager and/or other competent individuals so as to insure that the facility is safe for tournament participation. This precaution should take place within the week prior to the first tournament game.

**After your facilities have been carefully inspected, sign the report and send to the OHSAA.**



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

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

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

Location

DATE \_\_\_\_\_

**RETURN TO THE OHSAA EMAIL AT [emason@ohsaa.org](mailto:emason@ohsaa.org)**