



2025
Gymnastics Tournament
Manager Manual

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MESSAGE FROM OHSAA STAFF

On behalf of the Ohio High School Athletic Association, thank you for your willingness to serve as a manager for the OHSAA Gymnastics Tournament! Host managers play an integral role in the success of the event and have a direct impact on the student-athlete, coach, and fan experience. The leadership, attention to detail, hospitality, and service our managers provide are greatly appreciated!

The purpose of this manual is to provide direction and guidance for host managers as they plan and conduct events. Each manager is encouraged to become familiar with this manual and OHSAA Tournament Regulations which are included in this manual. These documents provide information about general policies governing all aspects of OHSAA Tournament competition. Although these materials attempt to cover all phases of post-season competition, some questions may arise before, during or after the event. I am happy to assist you, so please feel free to contact me with any questions or concerns.

Thank you again for your service and willingness to host these events.

Sincerely,

Kelly Schoenly

Kelly Schoenly
Ohio High School Athletic Association
Sport Administrator, Gymnastics
kschoenly@ohsaa.org

OHSAA MISSION STATEMENT

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

IMPORTANT DATES

2025 OHSAA Girls Gymnastics Calendar

Sectional/District Tournaments	February 10-22 2025
State Tournament – Hilliard Bradley High School – Hilliard	March 1-3 2025

CONTACT INFORMATION

OHSAA State Contacts

Name	Title	Responsibilities	E-Mail
Kelly Schoenly	Sport Administrator	Oversees the sport & coordinates the tournaments	kschoenly@ohsaa.org
Carol Eskay	Site Manager	Coordinates the State Tournament at Hilliard Bradley	ceskay@icloud.com
Lori Powers-Basinger	Director of Development - Officiating	Responsible for education of gymnastics officials and serves as rules interpreter	loripb7957@gmail.com

OHSAA District Meet Coordinators

District	Name	Email
Central	Michelle Fox	mfox0912@gmail.com
Central	Nikki Gates	nbgates12@gmail.com
Northeast	Don Schutz	don.schutz@westg.org
Northwest	Keith Mora	kmora@nwdab.org
Southwest	Jill Meiring	jillmeiring@lakotaonline.org

TOURNAMENT MANAGER INSTRUCTIONS

GENERAL TOURNAMENT INFORMATION

The OHSAA Gymnastics webpage provides access to all required forms, procedures and other tournament information. Please access the information [HERE](#).

OHSAA tournament participation. Schools are required to indicate participation in the OHSAA Tournament no later than **Monday January 20, 2025**. Participation shall be reflected in the school myOHSAA account. Any school that is added to the sectional tournament after this date shall be required to pay a fine. Please reach out to [Alexis Holderman](#) in the event a school asks about being added to the tournament after the deadline.

Sectional and district tournament information. District Athletic Board's in conjunction with the tournament managers are responsible for updating their respective DAB website with the list of qualifiers, sites, schedule of events and other relevant tournament information including but not limited to ticket prices, parking, venue entrance, etc.

- [Central District](#)
- [East District](#)
- [Northeast District](#)
- [Northwest District](#)
- [Southeast District](#)
- [Southwest District](#)

Emergency contact forms. These forms may be accessed through myOHSAA and contain the names of the coaches who have been authorized to accompany student-athletes during the tournament and possess the appropriate credentials to coach in Ohio. Coaches who are not listed on these forms shall be denied floor access during all levels of the OHSAA Tournament. Directions for accessing this information and directions for athletics directors to confirm their contacts are included in this manual.

Official requirements and communication. Referees and judges must hold a current OHSAA Class 1 Girls Gymnastics Rating (Level 9 or higher JCI, 2022-2026). The official OHSAA uniform must be worn in all OHSAA sponsored gymnastics tournaments. Scorers and Timers should be trained, experienced adults (non-high school students) in all tournaments. If parking space is available, the Tournament Manager should reserve space for the officials. They should be notified of the reserved area and a parking permit provided. It is recommended that experienced school personnel be used and that they

serve throughout the tournament. Be sure they are provided with signals that can be heard. A public address system should be available at all tournament sites.

Event management. Appropriate security must be provided to insure adequate, normal protection before, during and after the tournaments. A physician or licensed athletic trainer shall be available during the tournaments.

Qualifiers. Sectional managers are responsible for providing the list of qualifiers to the district manager. District managers must submit final qualifying forms to Carol Eskay and Kelly Schoenly immediately following the district tournament. Qualifier numbers and forms may be accessed [HERE](#).

Participation forms. Sectional and district managers must submit a student-athlete participation form within 24 hours after the event. No other forms shall be accepted (i.e. Proscore, etc.). As a reminder, the OHSAA classifies a “team” as having three (3) participants in each event. **The data must include the school’s name and represent those student-athletes who have competed, not just entered.** Participation forms that can be found [HERE](#).

Financial reports. Please contact your DAB treasurer regarding financial reports. The list of contact can be found in the next section of this manual.

State finalist qualifier information. Please direct all questions regarding the state finals to OHSAA Sport Administrator, Kelly Schoenly. Managers may include the link to the Tournament Coverage page in any informational items sent to coaches referencing the state tournament, however this is not required. State qualifiers and tournament information can be found [HERE](#).

TICKETING AND AWARDS INFORMATION

Managers conducting tournaments at all levels (sectional, district, regional, state) must follow appropriate ticket management procedures. Questions can be directed to Claudia Markoff at cmarkoff@ohsaa.org or by calling 614-549-6974.

- a. All OHSAA Tournament tickets will be available for purchase online. Events at non-high schools can use a QR code at the gate which will direct spectators to purchase an online ticket. Events held at high school venues will be required to sell tickets for cash as an option at the gate.

- b. Every person who enters the venue must have a scannable electronic ticket or digital pass distributed by the OHSAA.
- c. All questions regarding tickets can be referred to Claudia Markoff.

TICKETING INFORMATION FOR FANS

Spectators may visit www.ohsaa.org/tickets to purchase tickets.

HTT will provide customer support to those purchasing tickets.

By phone: 1-866-488-4849, By email: fansupport@hometownticketing.com

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Sectional Tournaments	\$5.00	\$8.00
District Tournaments	\$5.00	\$8.00
State Tournament	\$10.00	\$15.00

**Note: 5 and under are free.*

AWARDS

Any Tournament with ties for awards may contact Travis at Croton Craft (crotoncraft@gmail.com). Please provide Travis the event, district and mailing address to ship the awards.

MEDIA

Media shall receive admission and a copy of rosters/programs/heat sheets upon showing their media credential at the entrance. Each manager is responsible for managing media as directed by the district athletic board. If you have any questions regarding specific media credibility, please contact Tim Stried (tstried@ohsaa.org).

MERCHANDISE

The official OHSAA merchandise provider, EA Graphics, will be coordinating with managers the sale of merchandise at each level of the tournament as deemed appropriate. If you have questions regarding the consignment information that will be distributed closer to the event, please reach out to Alexa Holland (alexa.holland@teallpropertiesgroup.com).

POST-TOURNAMENT FINANCIAL INFORMATION

Sectional and district managers are responsible for working with their district treasurer regarding the appropriate financial documentation required post-event. Below is a list of contacts including OHSAA staff for your reference.

OHSAA ACCOUNTING STAFF

Laura Vermilya (CFO)

O: (614) 549-6953

E: lvermilya@ohsaa.org

Greg Bossick (Staff Accountant)

O: (614) 549-6980

E: gbossick@ohsaa.org

DISTRICT ATHLETIC BOARD TREASURERS

Central District

Jim Hayes

C: (740) 207-1059

E: jhayes@ohsaa.org

East District

Richard Hall

C: (740) 541-5583

E: rhall@ohsaa.org

Southeast District

Rick Edwards

B: (740) 667-6079

C: (740) 591-9427

E: redwards@ohsaa.org

Northeast District

Mark McGuire

B: (440) 349-6247

E: mmcguire@ohsaa.org

Northwest District

Bill Hanna

H: (419) 523-0047

E: bhanna@ohsaa.org

Southwest District

Joe Roberts

C: (419) 566-1255

E: swdab-treas@ohsaa.org

ACCESS TO EMERGENCY CONTACT FORMS: COACHING CREDENTIALS

How to Access OHSAA School Emergency Contact Forms – Tournament Managers

The OHSAA emergency contact form will contain the name, cell phone and email address of the school principal, athletic director, head coach and any assistant coaches on file with the school's myOHSAA account. The names of all coaches paid and volunteer who have been Board-approved and who possess a current Pupil Activity Program Permit should be listed on this form. **Managers shall not issue credentials to be present on the floor or in any area where student-athletes are gathered to an individual who is not listed on this form.**

1. Login to your [myOHSAA account](#).
2. To access OHSAA tournaments, click the purple trophy icon labeled "Tourney Mgt." that appears near the top of your myOHSAA account.
3. Click the School Emergency Contacts link in the left column.
 - Use the search fields to access the school's information.
 - A list of schools matching your search will appear on screen.
 - Schools listed in red have not had their information verified by the athletic administrator. This may indicate wrong or incomplete information.
 - You can view a single school's form by clicking on the school name.
 - You can view contacts for all schools by clicking the "Excel Export" button and saving the excel file to your computer.
 - You will need to run the search and export the results for each gender.

If the contact forms have not been updated, please use the below information to communicate with athletics directors regarding updating the forms. These directions have been posted on the OHSAA website for your reference [HERE](#).

To Submit the Emergency Contact Form, please follow the below in instructions:

1. Login to myOHSAA and access the school page.
2. On the left side task bar, click Emergency Contact Form (2024-25), which is below tournament entry
3. Click the "View" button next to the Gymnastics.
4. Review the contact form and make any necessary updates. Please note that anything listed in staff management will automatically pull in.
5. Once everything is correct, review and authorize the information by check marking the box.
6. Click "Submit".

If you need assistance regarding your account or accessing this information, please contact the OHSAA Membership Services department, Alexis Holderman at aholderman@ohsaa.org.

ADDITIONAL TOURNAMENT INFORMATION

- I. Pre-Tournament Responsibilities
 - a) After receiving entry form from schools, send coaches:
 - 1) Map and directions
 - 2) Information about food that is available for purchase at tournament location
 - 3) Date and time of coaches meeting
 - 4) Schedule of warm-up rotation
 - 5) Dressing facilities available
 - 6) Exact equipment specifications
 - b) Distribute Tournament Information to Media – newspaper, radio, T.V., etc. Securing a publicity person is encouraged.
 - c) Familiarize yourself with the responsibilities of the scorer and timers in order to supervise their work.
 - d) Have extra equipment available in case of damage or malfunction. Check to make sure equipment is in good condition at all times.
 - e) Meet with District Athletic Board representatives
 - f) Secure workers
 - 1) Tournament Referee
 - 2) Two judges per events
 - 3) Two computer scorers and back up hand scorers
 - 4) Warm up and Event Times
 - i. Beam – Routine and Fall Timer
 - ii. Bars – Fall Timer
 - iii. Floor – Routine Timer
 - 5) Runners – One to two per event
 - 6) Admissions Personnel and Program Sellers
 - 7) Bar Setters
 - 8) Music Personnel
 - 9) Score and Start Value Flashers – One to Two per event
 - 10) Publicity Chair
 - 11) Hospitality Chair
 - 12) Registration Personnel
 - 13) Warm-up Supervisor and Staff
- II. Equipment
 - a) Four score flasher boards or overhead projectors
 - b) Chalk container with chalk
 - c) Metric tape measure and rope
 - d) Tools: hammer, pliers, Allen wrench, screwdriver, adjustable wrench
 - e) Extra bar rail
 - f) Inquiry Form

PUBLIC ADDRESS SCRIPTS

The following are public address scripts to be incorporated into the sectional and district tournaments. As a reminder, any sponsorship or other affiliation reads are not permitted.

Photography and Video

Please notify spectators of the OHSAA video and photography policy either by public address announcement or written documentation (in a program, on site, etc.) Below is a sample script.

"Attention ladies and gentlemen ...Any photographing or video recording by spectators at this OHSAA tournament event may not interfere with the view of the contest by others. Additionally, all photographs and videos taken must be for personal use ONLY. The use of photographs or video for either commercial or scouting purposes is strictly prohibited. Violators of these regulations are subject to penalties by the OHSAA and, depending upon usage, may be prosecuted to the fullest extent of the law. Thank you for your attention to this matter."

Sportsmanship

"Welcome to today's/tonight's event. In the spirit of sportsmanship, we ask that all fans act in a responsible and courteous manner. Abusive language or disorderly conduct is unacceptable and unwelcome. Let's afford the participants and your fellow fans the respect they deserve. Your cooperation is appreciated."



OHSAA DISTRICT TOURNAMENT AWARDS SCRIPT

INDIVIDUAL EVENT CEREMONY

Ladies and Gentlemen, we will now begin the 2025 OHSAA District Gymnastics awards ceremony. Please direct your attention to the awards stand and join me in congratulating all the participants on an exciting meet.

First, we will present the award winners for _____(event)

In 6th place with a (score) of _____, from _____(school)_____, _____(name)_____.

In 5th place with a (score) of _____, from _____(school)_____, _____(name)_____.

In 4th place with a (score) of _____, from _____(school)_____, _____(name)_____.

In 3rd place with a (score) of _____, from _____(school)_____, _____(name)_____.

In 2nd place with a (score) of _____, from _____(school)_____, _____(name)_____.

And your 2025 District champion with a (score) of _____, from _____(school)_____, _____(name)_____.

(only after final award)

On behalf of the staff at _____(host school/venue) and the Ohio High School Athletic Association, thank you for attending today's/tonight's event and please drive safely as you make your way home.



OHSAA TEAM AWARDS SCRIPT

Ladies and Gentlemen, we will now begin the 2025 OHSAA District Gymnastics awards ceremony. Please direct your attention to the awards stand and join me in congratulating all the participants on an exciting meet.

It is now my pleasure to present to you the 2025 OHSAA District Gymnastics Team awards.

First, in ___ place, _____, in ___ place _____ etc. through 3rd place -

An now, the District Runner- Up team, with a score of _____, the _____ High School _____ (mascot).

Presenting the awards this afternoon/evening will be (title, name) _____.

Congratulations on an outstanding season!

And now, we will recognize the 2025 OHSAA District Gymnastics Championship team, with a score of _____, the _____ High School _____ (mascot).

Presenting the awards this afternoon/evening will be (title/name) _____.

Congratulations on an outstanding season!

On behalf of the staff at _____ (host school/venue) and the Ohio High School Athletic Association, thank you for attending today's/tonight's event and please drive safely as you make your way home.

APPARATUS SPECIFICATIONS

The following applies to all events: Up to 9" of any combination of supplemental matting in addition to maximum allowable competition landing surface of 24 cm. One manufactured skill cushion or sting mat may also be used in addition to the maximum allowable landing mats. If the skill cushion is 8" in thickness, it must be a minimum of 5' x10'; however, it is recommended that the skill cushion be as close as possible to the dimensions of the competition landing mat.

Abutted mats: When two mats are abutted, they should be secured at the joining with ties or tape to prevent an open space between the mats.

A sting mat may also be used by itself or in addition to the skill cushion. Whenever a 4" supplemental mat is used, it must be 7' X 10'.

In addition to what is currently allowed for Optional competitions for mounting the apparatus (as found in the *Rules and Policies*), the gymnast is allowed to stand on an 8" skill cushion for uneven bars or balance beam mounts. For mounting purposes, a mount mat (not a sprinboard) may be place on the 8 inch skill cushion.

VAULT

The vault table is required. For round off entry vaults, a manufactured safety zone mat is required for training and competition. A safety zone mat must be placed snugly around the board so there is no space between the board and the mat. The safety zone mat may be used for other vaults in any position.

Vault Table Height = 135 cm maximum

Measurement is from the front of the table

Runway: Length = 76' minimum, 82' maximum; Thickness = a minimum of 1 3/8" (+/- 1/8") is required for the vault runway.

Matting for Landing Area: A minimum of 6' wide x 12' long x 4-4 3/4"(12 cm) thickness is required over the base mat. An 8' x18'

mat is recommended. An additional 4" or 4 3/4" landing mat may be used.

Any combination of matting systems is permitted provided that the total thickness does not exceed 10" \pm 3/4" (24 \pm 3 cm) and all landing mats are uniform in width and length.

VAULT EQUIPMENT:

1. The regulation landing mats (plus allowable skill cushions) may be placed on top of a solid foam pit landing area for vault.

2. All manufactured models of the vault table are allowed for OHSAA competition, provided that they are capable of being adjusted to the various specifications allowed for OHSAA athletes. A mat is required to be placed in front of the support of the vault table. A mat which is no higher than the low edge of the front of the board may be used
3. A hand placement mat may be used on the runway but not on the vault board.
4. No tape or chalk is permitted on the vault table or the runway.
5. Manufactured hand placement mats, Velcro side down, shall be required for both warm-ups and competition for round-off entry vaults only. The hand placement mats shall not be used on any other vaults.
6. It is permissible to place athletic tape or velcro strips along the width of the vault runway. The markings should be removed no later than at the end of rotation. None of these markings listed shall be wider than 2". The judge must issue a warning before taking a deduction if that 2" measurement is exceeded. No chalk is permitted on the runway.

UNEVEN BARS

Low bar = 166 ± 1 cm High bar = 246 ± 1 cm

Bars must close to a minimum of 130 cm and extend to a maximum spread of 180 cm.

In accordance with USA Gymnastics guidelines, based on the best interest of the gymnast's safety, it is permissible to adjust the high bar and/or low bar to a height which exceeds (or is lower than) the F.I.G. specifications provided that after such adjustment, the bars remain within the allowances identified by the manufacturer of the apparatus. In addition, the distance (spread) between the bars may be set to the preference of the athlete, provided after such adjustment, the bars remain within the allowances identified by the manufacturer of the apparatus.

Tournament: Uneven Bars will extend to 180 cm.

Measure: Height of bars from the top of the rail to the floor.

Width between the inside of the rails by vertical (plumb) line.

Mount and Dismount Areas: 18' minimum forward and rearward of the center of the bars is recommended.

Matting: 24' long x 6' wide x 4-4 3/4" thick. 8' width is recommended.

A minimum of 12' from the center of the bars to the front and 12' to the rear. Matting may be adjusted up to 4' forward or backward for dismounts.

Any combination of skill cushions (maximum of 9" using sting mats, 4" throw and/or 8" skill cushions) may be placed on top of the allowable competition landing mats in two separate areas (under the bars and/or at the dismount area). If an 8" skill cushion is used, it must be a minimum of 5' X 10'.

Only chalk and water are permitted on the bars or the gymnasts' hands and feet.

BALANCE BEAM

Height = 120 cm (47" \pm ¼") or 125 cm

Measure at both ends from the top of the beam to the floor.

Mount and Dismount Areas: 18' from each end of the beam is recommended.

Matting: Under the beam, a minimum of 6' wide x 4-4 3/4" thick.

Landing area, a minimum of 6' wide x 12' long x 4-4 3/4" thick.

Note: If a landing mat is not provided at both ends of the beam, the area designated as "not a landing area" must be matted a minimum of 6' wide x 3' long x 4-4 3/4" thick. Schools should be informed one week before the meet when only one end dismount area is available. An additional 4 ¾" or 4" landing mat may be used.

Any combination of skill cushions (maximum of 9" using sting mats, 4" throw and/or 8" skill cushions) may be placed on top of the allowable competition landing mats in two separate areas (under the beam and/or at the dismount area). If an 8" skill cushion is used, it must be a minimum of 5' X 10'. It is strongly recommended that padding for the beam uprights and bases be used.

FLOOR EXERCISE

12 m x 12 m (39' 4 7/16" x 39' 4 7/16")

Measure from the outside of the parallel boundary lines.

Matting: 1 1/4" + 1/4" thick ethafoam or similar cushion material spring floor mat. Any other must be approved in advance by all teams competing.

Two additional mats (skill cushions – each a maximum thickness of 8 inches/20 cm) can be placed separately on the floor exercise area. Mats must be clearly marked to indicate actual boundary lines. Failure to mark mats will result in a -.10 neutral deduction taken from average.

- If the skill cushion is 8" in thickness, it must be a minimum of 5' by 10'.
- A "sting" mat may also be placed on top of each of the up to 8" skill cushions.
- It is recommended that matting (panel mats) be placed around the outside corners of the floor exercise mat especially when on a concrete/wood floor.

Note: The additional matting does not have to be removed during the exercise. A coach is permitted to go onto the floor to place or remove a mat with no deduction.

All abutted mats should fit together without separation or be taped.

SPRINGBOARD:

Height = 22 cm ± 1.5 cm

Measure from the top of wood at the highest point to the floor.

1. The gymnast may use a springboard to mount.
2. MOUNTING RULES FOR BARS AND BEAM:
3. Standing mounts: The gymnast may stand (with or without a board) on one or two competition landing mats and may also stand on an "up to 8-inch skill cushion" (sting or throw mat" that is placed on the competition landing mat(s) for dismount purposes.
4. Mounts using a spring board: The board may be placed on one competition landing mat(s) (one or two 10-12 cm mats or one 20 cm mat) or on the supplemental matting of 5-10 cm. (sting mat or 4" throw type skill cushion)
5. The board must be removed as soon as possible after the gymnast has mounted. If not removed, a deduction of 0.30 is taken from the average score by the Chief Judge.
6. Mounts that are preceded by one element prior to take off from the board will be allowed. If more than one element is performed before take-off from the board, a 0.20 deduction is taken by each judge. However, only the movement done after the feet leave the board will be evaluated.
7. A gymnast may use a spring board, training board, or panel mat for mounting. Gymnasts may NOT place a springboard on an 8-inch skill cushion for mounting purposes.

NON-REGULATION AND FAULTY EQUIPMENT:

1. The Meet or Tournament Director/Manager shall check all apparatus for safety and equipment regulations at all meets and OHSAA tournament competition.
2. When equipment breaks during warmups or competition and cannot be replaced or repaired, the same procedures should be followed as for non-regulation equipment.
3. When equipment is faulty, or other problems arise, the Meet Referee/Chief Judge of the event will decide to allow or disallow the gymnast to repeat her exercise. If the gymnast repeats the exercise, it will be from the point of interruption.

WARNING:

Risk of injury to an athlete can be minimized, but this risk cannot be eliminated. Apparatus should be inspected for flaws that might lead to apparatus failure. Gymnasts should be in good health and trained to perform the skills included in each exercise.

When the coach or supervisor is not in the room, the gymnasts or any other students or individuals should not use apparatus and/or equipment.

A bonded manufacturer of gymnastics apparatus or mats should manufacture apparatus. No apparatus should be altered except with a part, or parts, specifically designed for the purpose and manufactured by a bonded company.

UNIFORMS

The OHSAA shall follow the USA Gymnastics Developmental Program rules for competition regarding competitors' uniforms. Therefore, a gymnast shall present herself in the proper attire for both warm-ups and competition (no bare midriffs, backless leotards, or T-shirts, boxer shorts). Leotard and/or warmups shall be worn for opening, closing and award ceremonies. Leg opening on competitive leotards must NOT be cut or rolled above the gymnast's hip bone. A deduction of .2 for inappropriate attire will be applied after a warning.

For competition, the gymnast may wear a sleeveless leotard and may be barefooted or wear gymnastics footwear. Clarification: If underwear is visible due to the cut of the leotard, warn the coach of the athlete. If they do not correct it, take a deduction on the subsequent event. Underwear should not be intentionally visible throughout the entire routine. However, if briefs or bra straps show due to activity, do not take the deduction. Judges need to use common sense. Sports bras, if visible, must be the same color as the predominant color of the upper portion of the leotard which surrounds the sports bra. It is recommended that teams wear the same sports bra. Additional uniform rules that are acceptable for OHSAA competition:

- Unitards with long legs to ankle, with or without sleeves.
- Capris or ankle-length tights worn under or over the leotard (black, color that match the leotard, or the athlete's skin tone).
- Solid black shorts (small manufacturer's branding allowed) with no embellishments. (Must be worn over a leotard and length MUST be above knee or shorter).
- Head covering (if attached to leotard or unitard and fits snugly over their head). This covering should not impose a safety hazard.

NOTE: Leotards may have the school name or the school's mascot on them, but they may not display any other marking except as is permitted within the OHSAA uniform regulations contained within this publication.

For a competitor who presents with improper attire during touch warm-ups and/or competition, a 0.20 deduction shall be taken from the gymnast's first event score when it is noticed by the officials, following a warning. This deduction shall be taken by the meet referee or chief judge in the event there is no referee.

Please note: proper competition uniform consists of a leotard only with the allowable shorts/leggings. For the pre-meet or tournament parade or march, student-athletes must be attired in warm-up clothing or school-issued uniforms. If there is no regular team uniform, the gymnasts may march wearing identical tee shirts with school logos and shorts or warm-up pants.

Note: During general warm-ups, student-athletes are not permitted to wear improper attire such as boxer shorts, tee shirts, etc. The reason for this prohibition is for the safety of the gymnast, and the OHSAA strongly discourages any deviation from this recommendation. There is, however, no penalty for failure to comply.

It is unacceptable and shall be considered unsporting conduct (subject to ejection) if a student-athlete removes her leotard in any area within the view of the public. This includes but is not restricted to the competition and warm-up areas. All facilities make locker rooms available to student-student-athletes, and it is in this environment that the gymnast shall make any changes of uniform. PENALTY: Ejection from the contest for unsporting conduct. This requires that the gymnast be ineligible for the next two gymnastics contests.

JEWELRY

Jewelry is not permitted during competition and warm-ups AND MUST BE REMOVED. No warning shall be issued. The deduction is .20 on the first event that it is noticed by the officials and a .30 unsporting conduct penalty for any subsequent event. Note: In all other OHSAA adopted national playing rules, jewelry is not permitted. The ultimate responsibility for compliance with this rule rests with the coach as well as the student athlete. **NOTE:** The covering of jewelry is not acceptable. Officials are requested to ensure that jewelry that is covered be removed immediately.

WARM UP PROCEDURES

In a Capitol Cup Format, once warm-ups are completed in the auxiliary gym, the gymnasts will move to the competition gym. Touch warm-ups will proceed as follows:

Vault – Each team will take a touch. A maximum of three vaults per gymnast is permitted. It is recommended that non-salto vaults perform only two vaults in the touch warmup if they have been given a warm up prior on a different set of equipment. Immediately after the team has touched, it will compete. The next team in the rotation will then take its touch and compete immediately thereafter. Individual competitors should block their time with the team that is either before or after them in the rotation.

Bars – Each team and individual shall take a touch (30 seconds per gymnast not including the time to reset the bars). Teams may block their time together. If a team has fewer than six gymnasts, calculate accordingly. Immediately after the team has touched, it will compete. The next team in the rotation will then take its touch and compete immediately thereafter.

Beam – The first three competitors in order shall individually take a 30 second touch. Then the first competitor competes. When the first competitor finishes, the fourth competitor takes her 30-second

touch after time is given to adjust matting and/or the board. The second gymnast then competes after which the fifth athlete in the competition order shall touch. This continues through the entire rotation.

Floor – The first half and second half touch procedure will apply as much as possible. Due to individuals and teams being in the same rotation, some teams may have to split for the first half and second half touch warm-up. Immediately after the first group has touched, it will compete. Individuals should block their time with the team either before or after them in the rotation.

Coaches should be advised to have their gymnasts stay in the waiting area prior to and after they compete.

The Tournament Manager shall supply to each judges' table (Chief Judge) and to all coaches the list of all competitors on each event in competition order (rotation sheet). This is extremely important so that the Chief Judge is aware of the number of competitors and their order in the competition. All coaches have the right to this information in advance as well.

EMERGENCY PROCEDURES

Event & Site Security

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

1. **Review Changes** – during pre-planning, review any changes to be made from previous events.
2. **Head of Security** – prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours of work, and responsibilities should be prepared.
3. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area. Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable. Discuss crowd management and foot traffic flow.
4. **Written Emergency Plan** – review the facility plan for emergency situations and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be

followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.

5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
 - Obtain the Cell Phone numbers of all coaches competing at your tournament.
 - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament.
 - Obtain the Cell Phone numbers of the District Athletic Board Secretary at the Sectional/District level.
 - Obtain the Cell Phone number of the District Board member(s) overseeing your tournament at the sectional/district level; OHSAA Staff if a Regional or State Tournament.
 - Obtain contact information for major media outlets for helping convey messages of cancellations.

6. **Public Relations** – In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Sport Administrator.

7. **Contingency Plan** – Have all plans in place in the event a meet cannot be held. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.

8. **Entry/Exit Plan** – Crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.

9. **Parking & Traffic Flow** – Many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making changes and directing traffic. This may require involvement from your local law enforcement agency.

10. **Crowd Expectations** – Communicate with competing administrators and coaches to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site.

11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

CONTEST AND EVENT MANAGEMENT GUIDELINES

OHSAA Tournament Medical Coverage Checklist

The purpose of this document is to address what procedures should be followed in order to provide a safe environment for all who are involved in OHSAA tournaments. The document can also be adapted for any regular season competition.

- A contract for medical services has been established which includes the expectations of the staff and who is responsible for supplying needed equipment and materials. _____ initials
- The following equipment is available: medical supplies, examination table, ice bath (outdoor), Wet bulb temperature meter, communication devices, AED, Lightning detector/radar, ice source, bloodborne pathogens disposal area, medical tent/exam area. _____ initials
- Athletic Emergency Action Plans have been developed and available to all involved. **Anyone Can Save a Life is the OHSAA recommended plan.** (Should be obtained from the venue when reserving and refined by the AT, EMS, Physician, Site Manager) _____ initials
- Local EMS provider notified of event (Letter from Anyone can save a life) _____ initials
- All involved have been made aware of inclement weather policies and that adjustments may be made to address weather issues including heat and lightning, etc., and emergency weather safe areas established and identified. _____ initials
- Access and egress of emergency vehicles reviewed. (Gates, locks, EAP worksheet) _____ initials
- On site communication methods among Site Manager and Medical Staff should be established (cell phone or portable radios). _____ initials
- Medical timeout takes place between each new session. _____ initials
- Location of first aid area, shaded area, ice, AED, medical supplies, and transport hospital has been shared with teams. _____ initials
- Documentation of significant injuries or illnesses. _____ initials
- Conduct After Action review of what went well or needs for improvement. _____ initials

EMERGENCY ACTION PLAN

Location of Closest Working Telephone: _____ IF locked, keys to Telephone are located: _____

Is 911 Service Available? YES NO Alternate Emergency Response Number:

Exact Address of Tournament Site: _____

Entry location for Emergency Vehicle: _____

Normal Response Time for Emergency Vehicle is: _____

Designated Health Care Provider for this tournament is: _____

Contact Number: _____

Closest Health Care Facility: _____ Travel Time _____

Closest Trauma Facility: _____ Travel Time _____

Name of Designated Person	Role
	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
	Telephones 911 or other pre-determined emergency number, maintains procedures for calling 911.
	Supervises team and/or other athletes
	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys to critical entry points
	Calls Parents/Guardians/School Personnel if necessary
	Accompanies injured person(s) to hospital
	Telephones security

The following documents should be reviewed and included with this checkoff list on completion (EAPS, etc.)

- [OHSAA Concussion regulations.](#)
- [OHSAA Heat Acclimatization and Exertional Heat Illness Prevention.](#)
- [OHSAA Lightning and Inclement Weather policy.](#)
- [Emergency Action Plan Worksheet - Student Response Team \(Anyone Can Save A Life\).](#)
- [Emergency Action Plan Worksheet - Event Staff \(Anyone Can Save A Life\).](#)
- [Coordinate with Local Emergency Medical Systems \(EMS\) Sample Letter \(Anyone Can Save A Life\).](#)
- [The Intra-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practices Recommendations.](#)
- [School Safety/Emergency Operations Plan \(Ohio Attorney General School Safety Task Force – June 2013\)](#)

CONCUSSION MANAGEMENT

The OHSAA has made a concerted effort to provide educational resources to member schools on this vital topic of concussion management. The following are resources that are currently available:

1. [Suggested Guidelines for Concussion Management in Sport](#)
2. [OHSAA Concussion Form](#)
3. [Student-athlete Fact Sheets](#)
4. [Coaches Guide for Concussions](#)

The OHSAA has adopted the following sports regulation:

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

- 1) The individual who is serving as the student's coach during that practice or competition.
 - 2) An individual who is serving as a contest official or referee during that practice or competition.
- RETURN TO PLAY PROTOCOL If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, ON THE SAME DAY THE STUDENT IS REMOVED, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible.

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed

from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional. **UNDER NO CIRCUMSTANCES WILL THE INDIVIDUAL BE PERMITTED TO RETURN ON THE SAME DAY AS HAVING BEEN REMOVED.**

In Ohio, an “appropriate health care professional” shall be a **physician**, as authorized under ORC Chapter 4731 and includes both Doctors of Medicine (M.D.) and Doctors of Osteopathy (D.O.) and an **athletic trainer**, licensed under ORC Chapter 4755.

COMMUNICABLE DISEASE PRODECURES

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

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

- 9 Follow acceptable guidelines in the immediate control of bleeding and when handling dressings, mouthguards and other articles containing body fluids.

You are encouraged to log on to the OHSAA's website at www.ohsaa.org and refer to the Sports' Medicine dropdown menu for additional information.

SERVICE DOGS

OHSAA Position on Service Dogs Reaffirmed May 2022

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

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

The service dog must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal. When it is not obvious what service the dog provides, only limited inquiries are allowed. Staff members may ask two questions: 1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform? Staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog to demonstrate its ability to perform the work or task.

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