



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, OH 43214

(614) 267-2502

(614) 267-1677 (fax)

www.ohsaa.org

Hello!

I would like to take this opportunity to thank you for all the hard work and dedication that you provide in administering the OHSAA football tournaments. Your efforts are sincerely appreciated, and the success of our football tournaments could not come without the role that you play.

As a site manager, you play a critical role in the presentation and management of our OHSAA Football Tournament Games. There may be some aspects of your responsibilities for this tournament that differ from your standard procedures for home games. We have compiled this specifically to address those differences. If you have any questions, please don't hesitate to contact me or any of my staff. We are here to assist you.

Thanks again and we look forward to working with you!

Best of luck in the tournament!

Sincerely,

Beau Rugg
Football Administrator
brugg@ohsaa.org
Cell: 614-738-3559

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OHSAA TOURNAMENT AGREEMENT

Football Regional and State Semi-Final Facility Rental Agreement

Tournament facility rental agreements need to be completed by the host game manager. The following links are links to the specific agreement Game Managers will use:

1. Contests at first and second round (weeks 11 and 12) host high schools:

<https://ohsaaweb.blob.core.windows.net/files/Sports/Football/SiteContractWeeks11-12.pdf>

2. Contests at neutral sites through State Semi-Finals:

<https://ohsaaweb.blob.core.windows.net/files/Sports/Football/SiteContractNeutral.pdf>

3. Contests at non-high school venues:

<https://ohsaaweb.blob.core.windows.net/files/Sports/Football/SiteContractInvoice.pdf>

Signed agreements should be emailed to Laury Vermilya at lvermilya@ohsaa.org.

FINANCIAL

Reporting and Payments

Tournament Financial Reports are now available for completion through Google Docs for events held at High Schools. The Google Doc questionnaire requires minimal effort to complete and you will receive a copy of your answers to your email.

In order to receive the Flat Fee for hosting Football, Regional/State-semis Soccer, Field Hockey, Regional Volleyball, Regional Cross Country, Regional Basketball, Regional Baseball, Regional Softball, Lacrosse, Regional Track and Field, please complete the Google Doc questionnaire found here: <https://forms.gle/Rih6y7pQuVKcKtSr6>

For host sites that are not a high school, please submit an invoice or complete the Excel version of the Tournament Financial Report – [Tournament Report for Non-High School Sites](#) which will be available at ohsaa.org/financial/reports. Invoices and completed excel reports should be submitted to accounting@ohsaa.org.

Media Payments should be paid onsite to the Tournament or Site Manager. Media should make checks or money orders payable to the OHSA. It is your responsibility to collect and mail payments timely to OHSA's remittance only address: **Ohio High School Athletic Assn., L-4256, Columbus, OH 43260-4256.**

If you have any questions, please contact OHSA Chief Financial Officer, Laura Vermilya at lvermilya@ohsaa.org or 614-549-6953.

Guest Relations

As a Tournament Manager, it is your responsibility to provide your Event Staff with the tools they need to take care of your guests. Depending on their familiarity with the facility, you may want to consider providing an Event Information Sheet, which includes pertinent information such as kick-off time, team information, important locations (i.e. first aid, concessions, restrooms, entrances, and parking information), etc.

RECOMMENDATIONS FOR POSITIVE GUEST RELATIONS

Whether you speak to a guest for a few seconds or a few minutes, the impression you make reflects upon yourself, your tournament, game / site manager, your facility, your school, your community, your district, and the Ohio High School Athletic Association.

10 Commandments of Guest Services

- ✓ Strive for excellence.
- ✓ Treat all guests with respect.
- ✓ Maintain a positive attitude.
- ✓ React quickly to meet guests' needs.
- ✓ Take pride in personal appearance.
- ✓ Obtain as much knowledge as possible.
- ✓ Avoid the word "no."

Make each event memorable!

- ✓ Keep supervisors informed.
- ✓ Be an ambassador of good will.

Serve guests with the highest degree of:

Courtesy

Professionalism

Handling Unhappy Guests:

- ✓ Be sympathetic, pleasant, & attentive.
- ✓ Listen; don't interrupt.
- ✓ Apologize for any inconveniences.
- ✓ Ask questions and take action.
- ✓ Turn a negative into a positive.

ATTITUDE

"There is always a choice about the way you do your work, even if there is not a choice about the work itself."

Stephen C. Lundin, Ph.D.

SECTION 1 – TOURNAMENT ORGANIZATION

1. Regional Pairings – 2024 OHSAA Football Tournaments – Divisions I-VII

Tournament Round	Site
Regional First Round	Top 8 Teams Host
Regional Quarterfinals	Top Seeds Host
Regional Semifinals	Neutral - No Rebracketing
Regional Finals	Neutral - No Rebracketing
Winner to State Semifinals	Neutral - Rebracketing may occur

2. Regional Dates and Times

First Round

Friday, Nov. 1	Division I, II, III, IV V, VI and VII	7:00 P.M.
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Quarterfinals

Friday, Nov. 8	Division I, II, III, IV V, VI and VII	7:00 P.M.
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Semifinals

Friday, Nov. 15	Division I, II, III, IV V, VI and VII	7:00 P.M.
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Finals

Friday, Nov. 22	Division I, II, III, IV V, VI and VII	7:00 P.M.
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State Dates and Times

Semifinals

Friday, Nov. 29	Division I, II, III, IV V, VI and VII	7:00 P.M.
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Finals

Thursday, Dec. 5	Division II,	7:00pm
Friday, Dec. 6	Division VII,	10:30am
	Division III	3:00pm
	Division I,	7:30pm
Saturday Dec. 7	Division VI,	10:30am
	Division V,	3:00pm
	Division IV,	7:30pm

SECTION 2 – TOURNAMENT MANAGEMENT

1. Tournament Sites

1.1 First round games and Regional quarterfinal games will be played at the home site of the highest ranked teams in each region on **Friday, November 1 and Friday, November 8 respectively**. These games will be played at the time and on the date as adopted by the Board of Directors. In other circumstances if the site of the higher ranked team is not available at that time/date or **there are COVID attendance restrictions**, then the higher ranked team shall obtain a neutral site. If a neutral site is not available the game will be played at the opponent's field. If the proposed school does not wish to host the game based on the financial regulations, the commissioner's office will assign the game to the opponent's site or a neutral site. The Football Administrator has the right to change the host site if a site has been negligent with their tournament financial reporting in the past. The Football Administrator has the right to change the host site if a site cannot provide adequate amenities for their opponents including, but not limited to heated and dry locker rooms with shower and toilet facilities. **When the host site has an unlighted field the game will be played at 1:30 p.m. on Saturday, November 2 for first round and Saturday, November 9 for Regional Quarterfinals.**

1.2 The Football Administrator will select the sites for regional semi-final, regional final, and the state semi-final games. **The site of all tournament games will be based upon the best site available based on TOTAL travel and the accommodations of the site.** It is not our intention to have schools travel the same distance to sites. Neutral site is defined as a site that neither team plays the majority of their home contests. **State semi-final sites will be based entirely on the accommodations of the site.**

1.3 The Football Administrator retains the authority to assign any tournament game to the home site of a competing team, but primary consideration is given to a site not used as a home site by either team during the regular season.

2. Game Manager

There shall be a game manager for each game site. The manager will be responsible for selecting and supervising personnel necessary for the administration of the game (e.g., media coordinator, gate admission staff, ushers, clock operators, and police). The manager will conduct each tournament game in accordance with the 2023 Tournament Regulations and current football management guidelines.

3. Raffles

3.1 50/50 Raffles are permitted. Sites may conduct them if they wish and keep the proceeds.

4. Management Restrictions

4.1 Prohibited Advertising

There shall be no advertising through printed media, billboards, radio, or television that includes beer, wine, liquor, tobacco, political parties or candidates or any other information contrary to the philosophy of the Ohio High School Athletic Association.

4.2 Prohibited Sales

The sale of, distribution of, and the consumption of alcoholic beverages is not permitted at the site of any contest involving OHSAA member schools. The sale of clothing, souvenirs or any other item at the game site is prohibited without written permission from the Executive Director's office.

4.3 Air Horns/Noisemaker Prohibited

Air horns are not permitted in the stadium. Noisemakers that require electric or power of other sorts are prohibited.

5. Property Damage

There is no insurance covering property damage. If property is damaged at a tournament site by competing school teams, student body or spectators, that school shall be liable and pay the cost of repair or replacement. Extensive damage must be reported to the Executive Director's office as soon as possible after the event.

6. Unsporting Conduct Penalty

During participation in OHSAA Football Tournaments any athlete or coach ejected for unsporting conduct or a flagrant foul shall be ineligible for the remainder of that contest and the following contest. Ejections for fighting render the coach or player ineligible for the remainder of that contest and the following 2 contests.

The game officials shall report ejections for unsporting conduct to the OHSAA Executive Director's office. The Football Administrator may impose additional penalties in accordance with Bylaw 11.

7. Banners and Signs

Banners and signs will be permitted provided they are not personal, negative, unsporting, or vulgar. **Signs or banners may not be attached or fastened to a building or facility unless approved in advance by the manager. The school representatives who put the signs up with permission are responsible for removing them following the game. Parades with signs or banners will not be permitted.**

SECTION 3 – GENERAL INFORMATION

1. Game Managers and Meetings

Game managers will be selected and announced on Sunday prior to the date of the game. Game managers for all first-round games will be required to meet with the Football Administrator on the **Sunday** preceding the game to be hosted. The managers' meeting will take place **Sunday, October 27 at 4:00 P.M.** virtually on the

Microsoft Teams platform. Managers for all other regional and state semi-finals will receive all information through UPS.

2. Videos

The exchange of DVDs between competing schools shall be the responsibility of the schools involved. Each school shall provide the opponent with DVDs of any three regular season or tournament games. The opponent shall have the choice of the three games. The opponent's choice of game DVDs must be exchanged electronically by 8:00am the day following the last contest or earlier. The penalty for failure to comply is \$750.00. The Commissioner may impose additional penalties.

2.1 Tournament – The OHSAA will not record on DVD regional or state semifinal tournament games. Game managers will make arrangements for each participating team to record the game in which the team is participating.

2.2 Third Party Video – It is not permissible for a school or school representative or any person from a school not playing in the game to record a tournament game without the written consent of the school administrators of the teams participating in the game.

3. Student Eligibility

Schools have verified the eligibility of their students when the Athletic Administrator entered their football teams on the myOHSAA system. There is no longer a need to collect certificates.

A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.

4. Game Balls

The official football of the OHSAA football tournaments is the Wilson GST. **Game balls must be any Wilson brand and shall be provided to the Referee a minimum of one hour prior to the scheduled kickoff. Officials are instructed to NOT approve any game ball that is not a Wilson NFHS approved ball.** The officials may maintain possession of the balls until game time. Use of a football other than a Wilson brand ball will result in a financial penalty to the offending school not to exceed \$2,500.

5. Fan Education

The OHSAA requests that participating school administrators take this opportunity to educate students and adults from your school of the importance of proper behavior and conduct. Please relay this information to the fans from your school community. Student crowd control at OHSAA sponsored tournaments is the responsibility of the principals of the competing schools. A positive approach to this matter prior to the game will result in a more pleasant atmosphere. Fans should be reminded to stay off the field at the conclusion of all games.

6. Programs and Publicity Materials

All playoff qualifiers should submit the forms and items posted at: <https://www.ohsaa.org/sports/football/playoffs-info>. All qualifiers must send their team photo, caption, roster and Team Information Form to Scott Rex at the OHSAA (srex@ohsaa.org). In addition, all qualifiers must send their roster and team photo to Royal Publishing (layout@RoyalPublishing.com), including "Ohio," the team's division and school name in the subject line and email body. The OHSAA is again working with Royal Publishing to provide programs for the Regional Semifinals and Regional Finals. During the first two rounds, the visiting schools should send their roster to the host schools. First round and second round host sites are responsible for programs, which can be the same programs that are used in the regular season, with the inclusion of the visiting team's roster.

7. Playing Rules

The NFHS football rules as written and interpreted shall apply in all tournament games. There are 2 state adopted rules we use in Ohio: 1) The 20-yard overtime procedure, 2) The Point Differential Rule. All of these rules are explained in detail in the 2024 OHSAA Football Regulations and the 2024 OHSAA Approved Football Officiating Mechanics (Gold Book). The coin toss will be held at center field 20 minutes prior to game time in accordance with adopted mechanics.

8. Pre Game Timing

Pre Game timing is outlined in Appendix a. The timing sheet for games televised by Spectrum Sports, which includes pregame, TV timeouts and halftime instructions, is in the Media section of this manual.

9. Game Officials

Game officials will be assigned **and paid** from the Football Administrator's office. A team of officials – referee, umpire, head linesman, line judge, back judge and in most instances a center judge will be assigned to each game. **Each official is permitted one complimentary admission.**

A private room for the officials who officiate the game shall be provided. The room must include toilet and shower facilities. Uniformed police or security will be assigned to the officials' room before and after the game as well as at halftime and will escort officials to and from the playing field. No one other than the game officials, official observers, or tournament personnel is authorized to enter the officials' room.

10. Officials Observers

Officials' observers will be assigned from the OHSAA office. One or two observers (when available) will be assigned to each game. Game management should provide parking accommodations similar to officials, access to the officials' locker room, and space in the Press Box, **if available**.

District Observer Coordinators:

District	Name	Phone
Central	Terry Williams	(740) 602-0375
East/Southeast	Tom Mc Nerlin	(740) 352-9535
Northeast	Ron Fuller	(330) 730-3101
Northwest	Ken Myers	(419) 680-1988
Southwest	Mike Harbison	(513) 607-4751
All Districts	Beau Rugg	(614) 738-3559

11. Awards

A team trophy will be awarded to the regional runner-up and to the regional championship team. No awards will be given until the Regional Finals (See appendix b for specific award information).

12. Extra Equipment

Each school shall be responsible for bringing extra equipment in case of emergencies.

13. Sideline Spirit Participants & Mascot

Sixteen sideline spirit participants in uniform, one student mascot and one sponsor will be admitted free. Only sideline spirit participants in uniform and the student mascot will be allowed to participate. A maximum of 16 (plus 1 Mascot) sideline spirit participants in uniform are permitted to lead cheers at field level. More than 16 sideline spirit participants will result in sanctions and any additional sideline spirit participants will be removed from the field.

13.1 All sideline spirit teams must comply with the OHSA General Sports Regulation 12.2, Safety Regulations for Sideline Spirit Participants.

13.2 Mascots: Live animal mascots are not permitted either outside or inside the stadium. Violation of this regulation may result in forfeiture of tournament expense.

SECTION 4 – GAME ADMINISTRATION OUTLINE

1. Game Administration Checklist

A manager shall administer each game. The manager shall:

- ☐ Provide participating schools with any necessary information not included in these regulations.
- ☐ Appoint a media coordinator who will make necessary arrangements for the news media.
- ☐ Provide visitors with similar press box accommodations and field phone equipment as available for use by the home team. The manager shall notify the

competing teams if field phones are not available so that each school may make arrangements for their own communication equipment.

- ❑ Arrange for a competent timer(s), scoreboard operator, public address announcer and line-to-gain crew. The timer(s) are required to meet with the officials no later than 30 minutes prior to game time, but preferably 60 minutes prior.
- ❑ Make arrangements for concessions.
- ❑ Arrange to have a doctor and/or trainer present. Arrange to have an ambulance available or on call for emergencies.
- ❑ Arrange for an adequate number of law enforcement officers and/or private security.
- ❑ Provide uniformed police or security to escort officials to and from their dressing quarters and to their cars after the game.
- ❑ Secure gate admission staff and starting cash box.
- ❑ Assign dressing rooms to teams and game officials.
- ❑ Designate seating sections for each school
- ❑ Make arrangements for halftime activities by school bands.
- ❑ Assist teams in making housing arrangements, even though each school will be responsible for its housing.
- ❑ Employ ball boys or girls – high school age or older.
- ❑ Advertise parking arrangements.
- ❑ Employ program sellers.
- ❑ Employ a statistician.
- ❑ Mark fields in accordance with the National Federation Field Diagram including team areas and the 4-inch wide broken line around the entire field a minimum of six feet from the boundaries.
- ❑ File financial reports with the OHSAA as soon as possible following the game.

2. Lightning and Inclement Weather

Refer to the OHSAA Handbook or the NFHS Rule Book for Inclement Weather Procedures.

3. Certified Athletic Trainer Present During Game

A Licensed Athletic Trainer will be present for all games. Whenever possible a doctor will be present. A team may furnish its own doctor or trainer.

4. The Public Address Announcer

The game manager shall appoint a public address announcer. No announcement shall be made without the permission of the game manager. Each school shall provide a spotter to assist the game announcer when requested by the manager.

Specific PA Announcer instructions are in Appendix e.

5. Line to Gain Crews

Specific instructions for Line to Gain Crews may be found in Appendix c.

6. Game Clock and Play Clock Operators

General instructions for Game Clock and Play Clock Operators may be found in Appendix e.

7. Referee Field Microphones and 40/25 Second Clocks

Referee microphones and 40/25-second clocks are both permitted. OHSAA permission is not needed nor is mutual consent needed. Use of a referee microphone and a 40/25-second clock is a host school decision.

The use of electric clocks, including the 40/25-second clock, is considered official. The Referee shall use the microphone to assist in game management.

All football field markings should be in compliance with NFHS rules, however, playing rules permit high schools to play on a field marked for collegiate or professional football games.

Visible 40/25-second play clocks are not mandatory for high school football. Use of a 40/25-second clock is a home team management decision. Following are general guidelines for the use of these clocks.

- A. Placement: A visible 40/25-second play clock should be placed in EACH end zone, a safe distance off the end line and at a height so that players and officials may view them.
- B. Operator: Game management must supply an operator separate from the officiating crew. The visible play clock operator shall meet with the game official (Back Judge) prior to the game. The instructions for the Play Clock Operator are in Appendix

Note: The timer(s) shall meet with the officials 60 minutes prior to kickoff.

8. Security

The game manager will provide uniformed police and/or security in sufficient numbers to provide adequate public safety. A security checklist may be found in Appendix g.

9. Concessions and Parking

All concessions and parking will be operated under the direction of the game manager. Income from those sources will not be considered as game receipts. Sites may charge up to \$5.00 for parking. The OHSAA Football Administrator must approve higher parking charges.

10. Warm-Up Period

Teams may use as much time as they desire for pre-game warm-up provided the field is cleared of all players 15 minutes prior to game time.

11. Uniforms

White and Dark jerseys – In Regional play, the higher seed in each bracket is designated as the home team and will wear Dark jerseys (as stated in Rule 1-5-1b, 3 of the NFHS Rules Book). The top team in each bracket is designated the home team in the State Semi-Finals and Finals and will wear Dark jerseys (as stated in Rule 1-5-1b, 3 of the NFHS Rules Book). The Visiting team will wear White jerseys (as stated in Rule 1-5-1b, 2 of the NFHS Rules Book).

12. Dressing Rooms and Team Areas

The game manager, at the pre-game information meeting, will assign teams to dressing rooms and team areas. The team designated as the home team will be assigned to the normal home dressing room and team area. A responsible person will be on hand in the dressing rooms at all times.

13. Field Passes

All team area personnel not in a football uniform must wear a field pass. Ball boys/girls and student trainers may be in a team jersey and count as part of the team. Each coach will receive up to 30 field passes from the game manager. Individuals wearing school field passes or uniforms/jerseys must remain between the 25-yard lines during play (Exception: ball boys/girls).

14. Field Phones and Press Box Coaches

14.1 Competing teams must provide all headphones. **(Remember CoachCom headphones work in Benson Stadium in case you get that far!!)**

14.2 Space for a minimum of three coaches per team will be allowed in the press box. When the manager determines that space is available for an equal number of additional coaches per team these coaches may enter the press box. All coaches must wear a field pass (see item above). Each school may have one statistician in the press box.

15. Marching Bands

15.1 PRE-GAME

When both schools have a marching band, each is allowed six minutes for a pre-game show. If possible, both bands will join in playing the National Anthem. If a joint performance is not possible, the home team band will play.

In the event there is only one marching band present, it may use the entire 15 minutes for a pre-game show and to play the National Anthem.

15.2 HALFTIME

The visiting team band shall perform first and must be prepared to start its performance within one minute after the end of the first half of play. The performance by the visiting team band may not exceed **eight minutes and 30 seconds** including time to get on and off field. The home team band shall be

prepared to start its performance within thirty seconds after the visiting team band clears the field. The performance by the home school band may not exceed **eight minutes and 30 seconds** including time to enter and leave the field. The clock will be in operation between halves, and will be started on the referee's signal. The 20-minute halftime shall be timed on the field clock.

The field must be cleared with 2 minutes left on the 20-minute halftime clock. The teams will have a mandatory 3-minute warmup period after the 20 minutes expire.

SPECIAL NOTE: No team will be penalized if the band exceeds the time allotted, causing a delay in starting either half, but this will affect future opportunities for this band.

15.3 ANNOUNCER

If a special announcer is required for the band show, previous arrangements shall be made with game manager in order to gain access to the public address system.

15.4 Bands shall not play music at football games while the ball is in play, or while signals are being called by the quarterback. This means that it is not permissible to use either:

1. Drum roll or beat
2. Cymbals clashing
3. Horn sounds, or
4. Any other kind of musical instrument while the play is underway in football.
5. Roving bands shall be allowed to participate at the discretion of the host Athletic Director. However, such bands shall not perform while the ball is in play or while signals are being called by the quarterback.

15.5 Amplified noise shall not be played while the ball is in play, or while signals are being called by the quarterback. This includes, but is not limited to:

1. Any noise over the public-address system.
2. Any "powered" noise such as a cannon or whistle.

SECTION 5 – ADMISSION INFORMATION

1. Admission Prices

First Round, Regional Quarterfinals, Semifinals & Finals	Online and cash general admission: \$11.00 Online and cash student admission: \$5.00
State Semifinals	Online and cash general admission: \$15.00

Online and cash student admission: \$10.00

Note 1: Children age 6 or older will be charged regular admission.

Note 2: The OHSAA Football Administrator is authorized to deviate from the established admission prices when “double headers” are conducted.

2. Ticket Information (excluding State Finals)

The following ticket procedure will be followed:

- a.) Tickets are available online at www.ohsaa.org/tickets for both adults and students
- b.) Venue agree to sell tickets at the gate for cash at the OHSAA published price and maintain accurate records of all gate tickets sold. Venue further agrees to accurately and completely record all gate ticket 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 is to be scanned for entry by the Venue.
- d.) Venue agrees to scan all electronic tickets for the event. Venues scanning fewer than 70% of tickets sold may not receive the flat fee payment.
- e.) Managers shall not use pass-out tickets. A good rule to follow is: “If you’re in, you’re in; and if you’re out, you’re out.” It is not necessary to give pass-out checks. It simply invites people to move in and out of the stadium. In the event it is necessary (inclement weather, outside restrooms or concession facilities, etc.) the manager is authorized to provide a pass-out system.

All information regarding tickets, including box office logins and codes, will come from Claudia Markoff, OHSAA Customer Experience Manager, at cmarkoff@ohsaa.org or 614-549-6973.

3. Reserved Sections

The game manager has the option of providing reserved seats if it is believed there is sufficient need. If seats are reserved, the schools shall be notified in advance. There is no adjustment in ticket prices.

4. Gates Open

4.1 Gates should be open 90 minutes prior to kickoff.

4.2 Gate admission staff may stop scanning after halftime.

5. Complimentary Admission

Managers will adhere to all regulations pertaining to complimentary admission. It would be unfair and defeat the purpose of Board adopted regulations if game managers are not consistent in the application of these regulations. Participating school administrators can assist the manager by reviewing admission information with coaches, faculty members, players, band members and others.

5.1 Team and School Personnel

The number of players that will be in uniform for the game and up to 30 others will be admitted at the team pass gate.

5.2 Sideline Spirit Participants and Mascot

Sixteen sideline spirit participants in uniform, one student mascot and one sponsor will be admitted free. Only sideline spirit participants in uniform and the student mascot will be allowed to participate. A maximum of 16 (plus 1 Mascot) sideline spirit participants in uniform are permitted to lead cheers at field level. More than 16 sideline spirit participants will result in sanctions and any additional sideline spirit participants will be removed from the field.

5.3 Bands

Marching bands, Flag or Drill Corps must be in uniform to be admitted. Schools must notify game manager at least 48 hours prior to game time if special seating is required for the Band and the number of seats needed. The game manager shall reserve the space needed for the bands if notified 48 hours before the game. A maximum of three adult chaperones per bus shall be admitted free.

5.4 Administrative Passes

The schools competing at the site are entitled to eight complimentary administrative passes. These tickets should be used as complimentary tickets for Superintendent (2), Principal (2), Athletic Director (2) and two additional. The game manager is authorized to establish an alternate method of complimentary administrative admission. These tickets should be redeemed by the participating schools using their admin comp code.

5.5 Admission for Team Scouts

The OHSAA will provide electronic scout passes to all Head Coaches which will allow 2 people entry to any Regional Football game.. Email Claudia Markoff at cmarkoff@ohsaa.org with any questions on the scout pass and its use.

5.6 Media Credentials

The OHSAA asks that host playoff sites use a printed credential to identify team staff and media. Credential templates can be provided by contacting Tim Stried at tstried@ohsaa.org. When allocating seats in the press box for media, host sites are to use the OHSAA's priority seating chart posted at: <https://ohsaaweb.blob.core.windows.net/files/Sports/Football/FB-MediaPressBoxMemo.pdf>. All requests for media credentials, and broadcast or telecast space shall be directed to the Media Coordinator. Proper identification must be presented for admission at pass gate and credentials shall be worn at all times during the contest. All on-field news media personnel are required to stay a minimum of six feet from the side or end line and are not permitted in team areas during the game. (All fields will be marked with a 4-inch wide broken line around the entire field a minimum of six feet from the boundary.

Appendix a

7:00PM TIME ON CLOCK & CREW DUTIES

Start Time

5:30PM	Crew: Arrive on site; check-in with Game Mgmt. Need to discuss Inclement Weather Policy?	
6:00PM	Timer(s): Report to Officials Locker Room to discuss Point Differential Rule with LJ (Game Clock) & BJ (Play Clock-If Used)	
	H & V Teams: Bring FB's to Officials Locker Room; U: Approve balls for H & V & return them	
6:19PM	U: Ask crew -- Flags? Bean bags? Whistles? Coin? (Prior to leaving locker room)	
6:20PM	Crew: Walk to field & talk with first available head coach	
	Note 1: Time may be earlier due to distance from locker room to field	
6:35PM	Crew: Introductions: Look coach in the eye; firm handshake; smile; complete the following:	
	R: Players legally equipped? Captain's #'s; Kicker - Right or Left Footed; Unbalanced Line?	
	Note 2: Storms forecasted? Ask for Coaches help to see lightning & hear thunder	
	HL (V)/LJ (H): Give Lineup Card; Get back coach's name; unusual plays; get player's # who fouled;	
	explain unusual situations/Pen. Enf.; KO Depth by Kicker; will change if V is on PB SL & H is opposite PB	
	R: Team box emphasis; players on the edge- UNS- do you want to take care of it? Good luck!	
6:29PM	Timer: Put 30 Minutes on Game Clock & Start It So Time Expires 1 Minute Before KO	
6:35PM	LJ/BJ (H) & U/HL (V): Secure a maximum of 4 captains/team	
6:40PM	R: Flip coin	
6:42PM	Crew: Record toss winner & options selected	
6:43PM	Crew: Inspect field; talk with Ball Persons; stretch & loosen up	
6:44PM	Both Teams Clear the Field; R: Inquire & Introduce yourself to any Medical Professionals on site	
6:45PM	HL: Talk with Chain Crew; Bands Pre-Game Begins LJ: See Time if he was not in locker room earlier – Point Differential Rule	
6:58PM	Crew: Meet at 50 YL (center of field); BJ brings FB	
6:59PM	Crew: Jog to KO IP	
	Note 3: LJ steps on field with stop sign signal until clock is set to 12:00 for 1st qt. then tells R	
7:00PM	R: Sound Whistle for KO	

20m	R: Wind game clock for 20 minute halftime- crew sets watches; LJ times the halftime	
5m	LJ/BJ (H) & U/HL (V): Leave Official's Locker Room for Team Locker Rooms	
4m	LJ/BJ (H) & U/HL (V): Inform Head Coach Only of remaining time for half time	
0m	LJ/BJ (H) & U/HL (V): Escort Both teams to arrive on the field	
3m	R: Wind game clock for 3 minute warm-up	
	BJ (H) & U (V): Bring 1 captain to 50 YL Center of Field; R: Secure options & signal PB	
2m	Crew: Meet at 50 YL (center of field)	
1m	Crew: Jog to KO IP; Crew sound whistles to get teams ready for 2nd half KO	
	Note 4: LJ steps on field at numbers with stop sign signal until clock is set to 12:00 for 3rd qt. then tells R	
0m	R: Sound Whistle for KO	
	Note 5: LJ will time all 30 minute intervals for an interrupted game due to thunder & lightning	
	Note 6: Time may be earlier due to walking distance from locker room to field	
	Note 7: OHSAA Playoffs: 1st game- arrive 2 hours before KO. Subsequent games- arrive 1 hour 30 minutes prior to KO	

Appendix b
Awards

I. REGIONAL TOURNAMENTS

- A. Each regional tournament champion will receive a regional championship trophy plus 70 individual medals.
- B. Each regional tournament runner-up will receive a runner-up trophy plus 70 individual medals.
- C. These trophies will be presented to the respective teams following the game.

II. STATE SEMIFINALS

- A. Each team will receive 70 Participation Certificates.
- B. The certificates will be presented to the coach at the state semifinal meeting by the game manager.
- C. Additional certificates may be purchased for \$1.00 each. Mail a check or money order made out to OHSAA with the subject line Football State Participant Certificates to the following address.
Ohio High School Athletic Association
L-4256
Columbus, OH 43260-4256

III. STATE FINALS

- A. Winning Team
 - 1. Championship trophy plus 70 individual awards and one coach award.
 - 2. Additional awards may be ordered at the school's expense.
- B. Runner-Up Team
 - 1. Runner-Up trophy plus 70 individual awards and one coach award.
 - 2. Additional awards may be ordered at the school's expense.

IV. STATE FINAL PROCEDURE

- A. After the conclusion of the game and after the players of each team have greeted each other on the playing surface, the team members and coaching staffs are requested to move to their respective sidelines and face their fans.
- B. The state runner-up trophy will then be presented to the head coach and captains of the state runner-up team.
- C. Following the presentation of the runner-up trophy, the state championship trophy will be presented to the head coach and captains of the state championship team.
- D. Individual awards will not be presented on the field.
- E. Additional awards may be purchased at the school's expense by contacting Travis Nethers at Croton Craft (P.O. Box 257, Croton, OH 43013 - 1-800-947-5521).

Appendix c

General Instructions for Football Line-to-Gain Crews

The typical line-to-gain crew consists of at least four individuals — a down-box operator, two to hold the rods and one to attach the clip. The crew should be dressed uniformly in readily identifiable attire.

PREGAME DUTIES

1. The line-to-gain crew shall meet the HEAD LINESMAN on the sideline opposite the press box at least 15 minutes before game time and also five minutes prior to the second-half kickoff. If an auxiliary-down marker is used, operator shall meet the LINE JUDGE on press-box side at the same time.
2. The HEAD LINESMAN shall make certain that the chain and the official down box have been placed opposite the press box or the designated sideline and that all are in good working order and conform to the rules. The LINE JUDGE shall then make certain that the auxiliary marker is in good working order and is placed on the opposite side of the field from the line-to-gain crew.
3. The complete concentration of the crew is absolutely necessary if it is to discharge its duties efficiently. The crew must refrain from showing any partisan reaction to the events taking place on the playing field. The crew must be prepared to act immediately on instructions from the HEAD LINESMAN so that teams and all concerned will know the exact situation concerning the down and yards to be gained. The crew shall not move or change the number of the down until signaled to do so by the HEAD LINESMAN. The auxiliary down-box operator shall act only on instructions of the LINE JUDGE.

GAME PROCEDURES

1. On the HEAD LINESMAN'S signal, the crew must move as quickly as possible to the next position.
2. When a runner or pass receiver is going out of bounds in the immediate vicinity, the involved crew member is to quickly and carefully drop the marker down and move away from the sideline keeping his eye on the spot of the marker. The crew member away from the play should hold his position if possible.
3. The HEAD LINESMAN will set the spot of all first downs by going to the sidelines and marking, while facing the field, the exact spot where the rear stake will be set. The front crew member will then be sure the chain is fully extended before setting his stake.
4. The DOWN-BOX OPERATOR, on every new series of downs, will set the box at the spot marked by the head linesman. When the line-to-gain equipment is moved, the rear rod is to be set behind the down marker and then the clip shall be placed at the back edge of the 5-yard line nearest the rear rod. The marker must be held at all times in an upright position with the down correctly shown.
5. The DOWN-BOX OPERATOR is to show the number of the down just completed and shall not indicate the new down until so notified by the HEAD LINESMAN. On instruction from the HEAD LINESMAN, the DOWN-BOX OPERATOR will move the down marker to a new position with the marker placed at the forward point of the ball and change the marker to the correct down.
6. On all measurements for first down when the chain is moved onto the field, the DOWN-BOX OPERATOR is to place his marker at/off the spot of the front rod until a new series of downs is declared or the chain is returned to its previous position.
7. The DOWN-BOX OPERATOR should be aware of any penalty markers. The marker must not be moved nor the down changed until so notified by the HEAD LINESMAN.
8. The chain is not extended if it is a first-and-goal situation. After the chain is clipped, remove it from the sideline.
9. The DOWN-BOX OPERATOR should place the marker on the line of scrimmage on all try situations. This will aid players and officials in determining the line of scrimmage on all plays toward the sideline. The chain will not be placed on a try.
10. If the sidelines become crowded and the crew does not have room to efficiently discharge its duties, the crew is to notify the HEAD LINESMAN immediately so that a time-out may be called and the sidelines cleared before the game will be allowed to proceed.
11. If the game is delayed for any reason, the crew will stay with the officials.
12. Operating the equipment outside and within 6 feet of the sideline is for the protection of players, coaches and all persons who are part of the game.

GUIDELINES FOR FOOTBALL PUBLIC ADDRESS ANNOUNCERS

A.) GENERAL GUIDELINES AND SUGGESTIONS

1. Speak slowly, clearly and distinctly at all times.
2. Be professional and unbiased. The P.A. announcer can play a major role in ensuring sportsmanship. If he or she has been “hot-dogging it” over the P.A., spectators will pay no attention to special announcements attempting to keep things under control.
3. Say only what is necessary.
4. Do not panic on public service or emergency announcements — they need to be easily understood. Take time to organize the announcement so that there will be no confusion or misunderstanding about it; do not take a chance at miscommunicating improper information (another four or five seconds before it is made will not make a difference).
5. Make only those announcements that are necessary.
6. Be organized: prepare all special announcements and promotions so that they may be easily made during time-outs, quarter changes, etc.
7. Do not attempt to do play-by-play.
8. Do not editorialize about or comment on any aspect of the game. This includes not making comments about the officials’ calls, the quality of play or plays called by the coaches or trying to make jokes about car lights being left on, etc.
9. Always check equipment to be sure it operates properly.
10. **YOU ARE NOT THE ENTERTAINMENT** — The spectators came to watch the game, to support the cheerleaders and to hear the band — not to listen to you!

B.) SPECIFIC APPLICATIONS OF GUIDELINES – PRE-GAME

1. Line-up Sheets
 - a.) use special forms
 - b.) try not to bother head coaches; work with assistant coaches
 - c.) call or use FAX when appropriate (e.g., playoff games)
 - d.) make use of your spotter: get line-ups (“Visitors”); name pronunciations
2. Band Pre-Game Show
 - a.) synchronize with Home Band Director
 - b.) special (separate) announcements
 - c.) National Anthem: who directs, etc.
3. Toss of the Coin
 - a.) spotter’s assignment
 - b.) know officials’ signals (e.g., defer until second half)
4. Starting Lineups
 - a.) ask visitor’s coach his preference
 - b.) suggestion: kicking team: defense; receiving team: offense
 - c.) if coach not sure of who starts: announce both as “alternating”
5. Introduction of Officials – as per the “card” they send to the press box
6. Special Game Announcements
 - a.) prepare ahead of time: proofread and/or rewrite
 - b.) do only what is necessary or appropriate; clear with Athletic Director ahead of time

C.) SPECIFIC APPLICATIONS OF GUIDELINES – GAME ITSELF


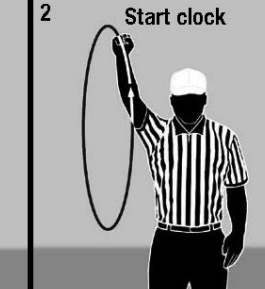
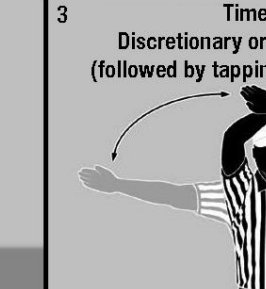
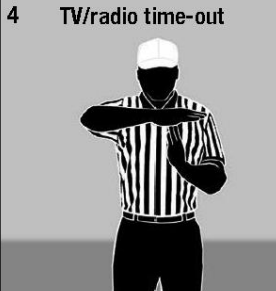
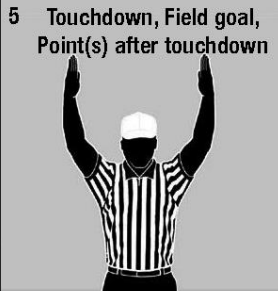
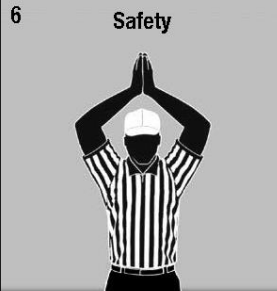
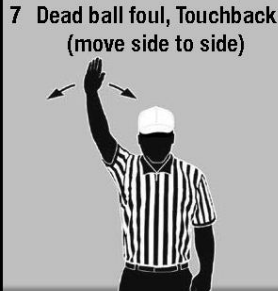
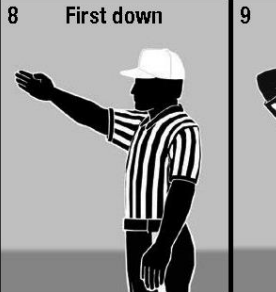
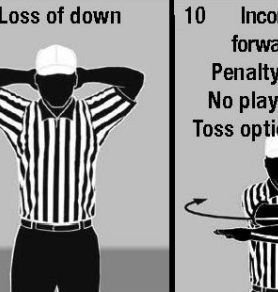
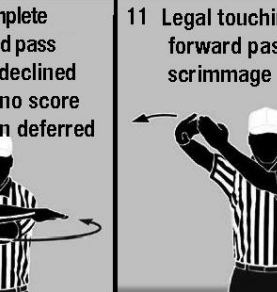
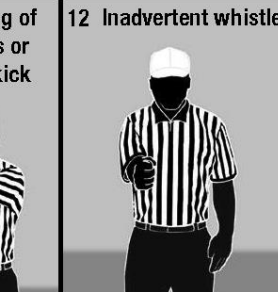

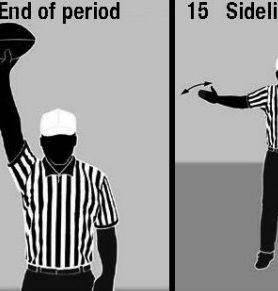


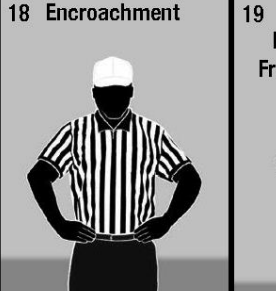
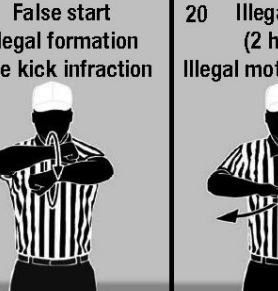

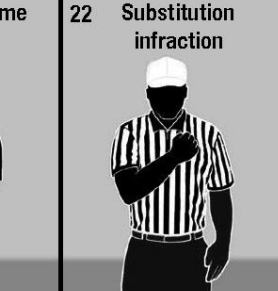



1. Offense – announce:
 - a.) ball carrier only, or...
 - b.) passer and intended receiver
2. Defense – announce:
 - a.) tacklers
 - b.) as many as possible (two or three for sure)
3. Specialty Teams – announce:
 - a.) Punt: punter and deep receiver(s)
 - b.) Kickoff: kicker and deep receiver(s)
 - c.) PAT/FG: kicker, holder, (and long snapper)
4. Penalties:
 - a. wait for the second – not the “preliminary indication” – signal from the referee
 - b. make use of the signals chart to cross reference the referee’s signal
 - c. announce only: the school, the violation, the yardage and loss of down (if applicable)
5. Special Concerns
 - a.) give both first and last names of athletes
 - b.) work closely with scoreboard operator (e.g., yardage to go)
 - c.) no editorial comments
 - d.) no attempts at humor
 - e.) apply general guidelines (from above)
 - f.) if possible, do not announce during the offensive huddle
 - g.) do not announce during the quarterback’s snap call

D. SPECIFIC APPLICATIONS OF GUIDELINES – POST-GAME

1. Appropriate “wrap-up”:
 - a.) no editorializing about the game
 - b.) don’t “rub it in”



NFHS OFFICIAL FOOTBALL SIGNALS

<div>1</div> <div>Ball ready for play *Untimed down</div> <div></div>	<div>2</div> <div>Start clock</div> <div></div>	<div>3</div> <div>Time-out Discretionary or injury time-out (followed by tapping hands on chest)</div> <div></div>	
<div>4</div> <div>TV/radio time-out</div> <div></div>	<div>5</div> <div>Touchdown, Field goal, Point(s) after touchdown</div> <div></div>	<div>6</div> <div>Safety</div> <div></div>	<div>7</div> <div>Dead ball foul, Touchback (move side to side)</div> <div></div>
<div>8</div> <div>First down</div> <div></div>	<div>9</div> <div>Loss of down</div> <div></div>	<div>10</div> <div>Incomplete forward pass Penalty declined No play, no score Toss option deferred</div> <div></div>	<div>11</div> <div>Legal touching of forward pass or scrimmage kick</div> <div></div>
<div>12</div> <div>Inadvertent whistle</div> <div></div>	<div>13</div> <div>Disregard flag</div> <div></div>	<div>14</div> <div>End of period</div> <div></div>	<div>15</div> <div>Sideline warning</div> <div></div>
<div>16</div> <div>First touching Illegal touching</div> <div></div>	<div>17</div> <div>Reset play clock to 25 seconds (Use both hands to have play clock reset to 40 seconds)</div> <div></div>	<div>18</div> <div>Encroachment</div> <div></div>	<div>19</div> <div>False start Illegal formation Free kick infraction</div> <div></div>
<div>20</div> <div>Illegal shift (2 hands) Illegal motion (1 hand)</div> <div></div>	<div>21</div> <div>Delay of game</div> <div></div>	<div>22</div> <div>Substitution infraction</div> <div></div>	



NFHS OFFICIAL FOOTBALL SIGNALS

23 Disconcerting act 	24 Illegal helmet contact Targeting 	25 Illegal horse-collar tackle 	26 Illegal blindside block 	27 Unsportsmanlike conduct Noncontact foul
28 Illegal participation 	29 Sideline interference (Face press box) 	30 Running into or Roughing kicker or holder 	31 Illegal batting/kicking (Followed by pointing toward toe for kicking) 	32 Invalid fair catch Illegal fair catch signal
33 Forward pass interference Kick catching interference 	34 Roughing passer 	35 Illegal pass/forward handing (Face press box) 	36 Intentional grounding 	37 Ineligible downfield on pass
38 Personal foul 	39 Clipping 	40 Blocking below waist 	41 Chop block 	42 Holding/obstruction Illegal use of hands/arms
43 Illegal block 	44 Helping runner Interlocked blocking 	45 Grasping face mask or helmet opening 	46 Tripping 	47 Disqualification

Pre-Game Opening Announcement

Ladies and gentlemen, the Board of Directors, Executive Director and Staff of the Ohio High School Athletic Association extend to each of you a cordial welcome to this OHSA Football Tournament event.

Tonight's / today's match-up is a Division_____ Regional / State
Quarterfinal / Semifinal / Final between

_____ High School and
_____ High School.

This tournament is sponsored and conducted by the Ohio High School Athletic Association for its member schools. In order to make this contest as enjoyable as possible, please represent your school and community in a positive and respectful manner. That means follow the rules; speak and act responsibly, and show courtesy and respect for your fellow fans, officials, coaches, administrators and authority figures and, of course, your team and opponent. Let's make this contest great by remembering to "Respect The Game!"

The officials for this game have been selected and assigned according to procedures adopted by the Ohio High School Athletic Association Board of Directors. Their experience and integrity qualify them for their important part in this friendly interscholastic contest. The officials are:

Referee _____, Umpire _____, Linesman _____

Line Judge _____, Back Judge _____,

Center Judge _____

Pre-Game Starting Lineups Announcement

And now, here are today's / tonight's starting lineups.

For the visiting team, _____

And for the home team, _____

Point Differential Announcement

Ladies and Gentlemen, this game will now be played with a running clock per the OHSA point differential rule. The clock will still be stopped after changes of possession, at the end of periods, when a score occurs, and for officials and team charged time-outs. If the point differential should fall beneath 30, normal clock operations will resume. Thank you for attending today's / tonight's game!

Post-Game Announcement

Ladies and Gentlemen: Thank you for your attendance at tonight's / today's contest. The student-athletes, their schools and the Ohio High School Athletic Association appreciate your support of high school athletics. Please exit the stadium at this time, and have a safe trip home!

(Regional Finals Only)

Second Half Awards Reminder Announcement

Attention fans . . . You are invited to remain in the stands after this contest for a brief awards presentation involving both schools. Fans are NOT permitted on the playing field following the game.

(Regional Finals Only)
Post-Game Awards Announcement

Ladies & Gentlemen . . . At this time we will have the presentation of awards.

Runner-Up Award

And now, _____,
will present the 2023 Division _____ Regional Runner-Up Trophy to the
_____ from _____ High School.

(Pause if presenter is going to speak)

Champion Award

And now, _____,
will present the 2023 Division _____ Regional Championship Trophy to the
_____ from _____ High School.

(Pause if presenter is going to speak)

Appendix e

General Instructions for Football Game Clock and Play Clock Operators

Here is a link to the information. Please print for your clock operators:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:9cd3ff7e-1f19-42ce-95e2-756bc78c9a15>

CONTEST AND EVENT MANAGEMENT GUIDELINES (INCLUDING SAFETY, SECURITY AND CRISIS MANAGEMENT)

For OHSAA Member Schools



1.1

1.2











1.3 Last Updated September 2024

4080 Roselea Place ~ Columbus OH, 43214

FAN CODE OF CONDUCT

The following prohibited actions or items will result in individuals being ejected from the contest and potentially facing additional criminal and/or school discipline:



-  Entering or throwing objects onto field, court or playing area or entering team, coaches or officials lockerrooms or offices.
-  Intoxication or other signs of impairment related to alcohol consumption or the use of illegal substances.
-  Behavior that is unruly, disruptive or illegal in nature.
-  Fighting, taunting or threatening remarks or gestures.
-  Foul or abusive language or gestures.
-  Smoking, including ecigarettes and vaping, in any areas of the facility.
-  Displays of affection not appropriate in a public setting and/or public indecency.
-  Possession and/or use of illegal drugs or firearms.
-  Obscene, indecent or offensive clothing.
-  Failing to comply with instructions from school administrators, ushers, parking attendants, security, game management or law enforcement.



FOR A MORE INFORMATION ON SPORTING BEHAVIOR AND THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION'S SPORTSMANSHIP PROGRAM, VISIT THE OHSAA'S WEBSITE AT WWW.OHSAA.ORG.



SPORTSMANSHIP

STUDENT-ATHLETES' RESPONSIBILITIES

- Treat opponents with the respect they deserve just as you would want to be treated.
- Exercise self control at all times, accepting decisions by officials, coaches and teammates and abiding by them. Display no behavior that could incite fans.
- Respect the integrity and judgment of the officials. Never argue or make gestures indicating the dislike of a decision.
- Always set a good example for your teammates and fans to follow.
- Accept both victory and defeat with pride and compassion, being neither boastful nor bitter.
- Congratulate opponents in a sincere manner following either a win or a loss.



PARENTS' AND FANS' RESPONSIBILITIES

- Realize that a ticket is a privilege to observe a contest and support high school athletics. It is not a license to verbally assault anyone or act in an outrageous manner.
- Conduct yourself as a positive role model and encourage other fans to follow suit.
- Realize that interscholastic athletes are part of the educational experience and that its benefits go beyond the final score of the contest.
- Realize that everyone's goal is to win, but winning is not our purpose. Our purpose is in interscholastic athletics is the human growth and development of the participants so that they can develop skills they can use throughout their lives.
- Respect the decisions made by officials and learn the rules of the game to better understand their decisions.
- Respect and support the task of the coaches.
- Respect opponents as students, and acknowledge them for striving to do their best.
- Be a fan, not a fanatic. If you are a parent, be a parent that your child can be proud of.

STUDENT FANS' RESPONSIBILITIES

- Realize that a ticket is a privilege to observe a contest and support high school athletics. It is not a license to verbally assault anyone or generally be obnoxious.
- Conduct yourself as a positive role model and encourage other students to follow suit.
- Respect the property of the school and the authority of school officials and game administrators. Also respect yourself, your team, coaches, fellow fans and spirit groups.
- Use only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Show respect for an injured player when they are removed from the contest.
- Do not applaud errors by opponents or penalties inflicted upon them.
- Do not heckle, jeer or distract members of the opposing team or contest officials.
- Never criticize the players or coaches for the loss of the game.
- Refrain from using profanity, racial or sexual comments and intimidating language or actions directed to others.



FOR A MORE INFORMATION ON SPORTING BEHAVIOR AND THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION'S SPORTSMANSHIP PROGRAM, VISIT THE OHSAA'S WEBSITE AT WWW.OHSAA.ORG.

Introduction

The Ohio High School Athletic Association encourages a professional approach to game management (including risk management and emergency action plans) and has compiled this guide to assist in those efforts. It is imperative that all local school sites, college and university sites and community or private facilities are aware of OHSAA policies and comply with the best practices for dealing with emergencies, crowd management and health and safety protections. The following information is designed to assist administrators in providing safe and enjoyable activities free from unnecessary risk for all events at your school or facility up to and including state championships. For those schools hosting OHSAA tournament play, additional information may be provided by the Association.

Preparedness planning, training and collaboration between schools (staff, faculty, students and parents), public safety agencies (police, fire and emergency medical) and government emergency management authorities can mitigate the impact of emergencies, improve responses and accelerate recovery. Schools and communities should analyze potential threat scenarios and locations such as proximity to chemical factories, energy generation and transmission plants, military facilities and governmental offices. All schools or facilities, no matter your setting, may be located near high priority targets. To manage the consequences of catastrophic terrorism incidents, planning, money and commitment are required. An “all-hazard” approach requires school and non-school facilities to examine threats that range from low to high consequence. Planning, training and conducting exercises must be integrated into a school/facility and community’s emergency response plan.

School or facility emergency planners must balance risks and resources when developing an emergency action plan – “a vision without resources is an illusion.” Planning and implementation is an intricate process – preparing a plan, building consensus, familiarizing people with the plan, building skills and training, practicing as a team and working with community responders. Although it is highly unlikely an emergency or catastrophic event will take place at an interscholastic athletic contest or event, we can’t assume that it “won’t happen to us.” Remember, it is always better to be proactive than reactive!

Note: See the next page for items upon which the OHSAA is placing extra emphasis as they relate to positive sporting behavior.

Creating Positive Contest/Event Environments

As a contest/event host, you are highly encouraged to ensure everyone is displaying proper and appropriate sporting behavior at all times to create better environments. Winning is everyone's goal, but it is not our purpose in interscholastic athletics. Research says that the No. 1 goal of our students participating in our programs is to have fun and be around their friends. Let's remember that our programs not only afford our student-athletes the lifelong memories of playing together, but they also provide lessons they can use throughout their adult lives.

- Appoint a site manager for every contest, review duties and expectations (provide training if needed)
and ensure administrators, coaches and site managers know your school's emergency action plan (*this is an OHSAA Bylaw requirement*). Make any adjustments to the latter according to the contest's/
event's specific needs.
- Hire uniformed personnel to help ensure that the visiting team(s) and their fans are safe and secure
(*this is an OHSAA Bylaw requirement*).
- Make plans to ensure that the visiting team(s) and their fans and contest officials are safe and secure in
your parking areas (*this is an OHSAA Bylaw requirement*).
- Remove any individual(s) who disrupts the contest or event (*this is an OHSAA Bylaw requirement*).
- Ensure that unauthorized personnel are kept from the playing field/court (*this is an OHSAA Bylaw requirement*).
- Meet with the officials' host and uniformed security personnel upon arrival to the contest/event to
provide reminders, provide them with the communications plan and discuss any special needs.
- Ensure that lockerrooms for participants and contest officials are safe and secure and that access is
limited to only those who should be within said rooms.
- Develop administrative coverage assignments for your contests/events, both home and away (*see OHSAA Bylaws for specific requirements*).
- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship
within the school community.

- Utilize the OHSAA website that includes several tools, recommendations and reminders to promote positive sporting behavior (<https://www.ohsaa.org/Respect-the-Game>).
- Consider requiring parents to take the National Federation of State High School Associations (NFHS) free online sportsmanship course (<https://nfhslearn.com/courses/sportsmanship-2>).
- Contact the visiting team athletic administrator and contest officials prior to the contest/event to review policies and procedures and any special needs and meet them upon arrival to provide reminders, provide them with the communications plan and discuss any special needs.
- Meet with the contest officials upon arrival to the contest/event to provide reminders, provide them with the communications plan and discuss any special needs.
- Review guidelines and expectations with your public address announcer(s) to remind them of their important role in the administration of your contests/events, your sportsmanship expectations and emergency action plan) and ensure that any music played is appropriate and in good taste.

Note: On the pages that follow, items highlighted in yellow screen provide additional details on the items above.

COVID-19/Health-Related Information

Bylaw 3-1-1, Administrative Responsibility

Bylaw 3-1-1 says that each school's principal is responsible in all matters pertaining to interscholastic athletics, including educating the school's students, coaches, school personnel, boosters and other appropriate persons involved in the program regarding OHSAA bylaws and sport regulations that could affect them. This would include the OHSAA Tournament Participation Agreement, which must be signed in order for schools to be eligible to participate in OHSAA tournaments, and, among several items, indicates that schools shall follow the orders and guidelines disseminated by the Governor's Office, Ohio Department of Health, local health department and/or adopted by the school.

Positive COVID Cases and Quarantines

Superintendents, principals and athletic administrators of the participating schools are asked to continue to work with their local health department when a positive COVID test is confirmed to ensure the proper individuals are notified. Facilitation of the appropriate quarantines and contact tracing also falls under the direction of the local health department and not the OHSAA.

Tournament Postponements and Cancellations

In October 2020, the OHSAA utilized Constitution Article 6-1-9 to make some immediate modifications to OHSAA General Sports Regulations that are related to tournament postponements and cancellations and, in particular, when a team or individuals are quarantined due to COVID-19. These modifications remain in place for the current 2024-25 school year. To summarize . . .

Team Sports (baseball, basketball, field hockey, football, lacrosse, soccer, softball, volleyball)

If a team is unable to participate (or a site is unable to host), the OHSAA Executive Director's Office and/or District Athletic Board, in collaboration with the participating schools, contest officials and tournament personnel, shall make all reasonable efforts to accommodate the competing school with rescheduling the contest provided:

- The rescheduled date does not adversely affect the next round of the tournament;
- The rescheduled contest shall be completed a minimum of 48 hours prior to the next round of the

tournament*

*In the sport of football, the rescheduled contest shall occur on Saturday (meaning a Friday contest

may move to a Saturday, irrespective of the state finals) due to the unique nature of football, with the

number one priority being the safety of the participants followed closely by fairness to a school's

opponent and/or future opponent.;

- Both teams mutually agree to reschedule the contest, and
- Contest officials are available.

If a contest cannot be rescheduled, a "no contest" shall be declared and the opposing team shall advance to the next round of the competition.

Individual Sports (bowling, cross country, golf, gymnastics, swimming & diving, tennis, track & field, wrestling)

If individuals are unable to participate, the OHSAA Executive Director's Office in collaboration with the District Athletic Board for a sectional or district event, reserves the right to delay or reschedule a tournament competition when all factors related to the severity of the situation are considered and provided it is practical to delay or reschedule such competitions. If it is determined the event will not be delayed and/or rescheduled:

- Those unable to participate shall be removed from the event and the tournament shall proceed as scheduled.

COVID-19 Update/Recommendations

Here are updates and/or recommendations the OHSAA is asking our tournament hosts and member schools to please consider as they relate to COVID-19. School districts and local health departments may set their own requirements. Please remember that protocols set by a school district or local health department may be different for participants and spectators at an away/neutral/tournament site than those in place at their home facilities.

- There currently are NO state mandates regarding vaccinations, masks and social distancing.
- Anyone demonstrating signs of any infectious illness should go home and contact their healthcare provider for testing and care.
- Continue to work with your local health department when a positive test is confirmed to ensure the proper individuals are notified and to facilitate appropriate quarantines and contact tracing.
- Continue to encourage student-athletes who test positive for COVID-19 to gain medical clearance before they are permitted to return to practices or contests, with the recommendation that an approval form from the medical professional be kept on file at the school.
- Continue to practice proper sanitation of student-athlete equipment and personal belongings and of all facilities and venues.

Safety, Security and Crisis Management

The host school or facility has the responsibility to ensure that a contest or event is governed in a manner that emphasizes the educational values inherent in interscholastic athletics. It is the host school's or facility's responsibility to remove any individual(s) who disrupts the educational goals of the contest or event.

Likewise, the host school or facility is ultimately responsible for the safety of all participants (players, coaches, officials, spectators, etc.) of interscholastic athletics before, during and after each contest or event. Therefore, the host school shall appoint a site director/manager or administrator-in-charge for every contest or event. The host school or facility shall ensure that the site director/manager or administrator-in-charge is aware of the school's or facility's emergency action plan and how to adjust it to meet the needs of the particular contest or event.

Included in the emergency action plan shall be procedures to ensure that unauthorized personnel are kept from the playing field or court; procedures for providing safety and security for the visiting team(s), their spectators and the contest officials, and procedures for providing safety and security for parking areas related to the contest or event.

School Sites

For OHSAA sanctioned events held at member school sites, the site director/manager or administrator-in-charge should have in place the local school and school district emergency action plan as a guide for the local handling of any emergencies.

The site director/manager or administrator-in-charge should prepare the site for crowd control, clearly post safety and emergency procedures, pre-script emergency announcements and make other provisions for ensuring a safe and successful competition for participants and spectators alike.

All contest workers should be informed of their roles under the emergency action plan. This includes ticket sellers and takers, timers, custodians, announcers, door guards, locker room supervisors, official scorers, security and crowd control personnel, minor officials and other school officials.

All police, ambulance, EMT and fire personnel, whether on duty or available on a call basis, should be familiar with the emergency action plans of the school or site.

Non-School Sites

The expectation of the OHSAA in using or renting facilities independent of member schools is the same for security purposes as if the site were under the auspices of member schools. While

plans may vary given the nature of the governing agency, it is most necessary that safety and security planning is in place in the event of emergencies.

Site Director's/Manager's or Administrator-in-Charge's Responsibility for Safety, Security and Crisis Management

Pre-Season Emergency Planning

Emergency Action Plan

Most schools, school districts and facilities already have an emergency action plan in place for school day operations. The question is, "Do these plans cover emergency situations during interscholastic athletic contests or events after regular school hours?" Will your school be ready? Do not be concerned if you do not know the universal model for reacting to various threats to safety. There may be no such model. The site director's/manager's or administrator-in-charge's job is to find out if the school already has such procedures in place, as well as how they should be adapted to interscholastic athletic contests or events. The plans, which should be in writing with appropriate diagrams, should be thoroughly reviewed each year with staff. Meet with appropriate staff to be certain that the plan is communicated and ALL event personnel know their role. If the school does not have one in place, or it is unclear as to how to adapt it to interscholastic athletic contests or events, the school or school district's police resource officer may be of assistance. Be sure to include plans for:

- Evacuations.
- Lockdowns.
- Shelter-in-place.
- A defined entry and exit plan for the venue.
- Public address announcements.
- Parking arrangements and traffic flow identifying high traffic times and possible bottlenecks with plans on how to address.

1) **Common Emergencies** – The following common emergencies should be addressed in your action plan:

- a) Fire
- b) Weather-related issues (i.e. lightning, inclement weather, heat and humidity)
- c) Medical and catastrophic emergencies on the playing field/court and in the crowd
- d) Facility problems (i.e. loss of power, structural collapse)
- e) Crowd control issues (i.e. disorderly conduct, weapons, demonstrations)
- f) Threats

2) **OHSAA Inclement Weather Policy**

- a) Schools and facilities are required to adhere to the OHSAA's lightning/inclement weather policy for outdoor events (included in the OHSAA Handbook - Sports Regulations, which is mailed to school administrators and appears on the OHSAA website, www.ohsaa.org).
- b) The host school's or facility's lightning/inclement weather policy may be followed provided it is at least as stringent as OHSAA guidelines. If a host school has a lightning/inclement weather policy that differs from OHSAA guidelines, the policy to be used shall be included

in the game contract with both the opponent and the contest officials.

- 3) **Legal** - Be certain that all legal issues, contracts and insurance policies are reviewed and updated by your school's legal counsel, superintendent and school board to ensure that liability issues are covered.
- 4) **Communication** - Be certain that your entire management team has means to communicate with one another. Those who should be included in communication are participating school administrators, coaches, ticket takers, ushers and parking attendants, security, medical personnel, contest officials and the media.
- 5) **Equipment** - Be certain that emergency exits, alarms and necessary public address systems are working and locations are known and marked.
- 6) **Medical Personnel** - Be certain that medical personnel are on site, communication is available and clear paths for an ambulance or other emergency vehicles are available.
- 7) **Security** - Meet with security and develop a checklist, which should include location of security, how long security is required and the means of communication.
- 8) **Chain of Command** - Develop a chain of command to ensure necessary decision makers are aware of any situations. This will be the core group needed to make decisions, provide information on behalf of your school or facility, provide necessary medical coverage and be the spokespersons to the media. The lead emergency response organization will likely be determined based upon the type of emergency (i.e. fire, medical, etc.). School administrators should confer with the appropriate emergency response organizations prior to any contests to resolve all issues pertaining to jurisdiction.
- 9) **Public Relations** - Have a public relations plan in place regarding statements to be released to the media, parents and other fans. Determine who will be involved with creation of the appropriate statements and when and how they shall be released.
- 10) **Delays, Postponements & Cancellations**
 - a) Identify who shall be involved with this decision-making process.
 - b) If a contest is interrupted for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption. EXCEPTION — those sports that have a specific procedure for determining the outcome of an interrupted contest: e.g., baseball, football, lacrosse, soccer and softball. In those sports that cannot be resumed from the point of interruption due to the nature of the events within the sport (e.g. cross country, track and field, gymnastics and swimming and diving), the referee or head official may require that the event be competed again in its entirety.

- c) Any scheduled regular season contest which is not started due to inclement weather; a strike; a natural or technological/man-made disaster; an issue deemed catastrophic or an emergency, or the local health authority has cancelled all high school classes and school-sponsored extracurricular activities due to a specific public health/safety concern that would cause a team to fail to appear, shall be considered a “no contest.” A “no contest” shall not be included in won-lost records.

Any tournament contest in which a team fails to appear and the contest does not begin shall also be considered a “no contest” and the opposing team shall advance to the next round of competition (see General Sports Regulations 17.3 and 21 for more details).

Should a “forfeit” occur, Bylaw 10 and General Sports Regulation 21.3 say that those forfeits not involving an ineligible student-athlete shall be included in the won-lost records and the opposing team shall advance to the next round of competition or the next highest ranking team may take its place in the tournament (see the OHSAA football tournament regulations regarding qualifiers to the OHSAA football tournament).

- d) Student eligibility is set forth in OHSAA Bylaw 4. A participating student must be eligible in all regards. An athletic contest in which a team is determined to have used an ineligible participant or committed other rules infractions must be forfeited. Forfeiture in this situation can occur only after a contest is started, completed or the contest official's jurisdiction has begun.

Crisis Management Team (CMT)

Once an emergency action plan has been adopted, it is important for the site director/manager or administrator-in-charge to establish who is on the Crisis Management Team. The Crisis Management Team should consist of the following:

- Principals/administrators of opposing schools
- Site director/manager or administrator-in-charge
- Security personnel – police, fire
- Medical personnel – EMT, M.D.

The CMT is responsible for:

- Evaluating the situation and determining a course of action to assure the health and safety of all in attendance.
- Coordinating the emergency response with the community.
- Directing all game workers in their response to the situation.
- Assuming command roles in an emergency.
- Communicating with the media.
- Working with the schools involved in guiding relief, recovery and rehabilitation after the event.

In the event of an emergency, the site director/manager or administrator-in-charge needs to know who to call in order to activate the CMT. Everyone on the CMT should know how to get a hold of one another.

Security Staffing for Events

The site director's/manager's or administrator-in-charge's responsibility is to arrange for adequate security for the event, including police, paid security personnel and participating school staff, consistent with the requirements of the facility and the nature of the sport.

The site director/manager or administrator-in-charge will determine the level of security necessary for the event and may include:

- Uniformed police, fire and safety personnel
- School or private security personnel with identifying clothing
- Public address announcer
- School administration and staff from the participating schools

Security staff should be positioned strategically around the facility and be in constant communication with each other and with the site director/manager or administrator-in-charge via electronic devices. School personnel should be visible, wear distinguishing identification or school clothing and be in position to monitor spectator behavior from respective schools.

Security staff should also be briefed on emergency action procedures, lines of communication and the authority of fire, police and safety personnel prior to all interscholastic events.

Medical Coverage

The site director/manager or administrator-in-charge will determine the medical and emergency coverage needs for all contests. Coverage can consist of having on site any or all of the following, depending on the nature of the sport or event:

- Emergency medical technician
- Certified athletic trainer
- Medical doctor
- Other medical personnel
- Ambulance services

When medical and emergency coverage is not available, on-site arrangements will be made by the host school or facility and site director/manager or administrator-in-charge to have such services available on stand-by. A participating team may have in attendance its own personal physician or trainer who will be permitted to attend to the team's needs and assist with emergencies.

There is no OHSAA bylaw that mandates a medical personnel presence at an athletic practice or event. District policies and procedures for medical assistance supersede all OHSAA policies.

Command Center and Communications

Specific to each venue, the site director/manager or administrator-in-charge should determine a good location for a command center. This will serve as the hub for all communications for the event staff. If possible, the command center should have the following characteristics:

- Easily accessible to event staff
- Equipped with a hard-line telephone
- Have someone there at all times, preferably a designated individual
- In a location away from spectators (press box, nearby office, scorer's booth, etc.)
- Have a good vantage point for the entire venue

The site director/manager or administrator-in-charge should also make sure arrangements have been made for proper forms of communication. Some minor suggestions include:

- Is a hard-line telephone accessible?
- Is the event staff provided with adequate two-way radios? Are they charged?
- If cell phones are being used, have the necessary parties exchanged numbers?
- Have pre-scripted announcements been written to communicate with spectators?
- How will the game officials, coaches and administrators from the participating schools be contacted in an emergency?

Emergency Layout of the Venue

The site director/manager or administrator-in-charge should have a layout of the event venue. Most emergency action plans may already be equipped with this layout. The layout should mark the following:

- Evacuation routes and/or safe havens
- Emergency vehicle entrance/route/parking
- Command center
- Bomb blast buffer zone
- Where the teams and officials will go
- Media briefing area

Preparing the Venue

One of the best rules for preparing a venue for emergencies is to keep the spectators informed!

- Be sure all exits, fire extinguishers, AEDs, first aid and emergency equipment are properly marked.
- Post emergency procedures and contacts at the gates, concession stands, restrooms and other highly visible locations.
- Prepare pre-game announcements and scoreboard messages for spectators regarding safety issues and procedures.

Conducting "Tabletop" Exercises

Although it is difficult to be fully prepared and practiced for emergencies, the OHSAA highly recommends that the site director/manager, administrator-in-charge and/or athletic administrator conducts "Tabletop" exercises at the beginning of each season specific to each

venue (gymnasium, stadium, etc.). A “Tabletop” exercise is essentially an active discussion or walkthrough of every emergency situation that can present itself (fire, harsh weather conditions, bomb threat, power outage, medical emergencies, suspicious activity, shootings, crowd disruption, terrorist activity, etc.) at an interscholastic athletic contest or event.

The “Tabletop” exercises should include everyone working the event (principal, administrators, site director/manager or administrator-in-charge, police, security, fire department, EMT, ticket-takers, score keepers, announcer, game officials, coaches, crowd workers, custodians, etc.). Coming out of the exercise, everyone should know his or her role in the event of an emergency.

Safety, Security and Crisis Management Checklist

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate safety, security and crisis management plans in place, contest or event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. Listed below is a basic checklist, which should be adjusted accordingly for each event.

- ✓ Review any changes to be made from the previous event(s).
- ✓ Make sure a copy of the school's emergency action plan and emergency venue layout is accessible.
- ✓ Have a copy of the Crisis Management Team's contact information.
- ✓ Make sure that the necessary police, security medical and fire personnel are present and aware of their duties and posts.
- ✓ Make sure all event staff are aware of the command center location and have access to a working hard-line telephone, two-way radio or cell phone.
- ✓ Have pre-scripted public announcements ready and available for the announcer and have plans to place to alert the media should the need arise.
- ✓ Be sure that game officials, administrators from the participating schools and coaches are aware of emergency contact procedures. Survey the venue. Make sure all emergency equipment is in working order, properly marked and accessible. Also, remove any hazards, check playing surface conditions and survey weather conditions.
- ✓ Have a brief pre-game safety meeting with your event staff. Try to involve the police, security, medical and fire personnel, game officials, etc. Establish/communicate any policies and general emergency procedures.
- ✓ A contingency plan should be in place to deal with any problem that may prevent the contest or event from taking place. Back-up sits and/or equipment should be arranged.
- ✓ All administrators involved in oversight of the event need to be familiar with the entries and exits and this information should be readily available to the PA announcer as well.
- ✓ Prepare and plan to address parking and traffic flow issues, which may require involvement from your local law enforcement agency.
- ✓ Expectations for guests, teams and schools should be outlined in advance and relayed to the aforementioned groups.
- ✓ After the conclusion of the event, be sure to compile feedback from all involved parties to assist with future event planning.

Game Emergency Plan

- ✓ Contact the appropriate agency (police, fire or medical) or call 911.
- ✓ Contact the Crisis Management Team and activate the necessary emergency action plan procedure.
- ✓ Communicate the situation with officials, coaches and administrators from the participating schools.
- ✓ Have the announcer calmly inform the spectators of the situation and procedures.
- ✓ Designate a person(s) to meet the emergency response team and guide them to the scene.
- ✓ Notify the hospital emergency room of the injury, especially if it is life threatening.
- ✓ Designate any staff not involved in care of victims to assist in crowd control.
- ✓ Any student needing to go to the emergency room should be accompanied by a staff member if parents are unavailable.

Emergency Action Plan – Required Information

The nearest AED(s) is located: _____

The closest working telephone is located: _____

Keys to access telephone (if needed) are located: _____

Is 911 service available? Yes No

If no, alternate emergency response telephone number: _____

Do I need to access an outside line? Yes No If yes, how? _____

The exact address of the site is: _____

The closest major intersection is: _____ and _____

The exact entry location for an emergency vehicle is: _____

The distance from the emergency vehicle station to the activity is _____ and normal response time is _____.

To access the activity area, emergency personnel must pass through _____ (#) of gate(s) and ____ (#) of door(s). Keys to unlock these passageways will be at the activity site in the possession of _____.

A designated health care provider / first aid provider for the activity is _____ who is a _____ (title).

The closest health care facility is _____, which is _____ (distance) from the site. Normal travel time is _____.

The closest Trauma I facility is _____, which is _____ (distance) from the site

Emergency Action Plan – Designated Roles

Name of Designated Person	Role
	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
	Telephones 911 or other pre-determined emergency response telephone number, maintains procedures for calling 911 and hold the required information outlined on page ?
	Supervises team and / or other athletes.
	Telephones security and initiates crowd control.
	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys in his / her possession.
	Calls parents / guardians, if necessary.
	Accompanies injured person(s) to hospital.

Contest or Event Management

Pre-Event

Contest Administration

- 1) **Paperwork**
 - a. Verify accuracy of all contracts.
 - b. Verify availability of necessary funds.
 - c. Verify eligibility of all participants from your school.
 - d. Ensure that incident report forms are available for use as needed.
- 2) **Concessions**
 - a. Coordinate all logistics including staffing, inventory and equipment.
 - b. Be sure that concession stands doors can be locked from the inside for security purposes.
 - c. Provide a basic first aid kit at concession stands so that minor injuries can be treated.
 - d. Provide directions on where the nearest medical personnel is located along with the nearest AED.
 - e. Make arrangements for money pick up and transfer with a security person for safety purposes.
- 3) **Halftime Activities** – Coordinate logistics for halftime activities by school bands or other groups.
- 4) **Housekeeping / Maintenance**
 - a. Ensure restrooms have been cleaned and properly stocked.
 - b. Coordinate trash pick-up for both during and after contests.
- 5) **Locker Rooms** - Assign locker rooms for teams and officials.
- 6) **Media**
 - a. Utilize appropriate media to relay information regarding special ticket sales, directions, road construction, parking issues, etc.
 - b. Develop plans on working with the media (guidelines provided in the OHSAA publication “Working with the Media”) including provision of work space during and after contests, making coaches and players accessible for interviews, providing statistics and providing access to a telephone.
- 7) **Playing Surface** – Ensure surface is properly marked and check for any hazardous conditions.
- 8) **Seating** - Designate seating sections for each school and any school groups.
- 9) **Security**
 - a. Develop general security procedures including post-game procedures, strategies for keeping fans off the playing surface, safety for participants, officials, and fans.
 - b. Do not permit fans to congregate around coaches, officials, visiting team or their dressing rooms.
 - c. All security procedures should be reviewed with security personnel.

10) Ticketing – Digital

- a. If an OHSAA tournament event, work with the specific OHSAA administrator who oversees digital ticketing and the OHSAA's digital ticketing partner to discuss and review policies and procedures.
- b. Review plans for student ticket sales and walk-up ticket sales.
- c. Discuss all plans with the administrators participating in the contest and publicize the plans with participants, spectators and the media.
- d. Review plans with the staff working the event.
- e. If local scanners are utilized, test them well ahead of time to make sure they work and make sure they are in place prior to the contest.

Ticketing – Hard Tickets

- a. Issue tickets and gate start-up change just prior to the opening of the gates/doors.
- b. Use numbered tickets to provide a means for reconciliation after the event. It is not advisable to collect money with no potential for auditing ticket sales.
- c. Make arrangements for money pick up and transfer with a security person for safety purposes.
- d. Ticket sellers should be provided means to communicate with the site manager or other designated personnel in the event there is a problem with unruly fans, threats, arguments, etc.
- e. If it is known in advance that a particular event is a sellout, notify as early as possible the participating schools to request that their website and local media help publicize the message and hopefully save fans the unnecessary travel. Police officers (or other security personnel) should be positioned outside the facility to assist with informing the crowd and any crowd control issues.

11) Visiting School(s)

- a. Provide the visiting school with all necessary information well in advance of the contest.
- b. Include information on directions, parking, tickets, locker rooms, seating sections, press box accommodations, equipment, post-game procedures, security, housing, bands and cheerleaders.
- c. Notify the visiting school of any special activities scheduled for that day (i.e. Senior Night, etc.).

Crowd Management

- 1) Crowd management policies should be established to address the following issues and utilized when appropriate:
 - a. Policies pertaining to use of tobacco products and possession of illegal drugs or alcoholic beverages.
 - b. Policies pertaining to tailgating.
 - c. Clear delineation between school seating sections.
 - d. Barrier to keep fans from the playing surface.
 - e. Identification of personnel permitted to be in the bench area or on the field/court.
 - f. Identification of prohibited items and plan for addressing fans bringing such items.
- 2) Sufficient security personnel, as deemed necessary by the site manager, should be scheduled to manage the anticipated crowd. All security personnel should be provided information pertaining to all policies and procedures including emergency action plans.
- 3) Appropriate P.A. announcements should be prepared in advance to assist with crowd management issues.

- 4) Crowd management efforts should also include the involvement of administrators from participating schools to assist in overseeing their respective fans. High visibility by administrators in student sections is especially important.
School administrators should introduce themselves to each other well in advance of the contest, determine who the “go-to” person is from each of the participating schools and, if played at a neutral site, introduce themselves to the site manager. The “go-to” contacts should also introduce themselves to the public address announcer and provide information on how they can be contacted and where they will be during the contest to both the site manager and announcer.

Facilities

- 1) Check your facilities on a regular basis for maintenance problems and make any modifications. Be sure to also make modifications due to rule changes.
- 2) Develop a pre-event checklist for all venues and activities, including all areas of your facilities (locker rooms, bleachers, press boxes, concession stands, restrooms, lights, wiring, exit signs, playing surfaces, stairs and ramps, sidewalks, etc.) as well as any facilities you use off school grounds.
- 3) Double check all scoreboards, public address systems and other needed equipment to make sure they are working properly.

Incident Report Forms

- 1) Develop a report form in which all spectator-related incidents are described.
- 2) The report should describe the incident, who was involved, location, time and action taken.
- 3) Signed verification should be included on the report by the person(s) involved in the incident along with any witnesses.
- 4) Complete and file reports immediately on the day or night of the contest.
- 5) Share the reports in a timely manner with the proper personnel (your school administrators, visiting school administrators, OHSAA representatives, etc.).

Officials

- 1) Contact contest officials prior to game day with specific directions, parking information and who will meet them upon their arrival. Inform them of any special activities that might be occurring (i.e. Senior Night, etc.).
- 2) Provide officials with a number they can call in case of an emergency prior to the event.
- 3) Request that contest officials notify the school regarding their estimated arrival time.
- 4) Assign a host to meet the officials as they arrive. The host should handle the following:
 - a. Provide a reserved parking space.
 - b. Escort them to the officials’ dressing room/locker room before, during and after the contest and inquire as to any additional needs.
 - c. Introduce officials to other game personnel pertinent to the contest (i.e. scorer, announcer, etc.).
 - d. Make officials aware of location of trainer or paramedics during the contest.

- e. Confirm proper pronunciation of officials' names for the public address announcer.
- 5) Inform the officiating crew how they can reach the site manager during the contest as well as procedures planned to ensure the contest officials receive the proper security to and from the playing field or court.

Prohibited Items

- 1) **Recommended Prohibited Items** - The site director/manager or administrator-in-charge is responsible for enforcing policies regarding prohibited items. The following items may not be brought into the facility by patrons during OHSAA tournament contests: alcoholic beverages, bottles, cans, cups, containers, irritants (see below) or special lights. It is recommended that these items not be permitted during regular season contests that you host. You may have additional restrictions at your facility.
- 2) **Irritants** - "Irritants" include such items as noisemakers, oversized flags, banners or signs that may block the view of others. The site director/manager or administrator-in-charge is responsible for determining whether a specific item in this category represents an "irritant" to other patrons and whether it should be prohibited due to being unsporting. Signs and banners should not be hung unless approved in advance by game management.
- 3) **Bands/Amplified Noise** — Bands shall not play music at football games while the ball is in play or while signals are being called by the quarterback. This means that it is not permissible to use either: drum roll or beat; cymbals clashing; horn sounds, or any other kind of musical instrument while the play is underway in football.

Note: Roving bands shall be allowed to participate at the discretion of the host athletic administrator. However, such bands shall not perform while the ball is in play or while signals are being called by the quarterback.

Amplified noise shall not be played while the ball is in play or while signals are being called by the quarterback. This includes, but is not limited to: any noise over the public-address system, and any "powered" noise such as a cannon or whistle.

- 4) **Alcohol/Drugs** – OHSAA regulations state that the sale of, the distribution of or consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.
- 5) **Tobacco** - School participants (coaches, players, trainers, managers, statisticians, scorekeepers, cheerleaders, etc.) and contest officials in an athletic contest are prohibited for using any form of tobacco at the playing site of an interscholastic contest. Penalty for violation by school participants is disqualification from the contest. Violations by contest officials shall be reported to the OHSAA.
- 6) **Photo/Video/Drone Regulations** – Spectators should be reminded that, during OHSAA tournament contests, all photography and videography from the stands shall:
 - a. Be for personal use only.
 - b. Not be used for commercial purposes.
 - c. Not interfere with the view by other spectators.

A school or school representative may *utilize* video and photographs of tournament contests (including practices) of teams or individuals **not** from one's own school **ONLY WITH THE WRITTEN CONSENT OF ALL SCHOOLS PARTICIPATING IN THE CONTEST(S)**.

The use of drones is prohibited for any purpose by any persons at OHSAA tournament contests or practices before or after an OHSAA tournament contest. At tournament contests, management shall remove anyone attempting to use a drone and/or confiscate the drone until the event has been completed. See page 87 of the 2022-23 *OHSAA Handbook* for more details.

Participating schools or conferences/leagues shall determine whether these policies should also apply for regular season contests. The OHSAA reserves the right to remove violators of these policies from a tournament contest, invoke additional penalties and seek maximum legal recourse.

See OHSAA Media Regulations in the OHSAA Handbook for additional policies for videotaping and photographing regular season contests; videotaping and photographing tournament contests by participating schools, and drone policies for regular season contests and for tournament contests that involve OHSAA broadcast partners.

- 7) **Objects on the Playing Surface** - Home management shall "police" the throwing of any objects, including snowballs, by spectators and others and discourage all student groups, including bands and cheerleaders, from participating in these unsporting acts.
- 8) **OHSAA Tournament Regulations** – Recommend adoption for your regular season contests as well.
 - a. During OHSAA indoor tournament contests, shirts and appropriate attire must be worn by all spectators. We recommend that this policy be adopted for regular season contests that you host.
 - b. No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the game management without the advance written permission of the OHSAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Sideline Control

1) Authorized Personnel

- a. **The site director/manager or administrator-in-charge has the responsibility for making sure that the sidelines/end zones and team areas are properly secured, and only authorized personnel should have access to these areas.**
- b. **Authorized sideline personnel include reporters, photographers, statisticians and administration. All others should be located in the bleachers. Personnel that have a sideline/courtside pass should be restricted from being in team areas and from being too close to the field/court.**

2) Enforcement

- a. Evidence suggests that sideline control has worsened over the past several years. Not only are coaches violating the rules, but officials are not enforcing the rules. There are more confrontations between coaches and officials, more obstruction of officials' space on the sideline and, in general, more congestion.
- b. This is a safety concern and a logistical problem for officials who must have free access to the sidelines to do an effective job.
- c. This is a game management problem that game administrators should address, but one that officials must bring to their attention more often.

3) **Team/Coaches Boxes**

- a. Coaches, players and team personnel must recognize and be aware of team and coaching box rules that are in effect during the contest. The burden is on the head coach to remind coaches, players and team personnel of these rules.
- b. Authorized conferences must be conducted properly and within the limits of the rule.
- c. Officials must be more vigilant and enforce the rules applicable to sideline maintenance and control.
- d. Game management must do its part to clearly mark and maintain the field/court throughout the season. These efforts will minimize risk, will lead to more effective officiating and can prevent unfortunate incidents.
- e. Game management must do its part to enforce OHSAA General Sports Regulation 15 – Participants Leaving the Playing Area. The regulation is as follows:

No member of any school-sponsored interscholastic athletics squad shall leave the 'playing area' of the facility to engage in any type of conflict – verbal or physical. If a student-athlete leaves the 'playing area' and enters the 'spectator area' of a facility to so engage a person, the minimum penalties shall be:

- 15.1 The student-athlete's privileges to participate in interscholastic athletics shall be revoked and the student-athlete shall be ineligible for the remainder of the school year.
- 15.2 The school shall be immediately placed on probation pending an investigation (and report) into what happened, what caused it to happen, what was done by the school to diffuse what happened and what 'safeguards' have been implemented by the school to prevent future happenings.

Sporting Behavior (visit www.ohsaa.org for additional information)

- 1) **Role of Coaches** - Coaches are the most influential individuals upon the sportsmanship and conduct of players and spectators.
 - a. The coach must maintain a professional attitude toward fellow coaches and officials.
 - b. Complaints should be filed through the proper channels and coaches should avoid showing any disrespect on the playing field/floor either during or following games.

- c. The coach must know the rules of the game and teach players to play within the spirit and intent of those rules.
 - d. The coach must enforce the standards of good sportsmanship and appropriate conduct.
- 2) **Fan Expectations**
 - a. Fans at contests are expected to adhere to the values of sporting conduct that are supported by the OHSAA. Acts of ridiculing an athlete, coach or official; showing hostility toward opponents, opposing fans or even fellow fans; becoming violent, or using bad language will not be tolerated.
 - b. Those in attendance who do not “Respect The Game” should be removed from your facility without hesitation.
- 3) **Sportsmanship Program** – Each school’s sportsmanship program should include the following:
 - a. Insistence that coaches display good sportsmanship and are proper examples for players and fans.
 - b. Work with cheerleaders and advisors on acceptable cheers. Develop plans for utilizing positive cheers when it appears the crowd is becoming hostile.
 - c. Work with student groups to review your expectations and acceptable behavior. Assign staff members to these sections to ensure that proper behavior is being displayed.
 - d. Consider having your fans/parents, student-athletes, coaches and student groups sign sporting behavior pledge forms.
 - e. Develop public address announcements regarding sportsmanship to be read at your contests.
- 4) **Responsibilities of the School**
 - a. Take time to review your expectations and policies and publicize them well in advance of events.
 - b. Your school has the responsibility to ensure that all school personnel are properly educated on OHSAA and local school policies and that this information (including codes of conduct with a penalty phase) is disseminated and reviewed with all coaches, participants, students and parents/fans. Effective communication and enforcement are crucial to avoid problems and potential litigation.
- 5) **Policies** - For all OHSAA contests or events, the site director/manager or administrator-in-charge shall adopt and enforce the following policies:
 - a. Use of electronic scoreboards to present videotaped game replays or electronic messages shall be permitted at those schools that are so equipped. However, schools shall refrain from showing replays on video boards where an officiating call could be considered a substantial part of the play.
 - b. All noise emanating from a video or message board must stop prior to game action.

Staffing

1) **Job Descriptions**

- a. Compile a list of job descriptions, appoint the workers and develop a written schedule.
 - b. Personnel should include tickets sellers, ticket takers, ushers, security, doctors, certified athletic trainers, police, parking attendants, press box attendants, chain crews, clock operators, concession stand workers, program sellers, a media coordinator, statisticians and announcers.
 - c. Work with all school and outside groups (police, medical personnel, security, etc.) to ensure that all procedures are covered and policies followed.
- 2) **Report Procedures**
- a. Establish a time for all staff members to report to work and to whom they are to report.
 - b. Verify that all staff is in place.
- 3) **Clock Operator**
- a. Should be ready to start the game clock at least 30 minutes prior to the start of the contest.
 - b. Should meet with game officials to discuss the following: accuracy, fairness, clock operator as part of the officiating crew, and respect for all who are involved with the contest or event.
- 4) **Announcers** - Should be reminded by the game administration of the following:
- a. Understand that this position is very important for the administration of the contest, especially regarding the potential to give emergency information.
 - b. **Exemplify sporting conduct (use good taste).**
 - c. **Provide information only rather than perform play-by-play or critique of the officials.**
 - d. **Only provide information after the play, rather than speak during the play.**
 - e. **Never critique the officials or use a tone that suggests disagreement.**
 - f. **Be positive towards guests as well as the home team. The visiting team and their fans are your guests and should be treated as such. Creating an intimidating environment is NOT appropriate.**
 - g. **Respect all who are involved in the game.**
 - h. **Make an effort to get correct pronunciations of all players, coaches and officials.**
 - i. Note: For additional information on improving the level of professionalism in announcing, visit the National Association of School Public Address Announcers web site at www.naspaa.net . Included is a code of conduct and an online course for public address announcers.
- 5) **Officials**
- a. **Host schools must provide adequate security and protection for the officials and their vehicles immediately upon arrival on school grounds and continuing through their departure. Assign a host to meet the officials and escort them to and from their dressing areas (including at halftime) and vehicles. Add additional security if needed.**
 - b. **It is the site director's/manager's or administrator-in-charge's responsibility to ensure the locker room is properly secured and only the game administration has access to this room.**

- c. Contest officials have control over the team areas, and the site director/manager or administrator-in-charge should take care of problems outside of these areas.
 - d. Do not allow unauthorized persons in the dressing room after the game.
 - e. Ensure that officials are not confronted by anyone after the contest.
 - f. Thank the officials for their time and effort, regardless of the outcome of the game.
 - g. Ensure that arrangements for paying officials have been completed. If the site director/manager or administrator-in-charge requires social security numbers from officials, a procedure for security and confidentiality of such numbers must be in place.
- 6) **Guest Services**
- a. Remind your event staff members to always practice positive guest relations to visiting teams, officials, fans and the media so that the impression they make is positive!
 - b. Take time to review the responsibilities of your staff, which includes being friendly, outgoing, responsible and concerned.
 - c. Everyone should be treated with the same respect and courtesy.
 - d. The media are professionals who have a job to do, and they are your guests. They have a responsibility to act professionally, and you should treat them that way in return.
 - e. Remember, many people will be attending your venue for the first time. Make sure they leave with a positive impression.

Visiting Team(s)

- 1) Host schools must provide adequate security and protection for the visiting team and their vehicles immediately upon arrival on school grounds continuing through their departure. Assign a host to meet the visiting teams, bands, cheerleaders and others and escort them to and from their dressing areas, seating areas and vehicles. Add additional security if needed.

Introduce yourself to the visiting team supervisor (principal, athletic administrator, etc.) and exchange locations in the event you would need to communicate during the contest. Exchange cellular telephone numbers or consider providing the visiting team supervisor with a walkie-talkie.

Contest or Event Management

Post-Event

Following each contest and each sports season, it is always necessary to fine-tune your event management process. Here are areas to consider for post-event management:

- 1) Meet with the same individuals with whom you met in your pre-event management meetings to see what changes should be made to improve your next contest or contests for the next season.
- 2) Be sure to have written documentation outlining procedures to be changed for the future preparation. Note that some policies may need school board or facility management attention if dealing with certain policies.
- 3) Obtain evaluations from those involved with managing your events. Consider also obtaining evaluations from officials and visiting administrators.
- 4) If an emergency occurred, how it was handled should be reviewed the very next day.
- 5) If an incident occurred, the administration should always be notified and given details.

Contest or Event Management Checklist

The following is a basic event checklist to assist in preparations for hosting an event. You can personalize it for your events by adding additional information specific to your site:

- ✓ **Condition of playing surface**
- ✓ **Locker rooms cleaned and properly stocked**
- ✓ **Necessary equipment available and functioning properly**
- ✓ **Designation of seating areas for fans**
- ✓ **Sufficient event personnel scheduled**
 - Ticket sellers
 - Ticket takers
 - Concession personnel
 - Parking personnel
 - Security
 - Police
 - Medical
 - Announcer
 - Clock operator
 - Officials host
- ✓ **Communication of pertinent event information to event personnel**
 - Emergency procedures
 - Prohibited items
 - Crowd management and other security procedures
 - Special events (i.e. halftime activities, senior night, etc.)
- ✓ **Officials Accommodations**
- ✓ **Visiting Team Accommodations**
- ✓ **Media Accommodations**
- ✓ **Public restrooms cleaned and properly stocked**
- ✓ **Concession stands cleaned and properly stocked**
- ✓ **Creation of applicable PA announcements**
- ✓ **Availability of OHSAA Handbook & Applicable Rule Books**

Contest or Event Management Detailed Checklist

GENERAL BUILDING / STRUCTURE

Electrical

- | | | |
|---|------------------|---------------------|
| 1. Frayed or defective wiring?
_____ | Acceptable _____ | Action Needed _____ |
| 2. Overloaded circuits?
_____ | Acceptable _____ | Action Needed _____ |
| 3. All wiring clear of any combustibles?
_____ | Acceptable _____ | Action Needed _____ |
| 4. Controlled use of extension cords?
_____ | Acceptable _____ | Action Needed _____ |
| 5. Extension cords in proper condition?
_____ | Acceptable _____ | Action Needed _____ |

Lighting

- | | | |
|--|------------------|---------------------|
| 1. All areas adequately lighted?
_____ | Acceptable _____ | Action Needed _____ |
| 2. Adequate emergency lighting as required?
_____ | Acceptable _____ | Action Needed _____ |
| 3. Adequate exterior lighting (parking lots)?
_____ | Acceptable _____ | Action Needed _____ |

Restroom Facilities

- | | | |
|--|------------------|---------------------|
| 1. Sufficient number of facilities?
_____ | Acceptable _____ | Action Needed _____ |
| 2. Supplies available?
_____ | Acceptable _____ | Action Needed _____ |

- | | |
|--|--------------------------------------|
| 3. Adequately located facilities?
_____ | Acceptable _____ Action Needed _____ |
| 4. Floors kept dry?
_____ | Acceptable _____ Action Needed _____ |
-

SPECTATOR AREAS

Aisles

- | | |
|---|--------------------------------------|
| 1. Clearly defined and marked?
_____ | Acceptable _____ Action Needed _____ |
| 2. Free of obstructions?
_____ | Acceptable _____ Action Needed _____ |
| 3. Free of potential hazards?
_____ | Acceptable _____ Action Needed _____ |

Emergency Exits

- | | |
|--|--------------------------------------|
| 1. Sufficient number?
_____ | Acceptable _____ Action Needed _____ |
| 2. Free of obstructions?
_____ | Acceptable _____ Action Needed _____ |
| 3. All exits readily accessible?
_____ | Acceptable _____ Action Needed _____ |
| 4. All exits properly marked and lighted?
_____ | Acceptable _____ Action Needed _____ |
| 5. Doors not considered exits clearly marked?
_____ | Acceptable _____ Action Needed _____ |
| 6. All exit doors easily operated?
_____ | Acceptable _____ Action Needed _____ |
| 7. All exit doors arranged to open outward?
_____ | Acceptable _____ Action Needed _____ |

8. All exits unlocked and not chained? Acceptable _____ Action Needed _____

9. All fire escapes in good condition? Acceptable _____ Action Needed _____

Floors

1. Free of spills or other slippery substances? Acceptable _____ Action Needed _____

2. Floors in good condition or state of repair? Acceptable _____ Action Needed _____

3. Hazards suitably marked? Acceptable _____ Action Needed _____

4. All floor surfaces kept dry? Acceptable _____ Action Needed _____

5. Free of fire hazards and projecting materials? Acceptable _____ Action Needed _____

6. Provisions for bad weather? Acceptable _____ Action Needed _____

7. Proper warning signs available? Acceptable _____ Action Needed _____

Stairs & Ramps

1. Adequate covering with non-slip surfaces? Acceptable _____ Action Needed _____

2. In good condition? Acceptable _____ Action Needed _____

3. Strong enough for normal and emergency use? Acceptable _____ Action Needed _____

- | | |
|--|--------------------------------------|
| 4. Handrails securely fastened?
_____ | Acceptable _____ Action Needed _____ |
| 5. Adequate lighting?
_____ | Acceptable _____ Action Needed _____ |
| 6. Free of equipment or debris?
_____ | Acceptable _____ Action Needed _____ |

Sidewalks

- | | |
|---|--------------------------------------|
| 1. Free of hazardous conditions?
_____ | Acceptable _____ Action Needed _____ |
| 2. Adequate exterior lighting?
_____ | Acceptable _____ Action Needed _____ |

Bleachers / Seating Area

- | | |
|--|--------------------------------------|
| 1. In good condition?
_____ | Acceptable _____ Action Needed _____ |
| 2. Railings securely fastened?
_____ | Acceptable _____ Action Needed _____ |
| 3. Adequate capacity for expected crowd?
_____ | Acceptable _____ Action Needed _____ |
| 4. Supports securely fastened?
_____ | Acceptable _____ Action Needed _____ |
| 5. Seating access allows unencumbered movement?
_____ | Acceptable _____ Action Needed _____ |

Hazard Warnings

- | | |
|--|--------------------------------------|
| 1. P.A. announcements warning of potential hazards?
_____ | Acceptable _____ Action Needed _____ |
|--|--------------------------------------|

2. Warning, directional and exit signs posted? Acceptable _____ Action Needed _____

Security

1. Are security personnel visible? Acceptable _____ Action Needed _____

2. Staff trained on emergency procedures? Acceptable _____ Action Needed _____

3. Adequate number for event size? Acceptable _____ Action Needed _____

4. Contracted security firm insurance limits? Acceptable _____ Action Needed _____

5. Security firm indemnifies and holds harmless organizer/sponsors? Acceptable _____ Action Needed _____

COMPETITION AREAS

Outdoor Playing Surfaces

1. Condition of turf? Acceptable _____ Action Needed _____

2. Standing water absent? Acceptable _____ Action Needed _____

3. Field clear of trash, sharp objects, rocks, etc.? Acceptable _____ Action Needed _____

4. Obvious and hidden grates secured? Acceptable _____ Action Needed _____

5. Sufficient buffer zone between spectators and field? Acceptable _____ Action Needed _____

6. Detachable equipment secured properly? Acceptable _____ Action Needed _____

Vehicles

1. Operated only by authorized drivers? Acceptable _____ Action Needed _____

2. Drivers carry valid licenses? Acceptable _____ Action Needed _____

3. Inspected regularly? Acceptable _____ Action Needed _____

4. Traffic rules defined and adhered to? Acceptable _____ Action Needed _____

5. Speed limitations established and communicated? Acceptable _____ Action Needed _____

EMERGENCY POLICIES & PROCEDURES

Emergency Action Plan

1. Existence of an emergency action plan? Acceptable _____ Action Needed _____

2. Periodic review of emergency plan? Acceptable _____ Action Needed _____

3. Personnel trained in emergency procedures? Acceptable _____ Action Needed _____

4. Personnel trained in reporting emergencies? Acceptable _____ Action Needed _____

5. Emergency routes properly identified? Acceptable _____ Action Needed _____

- | | |
|---|--------------------------------------|
| 6. Emergency staging areas identified?
_____ | Acceptable _____ Action Needed _____ |
| 7. Personnel know location of all telephones?
_____ | Acceptable _____ Action Needed _____ |
| 8. Crisis Management Team in place?
_____ | Acceptable _____ Action Needed _____ |
| 9. Emergency phone number posted?
_____ | Acceptable _____ Action Needed _____ |
| 10. Command Center and communications plans in place?
_____ | Acceptable _____ Action Needed _____ |
| 11. AED(s) location identified?
_____ | Acceptable _____ Action Needed _____ |
| 12. Personnel trained in use of AED(s)?
_____ | Acceptable _____ Action Needed _____ |
| 13. Personnel trained in use of fire extinguishers?
_____ | Acceptable _____ Action Needed _____ |
| 14. Personnel easily identified?
_____ | Acceptable _____ Action Needed _____ |
| 15. Non-working phones identified?
_____ | Acceptable _____ Action Needed _____ |
| 16. Local hospital notified of event?
_____ | Acceptable _____ Action Needed _____ |
| 17. Map available illustrating route to nearest
emergency medical facility?
_____ | Acceptable _____ Action Needed _____ |

Fire Protection

- | | |
|---|--------------------------------------|
| 1. Local fire department familiar with facility?
_____ | Acceptable _____ Action Needed _____ |
|---|--------------------------------------|

2. Check for fire hazards pre- and post-game? Acceptable _____ Action Needed _____

3. Unobstructed access to fire protection equipment? Acceptable _____ Action Needed _____

4. Emergency vehicle access designated & secured? Acceptable _____ Action Needed _____

5. All fire protection inspected? Acceptable _____ Action Needed _____

6. Alarm systems functioning properly? Acceptable _____ Action Needed _____

7. Fire extinguishers accessible? Acceptable _____ Action Needed _____

8. Fire extinguishers tagged and serviced? Acceptable _____ Action Needed _____

9. Appropriate types of fire extinguishers available? Acceptable _____ Action Needed _____

10. Fire hydrants accessible? Acceptable _____ Action Needed _____

11. Automatic sprinkler system functioning? Acceptable _____ Action Needed _____

Housekeeping / Maintenance

1. Sufficient trash containers provided? Acceptable _____ Action Needed _____

2. Appropriate containers for hazardous materials? Acceptable _____ Action Needed _____

3. Ability to clean spills immediately? Acceptable _____ Action Needed _____

4. Adequate ashtrays where smoking is permitted? Acceptable _____ Action Needed _____

5. Trash emptied frequently? Acceptable _____ Action Needed _____

6. Combustible materials frequently collected? Acceptable _____ Action Needed _____

7. Combustible materials stored appropriately? Acceptable _____ Action Needed _____

Locker Room Checklist

Name of Inspector(s) _____

Date of Inspection _____ Time of Inspection _____

Showers

- | | | |
|--|------------------|---------------------|
| 1. Lighting?
_____ | Acceptable _____ | Action Needed _____ |
| 2. Drainage?
_____ | Acceptable _____ | Action Needed _____ |
| 3. Cleanliness?
_____ | Acceptable _____ | Action Needed _____ |
| 4. Water temperature and control?
_____ | Acceptable _____ | Action Needed _____ |

Locker Rooms

- | | | |
|--|------------------|---------------------|
| 1. Enough lockers for each team?
_____ | Acceptable _____ | Action Needed _____ |
| 2. Separate officials' room available?
_____ | Acceptable _____ | Action Needed _____ |
| 3. Personnel know where to direct teams & officials?
_____ | Acceptable _____ | Action Needed _____ |
| 4. Locker secured? Locker rooms locked/attended?
_____ | Acceptable _____ | Action Needed _____ |
| 5. Lighting and emergency lighting in locker area
and shower area?
_____ | Acceptable _____ | Action Needed _____ |
| 6. Towel racks or hooks?
_____ | Acceptable _____ | Action Needed _____ |

7. Air dryers? Acceptable _____ Action Needed _____

8. Ventilation and air ducts? Acceptable _____ Action Needed _____

List broken / malfunctioning items in each locker room prior to event:

Inspector's Signature _____

Summary

As any experienced site director/manager or administrator-in-charge can tell you, there will always be unexpected issues that arise. However, with proper pre-event planning many potential issues can be eliminated or minimized. Such efforts prior to the event provide the site director/manager or administrator-in-charge the flexibility to troubleshoot unforeseen issues on the day of the event. In this guide, you will find a basic event check list to assist you in your planning efforts.

Well-prepared site directors/managers or administrators-in-charge provide a safer and more enjoyable experience for everyone, while reducing risks. Effective communication ensures the success of the plans you develop, including communication with all individuals involved with management of the event, security, medical personnel, officials, students, fans and the visiting schools. As always, positive sporting conduct is a key ingredient for a successful event, so be sure to incorporate the Respect the Game campaign in your event planning.

Taking time to review for the next event, the next season and the next year will allow you to improve your programs for everyone involved. Best of luck and please feel free to contact the Ohio High School Athletic Association at 614-267-2502 if we can be of service.

Acknowledgements

Excerpts from this guide were taken from the Colorado High School Activities Association; the Connecticut Interscholastic Athletic Conference, the Illinois High School Association and the Missouri State High School Activities Association.



2024 OH SAA Football Playoffs

MEDIA INFORMATION MANUAL

Ohio High School Athletic Association

Football Playoffs OHSAA Media Contact

Tim Stried

Director of Media Relations

Phone: 614-267-2502, ext. 124

Email: tstried@ohsaa.org

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<p>Phone: 614-267-2502 Fax: 614-267-1677 webmaster@ohsaa.org</p> <p>www.OHSAA.org www.Twitter.com/OHSAASports www.Facebook.com/OHSAASports www.Instagram.com/OHSAASports</p>	<p>Does Your Stadium Have a Video Board?</p> <p>The OHSAA has video Public Service Announcements available. Please Contact Tim Stried, tstried@ohsaa.org</p>
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OHSAA Football Managers Manual

Common Questions Regarding Media

1. **Should I have a media coordinator?** Yes! It is highly recommended to have a person assigned as the media coordinator to receive media credential requests, create a media list for the pass gate, set up the press box, put down seat assignment cards, stay late in the press box so media can work after the game, collect broadcast checks, report the final score to Associated Press and the OHSAA, etc. The typical stipend is around \$100, which comes out of the site flat fee amount received.
2. **Do I handle media credential requests or does the OHSAA?** The host site receives and makes determinations on media credential requests for the first five rounds of the playoffs. Tim Stried at the OHSAA (tstried@ohsaa.org) can help answer questions regarding credentials or media outlets that apply.
3. **I don't have enough seats in the press box for all the media requests! What do I do?** Before you start approving credential requests, please use the press box priority seating scale. Most importantly, if there are multiple broadcasts following a team, you may need to ask the school's athletic director to priority rank them so that the top priority groups are accommodated.
4. **What if Spectrum or NFHS Network is covering my game?** If Spectrum is televising your game, no other TV stations or webcasts can do a live video broadcast of your game. Spectrum will make its game selections on Monday afternoons. Local audio broadcasts are still permitted for those games. Please see the TV Timing Schedule. If Spectrum is doing a one-camera video stream or if the NFHS Network is covering your game, you can permit other tape-delayed video requests if your facility can accommodate them, but their video replay cannot begin until 11 PM.
5. **How do I handle my local sponsors for a playoff game?** For the first and second rounds of the playoffs, schools may continue to work with those sponsors that were a part of their regular-season games for on-site displays or flyers, give-aways, PA announcements, etc. After the second round, local sponsorships cease. The OHSAA will contact host sites regarding statewide sponsors beginning with the regional quarterfinals.
6. **How long can media work at the stadium after the game?** Media are permitted to work in the press box up to 60 minutes after they have concluded postgame interviews. Please alert your game staff of this regulation, including security and custodians.
7. **Am I required to have to have wireless internet access and phone lines available for the media?** If possible, please provide wireless internet access for the media. If your press box doesn't already have wireless, please set up a "hot spot" or other means of connectivity. If your press box doesn't already have phone lines installed for radio broadcasts and you receive a request from a station, please look into the cost and feasibility to have lines installed. Most stations would share the costs. (FYI, stations pay \$50 at the state finals for a phone line.)

Common Questions, Continued

1. **What about stations approved for delayed payment?** Some stations have been approved by the OHSAA to pay their fees later. Stations approved to do this have been sent a broadcast log sheet that the media coordinator or game manager must sign. Tim Stried keeps the approved list at the OHSAA.
2. **What About Programs?** Please see the notes later in this section for details. During the first two rounds, the host school can continue selling its regular-season programs and insert the visiting team's roster. The OHSAA then provides game programs beginning with the regional semifinals.
3. **Are drones permitted?** No drones of any kind or for any purpose are permitted at OHSAA tournament contests beginning an hour before the game through the completion of the game.
4. **What about the broadcast agreement forms?** Forms are posted on the OHSAA website (and included in this manual) for broadcast outlets to use to assist the host site with determining the rights fee owed and requesting broadcast space. The forms are not due to the OHSAA and are only for the host to use. The host site should still talk to both schools to determine priority if there are space issues with multiple broadcasts.
5. **Where do broadcast checks get mailed after the game?** Mail broadcast checks to: Ohio High School Athletic Association, L-4256, Columbus, OH 43260-4256
6. **Are there video PSAs available from the OHSAA?** Yes, there are video PSAs available for download from the OHSAA if your venue has a video board. Please email Tim Stried at tstried@ohsaa.org to request a dropbox file.
7. **Where do I report the final score after the game?** After the game, email the final score to Keaton Jones (kjones@ohsaa.org), Charles Anderson (canderson@ohsaa.org) and the Associated Press (apscores@ap.org). Be sure to put "Ohio" and the Division and the full city/school names in the email.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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October 2024

To: Football Playoff Media Coordinators and Media Members

From: Tim Stried, OHSAA Director of Media Relations, tstried@ohsaa.org

Re: Seating Assignments in Football Press Boxes

During the OHSAA football playoffs, the following priority is used by game managers and media coordinators when allocating seats in the press box. The athletic directors of the participating schools should be asked to identify which media covering their team fit into the following priority groups.

Credentials are not approved on a first-come, first-served basis. The scale below shall be used for requests received as of 3 p.m. on Tuesday and site managers shall notify media of their status. Credential requests received after 3 p.m. on Tuesday shall be considered only if space permits.

Seats must be allocated for working media before non-working persons. Seats in the press box shall not be assigned to spouses/children of school personnel before the priority scale below has been assigned. In addition, credentials shall not be given to recruiting or scouting services. College coaches must purchase a ticket and their placement shall be determined by the game manager.

- *Number of seats allocated for some categories below depends on press box size.*
- *Press box should be open 90 minutes before game and 60 minutes after the game. Media needing longer than 60 minutes should speak with the tournament manager for alternate locations or a time extension. A work area for photographers for use at halftime and postgame is encouraged.*

Top Priority (for requests received by 3 p.m. Tuesday)

1. **IF SELECTED:** 2 Seats (or more if possible) for Spectrum, OHSAA's Official TV Partner
2. **IF SELECTED:** 2 Seats for NFHS Network, OHSAA's Official Streaming Partner
3. 2 Seats (or more if facility can accommodate): Primary broadcast designated by the home team
4. 2 Seats (or more if facility can accommodate): Primary broadcast designated by the visiting team
 - a. Live video streaming is permitted for games not televised by Spectrum News 1, with payment of a rights fee to the OHSAA (see fees chart posted on the News & Media page at OHSAA.org.
 - b. Delayed television broadcasts are permitted for games not televised by Spectrum News 1. Broadcasts can begin at 10:00 p.m. the same day of the game.
5. Primary newspaper of the home team (number of seats depends on press box size)
6. Primary newspaper of the visiting team (number of seats depends on press box size)
7. Ohio's major metro daily newspapers (number of seats depends on press box size. Newspapers include Akron Beacon Journal, Canton Repository, Cincinnati Enquirer, Cleveland Plain Dealer/Cleveland.com, Columbus Dispatch, Dayton Daily News, Toledo Blade and Warren Tribune-Chronicle)
8. 1 Seat: OHSAA state office representative or officials observer assigned by the OHSAA

Secondary Priority (depends on press box size)

1. Additional broadcasts that have followed one of the participating teams
2. Other newspapers that have followed one of the participating teams
3. Non-broadcast websites, specialty publications, etc. (higher priority if designated by a team)
4. Media that have covered events in that city or stadium
5. Radio station personnel covering the game to report score updates or provide reports
6. Additional OHSAA state office representative or officials observer assigned by the OHSAA

OHSAA

Working with Spectrum, the NFHS Network and Other Video Play-by-Play Requests

First Level – Games Covered by Spectrum

- During the playoffs, Spectrum will select various regional and state semifinal games to televise live or tape-delayed. Spectrum is the official TV partner of the OHSAA.
 - A. **Spectrum will announce its game selections Monday afternoons. Please do not grant access to your game by another video play-by-play request (TV or internet) until you know if Spectrum is televising your game.**
 - B. Do not assess a rights fee to Spectrum since they pay the OHSAA directly.
 - C. Spectrum should be given the highest priority for broadcasting location and parking.
 - D. Please see the Spectrum [timing schedule](#). Only Spectrum is permitted to do live telecasts.
- If Spectrum is only doing a single-camera webcast of your game, you can approve other tape-delayed telecasts if your site can accommodate them. Rights fees apply per the fees chart.
- Spectrum contact: Rob Kunz, 614-255-2805, Robert.Kunz@Charter.com

Second Level – Games Covered by the NFHS Network

- If the playoff venue already has NFHS Network equipment installed and it will be activated for the game, there can be no other live video play-by-play productions of the game. The NFHS Network is the official streaming partner of the OHSAA.
 - A. There is no rights fee due to the OHSAA or the NFHS Network.
 - B. Delayed video play-by-play productions are permitted if the facility can accommodate them.
 - C. There is no special timing sheet for NFHS Network games.

Third Level – Games Not Covered by Spectrum or the NFHS Network

- **Contests not covered by Spectrum or the NFHS Network can have tape-delayed TV and/or live streaming.**
 - A. OHSAA rights fees must be paid before the game (or the delayed payment form signed).
 - B. Tape-delayed TV broadcasts cannot begin until after the game has ended.
 - C. Media must contact the tournament manager or media coordinator to request space and credentials.
- Rights fees for educational access TV stations (non-commercial) are \$50 per contest.
- Rights fees for commercial stations are found on page 2 of the Broadcast Fees chart (see the chart later in this section).
- Rights fees are waived for student-produced webcasts that are for the school website or school-controlled webpage (i.e. social media platforms).
- In the event your press box is crowded and you have requests from more than one television station to tape-delay a contest, you can require the stations to share equipment and announcers. The stations should work out the arrangements themselves. Your input is important and the OHSAA can help resolve issues if needed.
- Credentials can be given to TV stations for “spot news coverage” without assessing a rights fee. This means that they are filming the game (usually from the sidelines) to show highlights on a newscast (or for a web site). They cannot show any live game-action video and they are limited to showing a maximum of three minutes of game highlights.
- Television stations originating a play-by-play telecast must sign an OHSAA Telecasting Agreement Form. The form is included in this packet and is posted on the OHSAA web site.
NOTE: The agreement form also lists the various OHSAA rights fees.

- Broadcast media outlets must submit payment to the host site media coordinator prior to the game. Checks should be made payable to the OHSAA. The host site shall mail the checks to OHSAA, L-4256, Columbus, Ohio 43260-4256.
- Some radio and television stations have been preapproved by the OHSAA to pay rights fees directly to the OHSAA at a later date. Please refer to the instructions included in this packet on how to follow this procedure and check with Tim Stried at the OHSAA if needed.

Working with Radio and Web Sites

Radio Stations

- Radio stations are permitted to broadcast contests live, both over the air and on their website.
 - A. Rights fees must be submitted prior to the game.
 - B. Radio stations may also stream audio through their website without paying an additional fee.
 - C. Stations must request credentials and press box space before the game.
- Rights fees for school audio webcasts by students are waived. School webcasts by adults are \$25.
- Rights fees for low power (non-commercial) stations are \$25 per game (check with OHSAA if needed).
- Rights fees for commercial stations are found on page 1 of the Broadcast Fees chart.
- Some radio stations are affiliates of the OHSAA Radio Network and have credential that confirm that the station has a fee waiver.
- Credentials can be given to radio stations for “spot news coverage,” meaning they are providing reports or interviews for a newscast. No rights fees shall be assessed if only periodic updates are given, but **please follow the press box priority seating chart** regarding these and other requests.
- If your press box cannot accommodate more than one radio station per team, please ask each school to designate just one station to cover the contest, or place secondary stations outside the press box.
- Sideline reporters are permitted.
- Radio stations originating a broadcast should utilize the OHSAA Broadcasting Agreement Form. The form is included in this packet and is posted on the OHSAA web site. NOTE: The agreement form also lists the various OHSAA rights fees.
- Radio stations and webcasting sites must submit check(s) or cash prior to going on the air. Checks should be made payable to the OHSAA.
- Some radio and television stations have been approved by the OHSAA to pay rights fees directly to the OHSAA at a later date. Refer to the instructions included on how to follow this procedure. Instructions, a list of preapproved stations and a station log sheet are included in this section and are posted on the OHSAA website.
- Broadcast media outlets must submit payment to the host site media coordinator prior to the game. Checks should be made payable to the OHSAA. The host site shall mail the checks to OHSAA, L-4256, Columbus, Ohio 43260-4256.

Please see the Press Box Seating Assignments Chart in this Manual Before Granting Seats in Your Press Box!

Highlights of OHSAA General Media Regulations

- Drones are not permitted at any OHSAA tournament contest. If you see a drone, do not stop the game, but make an attempt to find the owner and have him/her remove the drone from the facility.
- Paying rights fees does not give stations and companies “additional” rights, such as determining kickoff time, having extra seats, etc. Rights fees are used to help offset tournament expenses.
- Expenses by broadcasters such as telephone line installations, etc., shall be handled by the broadcasting entity, **NOT your site or the OHSAA**. If you have phone lines available for media use, you may require them to use an 800 number or have the station call the broadcast crew or have them use a credit card to make the call.
- Credentials or tickets for spouses, children, friends, etc., are not provided, and those who attend an event with a media member will be required to purchase a ticket.
- Media members should be provided with programs, rosters and statistics if possible. Priority should be given to broadcasters who are still on the air and media outlets working on deadline.
- **Priorities in issuing media credentials and determining press box access are based on:**
 1. Outlets that have followed the participating schools regularly.
 2. Circulation size and market size (priority for major daily newspapers).
 3. Previous coverage of OHSAA tournaments.
 4. Media covering the tournament site and/or host city
 5. The date of receipt of the request.

Note: See the Football Press Box Priority Seating Scale Memo in this section for specific priority details.

Note: In general, traditional media outlets (newspapers and radio stations) should be given press box space before websites and specialty publications. In addition, please accommodate the major daily newspapers in Ohio even if they have not provided much game coverage of the participating teams during the regular-season (because they have so many schools in their coverage area). Note that TV sportscasters are typically not given a press box seat.

- Credentials shall not be issued to spouses or children of working media, nor representatives from **recruiting or scouting services**. Credentials for monthly or other specialty outlets will be granted only as space allows. **College coaches must purchase a ticket. They may be on the sidelines if the manager approves.**
- One school photographer credential may be provided for each school. School advisors/administrators should submit a written request to the tournament manager.
- **Freelance photographers** who are affiliated with one of the participating teams (confirm with the athletic director, if needed) may receive a credential to regional or state semifinal contests, but they may not request public address announcements, pass out flyers or set up a display.
- Photographers shall be placed in positions in accordance with NFHS national playing rules, which is two or more yards from the sidelines and end zones. Photographers may not shoot within the team boxes between the 25 yard lines.

Highlights of OHSAA Football Tournament Media Regulations

Media Coordinators

- Media coordinators are required for OHSAA football playoff games. The media coordinator or his/her designee should be in the press box at all times to ensure media sit in their assigned seat. Criteria for hiring a media coordinator and duties expected of the media coordinator are also provided. The pay is to be determined by the game manager. Typical pay is \$100 and comes from the flat fee provided to host sites.
- Immediately after the game, **contact Charles Anderson at the OHSAA and the Associated Press with the final score:**
Keaton Jones (kjones@ohsaa.org) and Charles Anderson (canderson@ohsaa.org)
AP Toll Free Call: 1-800-300-8340
AP E-mail: apscores@ap.org (please type 'Ohio Football Score' on the subject line)
AP Text: 801-252-6046

Accommodations

A. General Policies

- Issue a printed credential for media members. Email Tim Stried at the OHSAA (tstried@ohsaa.org) for a **credential template** if desired.
- Provide a list of approved media to your entire tournament staff, security and gate workers.
- Assign seats in the press box per the press box priority seating chart and have a person stationed in the press box at all times to assist with seat assignments.

B. Pre-Game Accommodations

- Please have the media gate and the press box open two hours before the game to handle media setups and work out any space concerns.
- Provide space for one camera from each school (note: end zone and sideline cameras for schools are typically permitted but are at the discretion of tournament managers).

C. Postgame Interviews

- Explain your postgame procedures to both teams and the media in advance of the game.
- Because of deadlines, media members prefer to catch players and coaches on the field after the game rather than have a formal press conference.

D. Postgame Accommodations

- Provide space, preferably in the press box, for media members to work for **60 minutes** after they have finished their postgame interviews.
- Have someone stay in the press box while media leave personal items to conduct interviews.
- Review procedures with all tournament personnel, including custodians, so everyone is aware.

E. Telephones, Internet Lines and Wireless Access

- Explain your procedures and available options to the media prior to game day.
- Wireless internet access for media is preferred. If your site has wireless internet access, please alert the media of the signal name and password, if it is a secure connection.
- If you must have a phone line installed, you may charge media members a fee to use it. Please explain dial-out procedures or wireless access codes to the media prior to the game.
- Please allow photographers may work in the press box (or other indoor space) at halftime and after the game to transmit their photographs.

Media Credentials – Application Procedures/Information

- Your name has been posted on the OHSAA web site as the contact to request credentials.
- You have the authority to grant or deny credential requests. Not all credential requests are legitimate. **Please consult with Tim Stried at the OHSAA office (tstried@ohsaa.org, 614-267-2502, ext. 124) if you have any questions.**
- It is recommended that you e-mail information to all approved media outlets that explains your policies and procedures (parking, credential pick-up, press box arrangements, interview procedures, post-game working arrangements, telephones, etc.).

Additional Football Tournament Notes

Programs

- For **FIRST AND SECOND ROUND games**, host schools are responsible for providing programs. These may be the same programs sold throughout the regular season as long as the visiting team's roster is inserted and the programs are **sold for either \$2.00 or at the same price** as what they were during the regular season, but not more. Sales revenue stays with the host school.
- For **REGIONAL SEMIFINAL AND REGIONAL FINAL** contests, sites will receive programs on Thursday or Friday from Royal Publishing. They are to be sold at \$3 each. Sites can claim \$80 on the financial report for program sellers. The sales revenue goes to the OHSAA.
- For **STATE SEMIFINAL** contests, sites will receive programs from the OHSAA. They are to be sold at \$4 each. Sales revenue goes to the OHSAA.

Note on Program Information

- All football playoff teams are required to submit a roster and team photo to Royal Publishing. The items can be emailed to layout@royalpublishing.com.
- In addition, all football playoff teams are required to submit the team information form, photo ID form and starting lineup form to Tim Stried at tstried@ohsaa.org.

Statistics Page

- A game statistics sheet is included in this manual and posted on the OHSAA web site.
- Please email or fax the form and a scoring summary to the OHSAA and/or mail the form and summary with your financial forms.

Announcements

- With this being a regional or state tournament contest, the OHSAA has obligations to various corporate partners that stipulate that announcements be read during your contests.
- A copy of the various announcements has been provided in your packet. Please have your public address announcers do their best in utilizing these announcements as requested.
- For first round games, host sites may continue to honor sponsors that existed during the regular season, but may not accept new sponsors.

Partnership with E.A. Graphics

- E.A. Graphics is the OHSAA's partner for apparel. Ares can work with tournament participants in producing team- and color-specific apparel for the OHSAA tournaments.

Make A Good Impression!

- Please remember that many of those attending this tournament event will be making their first visit to your facility, school and community. Whether you or your staff speaks to a guest for a few seconds or a few minutes, the impression that is made reflects upon yourself, your facility, your school, your community and the Ohio High School Athletic Association. Please remind your entire staff about the need to be as polite and courteous as possible to your guests!

OHSAA

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, OH 43214

Phone 614-267-2502 | Fax 614-267-1677

www.OHSAA.org | Twitter.com/OHSAASports | Facebook.com/OHSAASports



Spectrum TV Timing Schedule for 2024 OHSAA Football Regional and State Semifinal Games



Spectrum is the official TV partner of the OHSAA and is permitted to provide live TV coverage of OHSAA postseason football and basketball contests. Spectrum has exclusivity to any play-by-play telecasts of the games they select.

Regional and State Semifinal Football Games on Spectrum News 1, 7:07 p.m. Kickoff

6:45	Coin Toss
6:48	Teams Exit Field
6:50 - 7:00	Home Team Band Pregame Show
7:03	Teams Return to Field
7:04	National Anthem Played by Home Team Band (or visiting band if home team requests)
7:07	Kickoff

Note: If Spectrum is only streaming a game, it will be the regular 7:00 PM kickoff. The 7:07 kickoffs only apply to the games on Spectrum News 1 TV.

Timeouts, Halftime and Halftime Interviews

Team Called Timeouts: 60 seconds plus an additional 25 seconds for teams to get into ready position (1:25 total)

TV Timeouts Per Quarter: There will be one 2-minute TV timeout during each quarter at or under the 6:00 mark, typically after a change of possession or scoring play. A team-called timeout will be converted to the longer 2 minute TV timeout if the called timeout is not during the first drive of a quarter.

Time Between 1st-2nd and 3rd-4th Quarters: Two minutes plus an additional 25 seconds for the teams to get into ready position.

Halftime: Intermission shall be the normal 20:00 plus 3:00 for teams to warm up. The field clock will start at 20:00 upon the referee's signal and the clock will run continuously to 0:00, at which time the clock will be reset to 3:00 and immediately started and run continuously to 0:00. Teams must return to the field within 20 minutes. Each band may perform for 10 minutes.


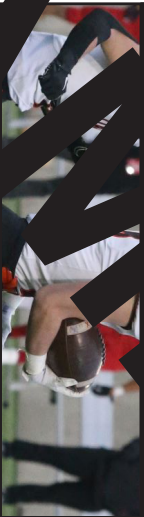
Coaches Halftime Interviews: Spectrum will conduct an interview with coaches leaving the field at halftime only during the state championship games. Typically, the coach of the team with the lead (or the home team if the score is tied) will be interviewed when leaving the field for halftime. The other coach will be interviewed when he returns to the field.

Request your passes from tstried@ohsaa.org

 <p>Ohio High School Athletic Association 2024 Football Playoffs First Round MEDIA Credentia</p>		<p>HOSTED BY</p>
 <p>Ohio High School Athletic Association 2024 Football Playoffs First Round MEDIA Credentia</p>		<p>HOSTED BY</p>
 <p>Ohio High School Athletic Association 2024 Football Playoffs First Round MEDIA Credentia</p>		<p>HOSTED BY</p>

Credential Sample 2 - TEAM AND STAFF

Request your passes from tstried@ohsaa.org

<div>  <div> Ohio High School Athletic Association </div> <div> 2024 Football Playoffs </div> <div> First Round </div> <div> Respect THE GAME </div> </div>	<div> <div>TEAM</div> </div>	<div>  </div> <div> <div>HOSTED BY</div> </div> <div> <p>By accepting this pass, the recipient hereby agrees to abide by all rules and regulations set forth by the game manager. The recipient assumes all risk and danger incidental to this tournament event and releases the host venue, game manager and media coordinator from any and all liabilities sustained at this event.</p> <p>Bearer of this credential agrees that it is not transferable, may be revoked at any time at the sole discretion of the game manager, who is working as representatives of the Ohio High School Athletic Association.</p> </div>
<div>  <div> Ohio High School Athletic Association </div> <div> 2024 Football Playoffs </div> <div> First Round </div> <div> Respect THE GAME </div> </div>	<div> <div>TEAM</div> </div>	<div>  </div> <div> <div>HOSTED BY</div> </div> <div> <p>By accepting this pass, the recipient hereby agrees to abide by all rules and regulations set forth by the game manager. The recipient assumes all risk and danger incidental to this tournament event and releases the host venue, game manager and media coordinator from any and all liabilities sustained at this event.</p> <p>Bearer of this credential agrees that it is not transferable, may be revoked at any time at the sole discretion of the game manager, who is working as representatives of the Ohio High School Athletic Association.</p> </div>
<div>  <div> Ohio High School Athletic Association </div> <div> 2024 Football Playoffs </div> <div> First Round </div> <div> Respect THE GAME </div> </div>	<div> <div>TEAM</div> </div>	<div>  </div> <div> <div>HOSTED BY</div> </div> <div> <p>By accepting this pass, the recipient hereby agrees to abide by all rules and regulations set forth by the game manager. The recipient assumes all risk and danger incidental to this tournament event and releases the host venue, game manager and media coordinator from any and all liabilities sustained at this event.</p> <p>Bearer of this credential agrees that it is not transferable, may be revoked at any time at the sole discretion of the game manager, who is working as representatives of the Ohio High School Athletic Association.</p> </div>

Football Media Coverage Form — Home Team

School _____

Division _____

NOTE TO ATHLETIC DIRECTOR: Please list the media outlets that typically follow your school. This information is useful to the OHSA and tournament managers in indicating how much space should be reserved for the media and who to expect, in addition to establishing priority. Please note that the listing of a media outlet on this form does not ensure that credentials will be granted. To officially request credentials, media members must directly contact the tournament manager or media coordinator (or the OHSA for state finals).

(Please Check Where Appropriate)

<u>Newspapers</u>	Regular Season	Regional	State Semis
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Radio Stations (call letters / city) – circle if station does live play-by-play

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Television Stations (call letters / city) – circle if station does full game tape-delay broadcast

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Websites* (name / affiliation / city)

1. _____	_____	_____	_____
2. _____	_____	_____	_____

* Please indicate after the name whether does game writing/photography or audio play-by-play.

School Videographer: _____

School Photographer: _____

Adult school photographers are permitted, but photos from state championship games cannot be posted online or sold or given to student-athletes or their family. Photos from state championship games can only be given to the school for its use (yearbook, school website, posters, displays, etc.)

Football Media Coverage Form — Visiting Team

School _____

Division _____

NOTE TO ATHLETIC DIRECTOR: Please list the media outlets that typically follow your school. This information is useful to the OHSA and tournament managers in indicating how much space should be reserved for the media and who to expect, in addition to establishing priority. Please note that the listing of a media outlet on this form does not ensure that credentials will be granted. To officially request credentials, media members must directly contact the tournament manager or media coordinator (or the OHSA for state finals).

(Please Check Where Appropriate)

<u>Newspapers</u> (name / city)	Regular Season	Regional	State Semis
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Radio Stations (call letters / city) – circle if station does live play-by-play

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Television Stations (call letters / city) – circle if station does full game tape-delay broadcast

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Websites* (name / affiliation / city)

1. _____	_____	_____	_____
2. _____	_____	_____	_____

* Please indicate after the name whether does game writing/photography or audio play-by-play.

School Videographer: _____

School Photographer: _____

Adult school photographers are permitted, but photos from state championship games cannot be posted online or sold or given to student-athletes or their family. Photos from state championship games can only be given to the school for its use (yearbook, school website, posters, displays, etc.)

2024 Football Playoffs Live Radio/Audio Agreement For Regional and State Semifinal Games

Media outlets shall send this form to the host site media coordinator, not the OHSA.

My station, _____, _____, requests to
(call letters or web site) (city where located)

broadcast and/or audio webcast the Division ____ OHSA football playoff game

between _____ High School and _____ High School

played at _____.

- a. The broadcast rights fee must be paid prior to the game. The fee structure is as follows:

<u>Location</u>	<u>Regional</u>	<u>State Semifinals</u>	<u>State Finals</u>
Radio stations in Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Toledo, Warren, Youngstown	\$100	\$115	\$125
Radio stations in Elyria, Lima, Lorain, Mansfield, Springfield, Willoughby	\$85	\$100	\$115
All other stations and internet-only broadcasts	\$70	\$85	\$100

Stations Approved for Delayed Payment: Contact Tim Stried for approval at tstried@ohsaa.org

OHSA Radio Network Affiliates – Fees are Waived: Contact Tim Stried for confirmation at tstried@ohsaa.org

Low power (non-commercial) stations & school broadcasts by adults – \$25 per contest

Contact Tim Stried with any questions at tstried@ohsaa.org or 614-267-2502, ext. 124

School broadcasts (play-by-play and majority of work done by students) – no charge

- b. Advertisements for alcohol, tobacco, drugs of any kind, gambling of any kind, political parties or candidates or any advertising considered in poor taste are prohibited.

(Signature of Radio Station Representative)

(Date)

(Signature of OHSA Tournament Manager)

(Date)

2024 Football Playoffs Delayed Television Agreement

Available Only for Games Not Televised by Spectrum

Media outlets shall send this form to the host site media coordinator, not the OHSA.

Video Cannot Begin Until After the Game Has Ended

My station, _____, _____, requests to do a tape-
(call letters or web site) (city)

delayed telecast of the Division ____ OHSA football playoff game between

_____ High School and _____ High School

played at _____.

- a. I will pay the tournament manager or media coordinator the broadcasting fee prior to the game. The fee structure is as follows:

CABLE TELEVISION (Public or Low Power)

Subscribers

	<u>Regional</u>	<u>State Semifinals</u>	<u>State Finals</u>
State/Regional Cable – Over 750,000	Must be negotiated with the OHSA		
100,000 to 750,000	\$350	\$475	N/A
35,001 to 100,000	\$250	\$375	N/A
Up to 35,000 and Internet-Only Webcasts	\$175	\$250	N/A

COMMERCIAL STATIONS (Network and Independent)

Location

Cincinnati, Cleveland, Columbus	\$750	\$1,500	N/A
Akron, Canton, Dayton, Toledo, Youngstown	\$500	\$1,000	N/A
All others	\$250	\$500	N/A
Delayed Video Streaming	\$100	\$175	N/A

Educational Access Stations (non-commercial) – \$50 per game

School broadcasts with majority of work (and play-by-play) done by adults - \$50 per game

School broadcasts (majority of work and play-by-play done by students) – no charge

- b. Advertisements for alcohol, tobacco, drugs of any kind, gambling of any kind, political parties or candidates or any other advertising considered in poor taste are prohibited.
- c. Video play-by-play coverage cannot begin until 10 PM.

(Signature of Station Representative)

(Date)

(Signature of OHSA Tournament Manager)

(Date)

2024 Football Playoffs Live Video Streaming Agreement

Available Only for Games Not Covered by Spectrum or the NFHS Network

Media outlets shall send this form to the host site media coordinator, not the OHSA.

My station, _____, _____, requests to do a live
(call letters or web site) (city)

video streaming webcast of the Division ____ OHSA football playoff game between

_____ High School and _____ High School

played at _____.

- a. I will pay the tournament manager or media coordinator the broadcasting fee prior to the game. The fee structure is as follows:

Location (mailing address of broadcast operator)	Regional	State Semifinal
Greater Metro Areas of Cincinnati, Cleveland, Columbus	\$250	\$300
Greater Metro Areas of Akron, Canton, Dayton, Toledo And Youngstown	\$200	\$250
All Other Locations	\$150	\$200
Educational Access, Non-Commercial, & Fan Sites	\$100	\$150
School Websites (student broadcasters)	\$0	\$0

- b. Advertisements for alcohol, tobacco, drugs of any kind, gambling of any kind, political parties or candidates or any other advertising considered in poor taste are prohibited.

(Signature of Website Representative)

(Date)

(Signature of OHSA Tournament Manager)

(Date)

Delayed Fee Payment Process for Radio and TV Stations

October 2024

TO: Radio and TV Stations Approved by OHSAA for Delayed Rights Fee Payment Plan
FR: Tim Stried, OHSAA Director of Media Relations, tstried@ohsaa.org, 614-267-2502, ext. 124
RE: Delayed Payment to OHSAA Office of Broadcast Rights Fee

INSTRUCTIONS FOR TOURNAMENT MANAGERS:

Some radio and TV stations have a financial structure that makes it impossible for them to have a check to submit on-site before a tournament contest. Typically, such stations are owned by companies outside Ohio (iHeartMedia, etc.). Therefore, the OHSAA has developed a process for stations that need to pay their rights fee at a later date. **Guidelines for tournament managers:**

1. Stations approved by the OHSAA to pay later have been sent a broadcast log sheet by the OHSAA. They must have the log sheet with them at the contest for tournament manager or media coordinator to sign.
2. Tournament managers should report this information on the OHSAA financial report. On the TV and Radio Receipts page, write in the station's city and call letters with *** after them. Write in the fee that the station owes. Include the missing fee in your total TV and radio receipts and forward the total to the Cover Page's TV and Radio Receipts line.
3. At the bottom-right corner of the Cover Page, write in the city and call letters of the radio/TV station and insert the amount they owe as a negative number. Recalculate the total due to/from the OHSAA by deducting that amount from the net profit.

INSTRUCTIONS FOR APPROVED RADIO/TV STATIONS:

1. Request a delayed payment application from Tim Stried at the OHSAA. Approved outlets will then receive a broadcast log sheet, which must be taken to each tournament contest for verification and signature of the tournament manager or the media coordinator.
2. After your coverage of the tournament is over, send your log sheet(s) and/or a bill to your parent company's main office for processing and also **send a copy of the log sheet(s) to the OHSAA, attention Tim Stried (fax 614-267-1677, email tstried@ohsaa.org or mail to 4080 Roselea Place, Columbus, OH 43214)**. Make sure the check indicates what station (city and call letters) and the sport that the check is for. Checks should be payable to the OHSAA. Stations may also call and pay by credit card.

Spectrum is the official TV partner of the OHSAA and does not owe a rights fee on a per-game basis and does not need to sign broadcast log sheets.

TOURNAMENT MANAGERS

The list of media outlets approved for alternative rights fee payment is kept in the OHSAA Media Relations Office.

Please Contact Tim Stried to check on the status of a media outlet.

**tstried@ohsaa.org
614-267-2502, ext. 124**

Those stations approved for alternative rights fee payment will have a broadcast log sheet for the tournament manager or media coordinator to sign before the game.

Stations that have been approved by the OHSAA for delayed payment have been sent this document and must present it to the media coordinator or site manager to sign before the game.

This form is for use by media outlets that have been approved by OHSAA for delayed payment

Station owner _____

Station Procedure: Update this log for each game broadcast during the tournament and have the site manager (or coordinator) sign before each broadcast. Your broadcast will be noted on the game financial report so your payment will be expedited. When your fall tournament broadcasts have concluded, send the log sheet for processing. Please make sure that your frequency, call letters and city appear on the check to the OHSAA, along with a copy of this log sheet. In addition, send a copy of this log sheet to Tim Stried, OHSAA Director of Media Relations, 614-763-6777, email tstried@ohsaa.org. Stations may also call the OHSAA to pay with a credit card. Checks should be mailed to: OHSAA, 1425 Columbus, OH 43260-4256.

[illegible]

Total Amount Owed: \$ _____

2024 OHSAA FOOTBALL PLAYOFFS MEDIA REGULATIONS

I. Media Coordinators

As part of the football tournament regulations approved by the OHSAA Board of Directors, OHSAA football tournament managers should appoint a media coordinator. The use of media coordinators is to provide a dedicated person to assist the game manager and the media.

A. Criteria for Hiring A Media Coordinator

1. Must be someone very familiar with the facility.
2. Must be able to respond quickly to emails and phone calls, including nights and weekends.
3. Must be someone willing to arrive early and stay at least 60 minutes after the game.
4. Should come from one of the following groups:
 - a. School
 - a teacher or school administrator interested and available to serve the media
 - retired school administrator interested or with a background in serving the media
 - b. Media
 - a local media member not assigned to cover the event
 - a retired media member living in the community
 - c. College/university
 - a staff person working in a college/university sports information office or game management department
4. Must be someone who is friendly, outgoing and responsible. The person also must:
 - A. Try to anticipate the media's needs
 - B. Utilize the OHSAA's press box priority seating scale**
 - C. Contact Tim Stried with questions at (tstried@ohsaa.org, 614-267-2502, ext. 124)

B. Specific Duties for The Media Coordinator

1. Attend any OHSAA tournament managers meetings and/or meet with the game manager for information if unable to attend.
2. Serve as the contact person for credential requests. **Work with the athletic administrators of the participating schools to follow the OHSAA's press box priority seating scale.**
3. Explain game day policies when talking to the media during the week and on site.
4. Assign seats in the press box, following guidelines established by the OHSAA.
5. If the game is televised, meet with television personnel at the site sometime during the week to review arrangements and assign working positions. Include the tournament manager and/or head facilities manager if needed. Also allow for space for one camera and one camera operator from each participating school.
6. **Arrive very early to the event to ensure that broadcasts set up properly and in their assigned seats. Stay in the press box (or assign a person responsible) to ensure seats are filled per the seating chart and priority scale.**
7. Before the game, meet with key game personnel to review media procedures to ensure that everyone has the same information (stadium media entrance, sideline procedures, press box regulations, post-game interviews, working after the game, etc.).
8. Meet before game time with key personnel from each school to review media procedures.
9. Distribute programs and statistics to media representatives before, during and after the game.
10. Collect broadcast rights fees. Mail to OHSAA, L-4256, Columbus, OH 43260-4256.
11. Troubleshoot during the contest to ensure the media is being accommodated.
12. Ensure that post-game interviews are permitted.
13. Contact Keaton Jones (kjones@ohsaa.org) and Charles Anderson at the OHSAA (canderson@ohsaa.org) and the Associated Press with the final score (be sure to include division and region number): Call 1-800-300-8340 or e-mail apscores@ap.org or text to 801-252-6046
14. Plan to stay 60 minutes after the game ends to accommodate working media.

II. Accommodations

A. General Policies

1. It is recommended to issue a printed credential so that the media can be easily identified by game personnel and security and allowed proper access to areas such as the press box, the field (after the game), the media work area, etc. **For a credential template sheet (three per page), email Tim Stried at tstried@ohsaa.org.**
2. Gate and press box personnel should plan to open at the same time (about two hours before the game) and **have a copy of the approved media list.**
3. Using the OHSAA's press box seating priority scale, seating in the press box is for game management personnel and working members of the media. If there is not enough space, arrangements should be made to have a special section of the bleachers blocked off for overflow media.
4. The press box (and the special media section in the bleachers, if needed) should include tables for the media to write on and electrical outlets. All attempts should be made to provide a weather-protected facility for all media outlets, especially for radio and television stations that are broadcasting.
5. It is recommended that all seats be pre-assigned and assignment tags be placed at each seat.
6. At regional championship games, two seats in the press box may be reserved for OHSAA personnel who are presenting the trophies to the teams. Others, including those that travel with the presenters, District Athletic Board members, league commissioners or other non-media members who have requested press box seats, should NOT be accommodated in the press box for any game unless there is extra space.

B. Pre-Game Accommodations

1. Be at the site early enough (at least two hours) to allow radio and TV stations adequate time for set-up. Arrangements should be made for adequate seating and television camera locations. Space should also be reserved for one camera from each school.
2. Meet with television personnel at the site sometime during the week to review arrangements, assign working positions and conduct a general site survey.

C. Post-Game Interviews

1. Most media members prefer to catch coaches or players on the field or outside the locker rooms rather than wait for an official press conference. Game managers should review this procedure with coaches prior to the contest and communicate these procedures to the media at the event. The media coordinator should help coordinate post-game interviews, if needed.
2. Consideration must be made for equal access for all media members at post-game interviews, regardless of gender and regardless of whether it is the print media or the broadcast media.

D. Post-Game Accommodations

1. Media can spend up to **60 minutes** after the conclusion of postgame interviews to work in the press box. An adequate alternate site should be made available for media use if the press box is not available. Please inform media members when they are approved for credentials and when they arrive for the event what alternate post-game work arrangements have been made. Also, please make sure all tournament staff members and school staffers, including security and custodians, understand these post-game arrangements so there are no surprises after a game.
2. Arrangements must be made for the press box to be secure when reporters are conducting interviews after the game since their computers and/or cameras are often left behind.

E. Telephone Lines, Internet Lines and Wireless Internet Access

1. Wireless internet access in the press box is preferred. If wireless access is not available, please arrange for media to work somewhere else at the site that has wireless access. Please inform media members when they are approved for credentials and when they arrive for the event what wireless access or post-game arrangements have been made.
2. If you must install telephone lines for broadcasters, tournament managers are permitted to charge a nominal fee to help with costs or have the broadcast station pay for the installation directly to the telephone company (usually about \$50).
3. Photographers and TV videographers may also be in need of internet access so that photos and/or video can be sent to their media outlet.
4. Tournament managers should clearly explain special dial-out procedures and wireless connection details at the site.

III. Media Credentials

A. Applications Procedures/Information

1. The game manager's name and the media coordinator's name will be posted on the OHSAA web site as the contact person for credentials.
2. Tournament managers and/or media coordinators can deny requests that are not from legitimate working media. Please contact Tim Stried (tstried@ohsaa.org, 614-267-2502, ext. 124) with questions.
3. When media are approved for credentials by the media coordinator, policies and guidelines should be explained, such as parking, credential pick-up location, press box availability, etc.
4. Should there be questions about legitimacy, game managers and media coordinators should contact the editor, sports editor or managing editor of the media outlet. If needed, tournament managers or media coordinators can also contact the schools' athletic administrators to ask about certain credential requests. Please contact Tim Stried at the OHSAA for further assistance.
5. When media members arrive at the event and there are concerns about their legitimacy, media members can be asked to present employee identification or a letter from their supervisor.

IV. Programs

A. First Round and Regional Quarterfinals

1. Regular-season programs are permitted to be sold at the same cost as long as the visiting team's roster is copied and inserted into the program. The OHSAA does not provide programs or program covers for the first two rounds.
2. Programs are to be sold for either \$2.00 or at whatever price they were sold during the regular season. Sales revenue stays with the host school.
3. Do not go to a significant expense to have a new program printed. (You cannot bill the OHSAA for first-round program production costs or expenses.)
4. Every team that qualifies for the football playoffs has been asked to send program information forms **to the OHSAA office and to Royal Publishing**. A high-resolution team photo (and photo caption) is also required.

B. Regional Semifinals and Regional Finals

1. Royal Publishing will print programs and will ship to each site. The programs include rosters.
2. Programs are to be sold for \$3. The OHSAA Comptroller will explain how sales are recorded.
3. Provide each team with up to 40 programs for players and coaches. Also give programs to media and press box personnel.

C. State Semifinals

1. The OHSAA will provide new programs to each state semifinal site. They are to be sold for \$4. The OHSAA Comptroller will explain how sales are to be recorded on your financial sheets.
2. Provide each team with programs for players and coaches. Give programs to media and VIPs.