

TO: Athletic Administrators and Head Football Coaches

FROM: Beau Rugg, Senior Director of Officiating and Sport Management  
Angie Lawler, Director of Officiating and Sport Management

RE: 2020 Weekly Word-Week 6

### **Playoff Information**

1. Brackets will be posted Thursday, October 1 by 2pm.
2. **Make sure you read the Home Site Information below!**
3. **Tournament games should be treated as a neutral site game.** School specific functions like senior nights, award presentations, etc. are not permitted at tournament games.
4. **Higher seeds will host AT LEAST through the Regional Semifinals.**
5. **Host schools will be paid a flat fee (\$1600) to host games.**
6. **Schools that have a "bye" round 1 may schedule a regular season game OR a scrimmage.** If a scrimmage is scheduled, no fans are permitted and coach and player protocols currently used for games must be followed.
7. Schools may schedule regular season games after being eliminated from the tournament. **No regular season games after November 14.**
8. **All tournament game changes must come through the OHSAA office! Do not make any changes to the game in Arbiter!!!!**

### **Ticketing Information**

1. Information on tickets for tournament games will be emailed to athletic administrators by the end of this week, policies will be in place to allow athletic administrators to ensure parents of players are given priority.
2. First round tickets will be available for purchase according to these policies beginning Tuesday, October 6.
3. **Tickets for scouts (beginning October 9):** The request **MUST come from the email address listed for the head coach in myOHSAA.** A maximum of 2 scouts per school will be permitted. Head coaches, follow the steps below to request.
  - a. **Email Jacki Windon ([jwindon@ohsaa.org](mailto:jwindon@ohsaa.org)) by 12 noon on Thurs. of the corresponding week.** The email should include:
    - i. Your school name
    - ii. The matchup your scouts will be attending, including Division, Region and host site
    - iii. The name and email address of the coach(es) who will be scouting, maximum of 2. Those coaches will receive an email with a ticket Thurs. evening. If tickets have not been received by Fri. morning, email Jacki directly.

### **Home Site in myOHSAA**

1. **If you are a higher seed and you are NOT willing to host, contact Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org) by noon this Friday, October 2.**
2. Higher seeds may host at their home site or secure another site. **The flat fee will not change. Please enter site information in myOHSAA and Arbiter per the instructions below.**
3. **If the higher seed chooses not to host, the lower seed will have the opportunity.**
4. **Games played at host sites without lights will be played the Saturday of the corresponding week at 1:30 p.m. Email Angie by noon this Friday, October 2 if you are hosting and your site does not have lights.**

Please make sure your site information listed in both myOHSAA and Arbiter is correct. Please follow the instructions below to review and make any corrections to your home football field name and address.

1. Login to myOHSAA
2. Click on the Schools icon
3. Click on the blue button with your high school's name
4. Click the My Facilities link along the left side of the screen
5. Next to Football – 11 player-Boys, click Edit Address
  - a. Add the Facility Name if it is missing
  - b. Make any corrections needed to the information. Note: It is imperative that the physical address be listed for your football field, the address entered will be displayed on the brackets available to the public.
6. Click Save

### **Home site in Arbiter**

1. Login to Arbiter
2. If your home football field is located at the same address as your high school, proceed to step 4
3. Click on the Sites tab along the top, if your home site is listed proceed to step 4. Otherwise, follow these steps to add your home site.
  - a. Click the green Manage Satellite Sites button
  - b. If your home site is listed, check the box next to your home site
  - c. If your home site is not listed, click the blue Create New Site link and follow the prompts to add your site
  - d. Click I'm Done Managing Home Sites
4. Click on the Teams tab along the top
5. Click on Boys Varsity Football
6. Use the Site dropdown to select your site
7. If there are multiple venues at your site, click the Sub Site dropdown to select your subsite or use the Create New Sub Site option and follow the prompts to add your sub site
8. Click Save Changes at the bottom of the screen

### **Keep those masks on and distance!!**

GOOD LUCK WEEK 6!

PLEASE EMAIL BEAU AT [BRUGG@OHSAA.ORG](mailto:BRUGG@OHSAA.ORG) WITH QUESTIONS