

2022 Lacrosse Tournament

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
Telephone – 614-267-2502 Fax – 614-267-1677
www.ohsaa.org



Manager's Manual



A Message from OHSAA

Senior Manager of Officiating & Sport Administration, Tyler Brooks

Thank you once again for your willingness to serve as a manager for the OHSAA Lacrosse Tournaments! This is the traditional 'Managers' Manual' provided to all managers of Regional tournaments that reflects the consistent procedures for all tournament across the state. This manual reflects items adopted by the OHSAA's Board of Directors to provide a consistent and fairly administered tournament across the state.

The manual is designed to help you in the operation of the tournament and is divided into basic parts of:

1. Introduction Information
2. Overall Tournament Organization Information
3. General Information
4. Regional Specific Information
5. COVID-19 Modifications and Requirements
6. Media Information
7. Financial Reporting Information
8. Medical Information
9. Required and other Useful Forms

Mailings will be sent to all managers prior to hosting a tournament game. If you have not received something you should have please contact me at tbrooks@ohsaa.org.

Please do not hesitate to contact us via email (the best way) at tbrooks@ohsaa.org. Thanks for your efforts and making this year's tournament a reality!

Sincerely,



Tyler Brooks
Senior Manager of Officiating & Sport Administration



Regional Manager Mailings

Regional Qualifying – Regional Quarterfinals – Regional Semifinals

- None

Regional Finals

- Scorebook
- Game Balls – 18 new game balls will be provided
- Regional Championship & Runner-Up Trophies
- State Qualifiers Packet – to be given to winning team
- Tickets – No physical tickets. Electronic ticketing only.

State Semifinals

- Scorebook
- Game Balls – 18 new game balls will be provided
- Tickets – No physical tickets. Electronic ticketing only

OHSAA Lacrosse Tournament Regulations

Complete OHSAA Lacrosse Tournament Regulations are available on the web:

Boys - <https://ohsaaweb.blob.core.windows.net/files/Sports/Lacrosse-Boys/2022/2022BLXTournamentRegulations-Version2-TolCentCathremoved.pdf>

Girls - <https://ohsaaweb.blob.core.windows.net/files/Sports/Lacrosse-Girls/2022/2022GLXTournamentRegulations-Version4-MiamiValleySchoolandHolyNamerremoved.pdf>

I encourage you to reference these in any communication with school coaches and athletic administrators leading up to your tournament. All procedures and OHSAA Board adopted policies are located within these regulations.

Game Times

Dates of games have been pre-determined by the OHSAA office. Times of the game are set forth in the tournament regulations section VII – B.

Game Date/Time Adjustments Reminder

Board adopted Tournament Regulations permit the Executive Director's Office to change/adjust game times when necessary. Those necessities generally surround school graduations. Though it may not be what the other team(s) agree with, every effort will be made to accommodate a school's graduation. This is not always 100% possible, but it should be noted that game time adjustments may occur. Schools are requested to submit graduation dates/times upon winning the respective regional qualifying games. This will permit the OHSAA to monitor and make changes in a timely manner.

Game dates will not be adjusted to accommodate social events such as prom.

Unfortunately, weather issues can and do occur. All attempts will be made to reschedule games in succeeding days when weather forces cancellation for the day. As mentioned above, tournament managers should monitor weather and field conditions to eliminate travel for teams and officials whenever possible.

Number in Uniform / Sideline

The OHSAA tournament regulations the below number of players in uniform and coaches or others on the sidelines:

BOYS

- 36 players in uniform.
- 47 total individuals are permitted to be in the bench area and/or on the field during team warm-up for any contest. The 47 are to include all players, coaches, managers, statisticians, spotters, trainers and any other personnel designated by the head coach. Players serving a suspension for a red card ejection may be one of the 46 but may not be on the field at any time during warm-up. It is the responsibility of the coaches and tournament manager to ensure that the number of individuals does not exceed 47.

GIRLS

- 35 players in uniform.
- 46 total individuals are permitted to be in the bench area and/or on the field during team warm-up for any contest. The 46 are to include all players, coaches, managers, statisticians, spotters, trainers and any other personnel designated by the head coach. Players serving a suspension for a red card ejection may be one of the 46 but may not be on the field at any time during warm-up. It is the responsibility of the coaches and tournament manager to ensure that the number of individuals does not exceed 46.

Regional Documents

Team Documents

On Wednesday, May 25 at noon, all teams still participating in the tournament are required to turn in the following forms to Tyler Brooks:

- School Information Form
- Team Roster/Pass List
- Season Results
- Team Photo and ID Form
- Team Media Coverage Form

These forms can be found here:

Boys: <https://www.ohsaa.org/Sports-Tournaments/Lacrosse-Boys/Boys-Lacrosse-Tournament-Information>

Girls: <http://www.ohsaa.org/Sports-Tournaments/Lacrosse-Girls/Girls-Lacrosse-Tournament-Information>.

Game Officials

Officials have been selected by a pre-determined OHSAA Board of Director approved method and assigned directly from the OHSAA office. All tournament managers will be sent names and contact information for officials, this information is not intended to be shared with coaches or teams prior to the games.

Please contact your assigned game officials prior to the game date to share with them all pertinent site information.

Officials are paid by the OHSAA office directly, you do not need to pay them. Please let Tyler Brooks (tbrooks@ohsaa.org) or Charles Anderson (canderson@ohsaa.org) if an official does not arrive at your game by 8 AM the following day.

OHSAA Lacrosse Regional Tournament General Information

1. Eligible schools submitted their OHSAA Tournament Entry on myOHSAA.
2. Financial Reports are available online at <http://www.ohsaa.org/FINANCIAL/REPORTS>. Additional information is within this booklet titled "Financial Reporting Information" with specifics about completing your financial reports. **The flat fee for higher seed host sites is \$600.**
3. **Complimentary Passes** are addressed in a separate section in this booklet. Each staff member of the OHSAA and District Board members have been issued a Board of Director's Pass (WHITE) which is good for admission along with 1 guest. Others are for ONE admission only (as indicated later in this manual). **No other passes (league, senior citizen, etc.) are to be honored for admission.** Please notify your pass gate attendant of this policy. **Managers do NOT need to provide separate passes to participating school, they are ON THE PASS LIST.**
4. Officials have been assigned by the OHSAA under procedures adopted by the Board of Directors. Please notify your Officials in advance of the contest to remind them of their assignment time and location. Please give them the names of the other officials they will be working with that day/night allowing for travel together when possible. Please also provide them reserved parking (if there is space for that) and provide them directions to your site. Officials are permitted ONE guest.
NOTE: The assignment of Officials is confidential information and shall not be disclosed until game time.
REMINDER: Tournament managers will NOT pay the officials. The OHSAA office will pay the officials.
5. Provide adequate security personnel to ensure protection of officials, players and spectators. If uniformed police are necessary and/or required at your site, please conform to that need. Be especially diligent in security AFTER the game when officials are making their way to their vehicles.
6. Arrange for a Certified Athletic Trainer to be present at your site. Please also have ambulance service available on call for emergencies and maintain an adequate Crisis Management Plan.
7. Provide efficient and competent press box personnel. Scorers, Timers and public address announcers should be experienced individuals. A public address should be available. Public address announcers are to remain neutral and professional in their duties as an announcer. The growing trend to include "sound effects" generally are not done in good taste and should be avoided. Of special concern is the fact that many schools play on home sites in lacrosse and this can, in turn, affect the philosophy of tournament play. Music is fine...as long as it is screened and in good taste.
8. Please email the results (just score and winner) to Tyler Brooks at tbrooks@ohsaa.org.
9. There will be a Regional Trophy Presentation at the conclusion of all Regional Final games. This involves a presentation of a TEAM TROPHY ONLY and there is more information on this later in the manual. Please cover with coaches prior to the game of the expectations at this ceremony, most notably:
 - a. Teams are to remain on the field at the conclusion of the game and respectfully honor the other team.
 - b. Teams are expected to accept their medal from the OHSAA member, DAB member or representative.
10. All managers will receive a box containing trophies, scorebooks, game balls and any other pertinent information as listed in the beginning of the manual.
11. Any NFHS Lacrosse NOCSAE approved ball may be used for tournament play at the levels where game balls are not provided. White balls will be used at regional final, state semifinal and final games.
12. Please review the Lacrosse Tournament Regulations earlier in the document on page 3.

State Tournament Dates and Game Times

State Tournament Date
Saturday, June 4

Order of State Tournament Games
Girls Division II, Boys Division II, Girls Division I, Boys Division I

Game Times
10:00 AM, 1:00 PM, 4:00 PM, 7:00 PM

Ticket & Pass Information

1. All tickets are electronic and are coordinated with Laura Vermilya at lvermilya@ohsaa.org
2. Ticket prices are adopted by our Board of Directors and are:
 - Regional Qualifying through Regional Final Games
 - Presale - \$10.00 (Adult & Student)
 - Day of Game - \$12.00 (Adult & Student)

State Semifinals

- \$13.00 (Adult & Student)

State Finals

- \$15.00 (Adult & Student)

Ticket sales will be administered electronically and should continue throughout the entire game

3. Game officials are to be admitted free through the pass gate and are each permitted ONE GUEST to be admitted free with them.
4. Scouts from opposing schools in different regionals need to contact Laura Vermilya at lvermilya@ohsaa.org prior to arriving to receive permission to attend a tournament game.
5. **Eight (8) administrator passes will be provided to each school.** Contact Laura Vermilya at lvermilya@ohsaa.org with questions.
6. **No Other Complimentary Admissions should be provided.** This includes local/area officials, local/area administrators, and local/area coaches. **College coaches or professional scouts are not permitted complimentary admission.** Their expense accounts provide reimbursement to them for this expenditure.

Warm-Up and Game Timing

Warm-Up Time and Timing of the Pre-Match Sportsmanship Conference

1. Both teams may be permitted access to the field one (1) hour prior to game start (presuming there is not another match immediately prior).
2. Both teams are guaranteed a minimum of 30 minutes of uninterrupted warm-up time.
 - a. The 30-minute clock will begin 40 minutes prior to game start, guaranteeing the minimum 30-minute warm-up.
3. The remaining 10 minutes prior to game start will be utilized for the sportsmanship conference, coin toss, pre-game introductions, and the national anthem.
4. A sample pre-game schedule is as follows for a 7:00 pm start:

Real Time	Clock	Item
6:00 pm	50:00	Teams permitted to take the field (if available)
6:20 pm	30:00	Guaranteed 30 minutes of uninterrupted warm-up time begins
6:45 pm	05:00	Captains Meeting
6:50 pm	00:00	Teams clear the field Pre-Match Sportsmanship Conference Coin Toss Pre-Game Introductions/Line-Ups Announced National Anthem
7:00 pm	00:00	Game Start – Opening Draw

Overtime Procedures

BOYS

When the score is tied at the end of regulation time, the referee will instruct both teams to return to their respective team benches. There will be a two minute intermission in which both teams may confer with their coaches and the referee will instruct both teams as to sudden victory procedures.

- A. Prior to the first sudden victory period a coin toss will be conducted between the captains of both teams with the winner selecting goal to defend for the first sudden victory period. Alternate possession will remain with the team who had it at the completion of the regulation game.
- B. Teams will play 4-minute sudden victory overtime periods until a goal is scored. If no goal is scored in the first sudden victory period, teams will switch goals after a two minute intermission. Teams will alternate goals in each subsequent sudden victory period.
- D. Tie-Game Management Procedures
 1. Play shall be started at the beginning of each sudden victory period with a faceoff.
 2. In the event of an extra-man situation or a flag down creating an extra-man situation at the conclusion of regulation or any sudden victory period, the next period shall be started with awarding possession of the ball in the same relative position on the field to the team that had possession (or is entitled to possession by a play-on) at the conclusion of the prior period.
 3. Teams will have one time-out per sudden victory period.

GIRLS

When the score is tied at the end of regular playing time and overtime is to be played, both teams will have a 5-minute rest and toss a coin (visiting captain calls) for choice of ends. The alternate possession shall continue from regulation.

- a. The game will be restarted by a center draw.
- b. The winner will be decided by "sudden victory." The team scoring the first goal wins the game.
- c. Each overtime period shall be two, three-minute halves. The clock stops on official timeouts or fouls in the critical scoring area. After the first half of the overtime period, teams shall change ends with no delay for coaching. The game will be restarted by a center draw.
- d. If the teams are still tied after six minutes have elapsed, the teams will have a 3-minute rest and change ends.

- e. Play will continue with “sudden victory” until a winning goal is scored. Each overtime period shall be two, three-minute halves. After the first half of the overtime period, teams shall change ends with no delay for coaching.

Interrupted Game Procedures

Please refer to tournament regulations for interrupted game procedures.

Inclement Weather Policies

Below are OHSAA Policies regarding lightning and inclement weather.

Recognition:

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

- **Monitor Weather Patterns** – Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the competition, and by scanning the sky for signs of potential thunderstorm activity.
- **National Weather Service** – Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions. Any thunderstorm poses a risk of injury or death even if it does not meet the criteria for severe weather. Therefore, anytime thunderstorms are in the forecast (even if it is only a 20 percent chance), event organizers shall be at a heightened level of awareness to the potential danger of lightning.

Management:

- **Evacuation-** If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators shall evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.
- **Thirty-minute rule-** Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is **mandatory** to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. **Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and Another count shall begin.**

Pre-Game Public Address Announcement Welcome and Opening Remarks

Tear out and Provide to Game Public Address Announcer

Good afternoon/evening, on behalf of The Ohio High School Athletic Association and _____ (host school) welcome to _____ (site name) for today's OHSAA Regional Tournament Game between _____ High School and _____ High School.

The OHSAA takes great pride in the conduct of all student-athletes, promoting good sportsmanship among them, our coaches and spectators. We encourage you to cheer for your favorite team during this competition and to show both teams the same respect you'd like them to display. Spectators are reminded that unruly behavior may result in immediate ejection from the premises. The OHSAA and _____ (site) appreciate your cooperation.

(pause)

Now let's meet the starting line-ups for today's game:

Visiting Team:

Home Team:

	#	Name			#	Name
1.				1.		
2.				2.		
3.				3.		
4.				4.		
5.				5.		
6.				6.		
7.				7.		
8.				8.		
9.				9.		
10.				10.		

The Head Coach for _____ (visiting team) is _____ and the Assistant Coaches are: _____

The Head Coach for _____ (home team) is _____ and the Assistant Coaches are: _____

The officials for today's game are selected by a system approved by the OHSAA's Board of Directors' that includes input from the Lacrosse coaches in Ohio. Today's officials are:

_____, _____ and _____.

Ladies and Gentlemen to honor America, would you please rise, gentlemen remove your caps and join in singing our National Anthem; The Star-Spangled Banner

Play National Anthem



Championship Ceremony Information

There will be a Presentation of Regional Trophies at the conclusion of all Regional Final games. This should be done at center field as quickly as possible after the game. The protocol for this should be:

- a. Teams shake hands at the conclusion of the game
- b. Teams line up on their respective side lines
- c. OHSAA Representative is introduced, if present (see attached announcement)
- d. Captains (or those designated by the head coach) of the Regional Runner-up come to center field where OHSAA Representative awards the Regional Runner-up Trophy
- e. Captains (or those designated by the head coach) of the Regional Champion come to center field where OHSAA Representative awards the Regional Championship Trophy.

Trophies for the tournament will be shipped directly from the OHSAA office. If an error has been made or there is damage, contact Mr. Travis Nethers at Croton Craft 1-800-947-5521.

Every attempt will be made to provide you with the name of the presenter in advance. Trophies shall be presented in the following order of attendance:

1. Executive Director/Directors
2. Board of Directors' Member
3. District Athletic Board Member
4. Regional Tournament Manager

Championship Ceremony Script

Ladies & Gentlemen, please direct your attention to center field where _____, representing the Ohio High School Athletic Association will present today's/tonight's Regional Runner-Up and Regional Champion trophies.

First, for the 2022 Regional Runner-Up _____.

Would the captains for the _____ please come forward for the presentation of the Team Trophy.

And now, the 2022 Regional Champion in Division _____, the _____.

Would the captains for the _____ please come forward for the presentation of the Team Trophy.

(After presenting)
Congratulations to the _____ who will now advance to the State Semifinal on _____.

Thanks to _____ (site name) and _____ (manager) for serving as a host for this Regional Championship. Thank you for your attendance and support of Ohio High School Student-Athletes and please travel home safely.

Quick Guide of OHSAA Media Expectations

Expectations for Working with the Media at Regional Tournaments

1. Be available via telephone and e-mail to correspond with media regarding credential requests, their specific needs, parking information, your specific policies, etc. Clearly explain your policies and procedures.
2. Establish a "press row" area for media members to sit, as well as an overflow area if needed.
3. Assign seats if needed, giving priority to larger regional or statewide media outlets and those media that have followed a team for the majority of their season. Utilize participating schools' athletic administration to answer questions in this area. Two seats per media outlet are expected unless space permits additional seating.
4. Be sure that electrical outlets are available for the media and set out power strips, if needed.
5. Explain to media what, if any, wireless internet access signals are available. If possible, a complimentary phone line should be available near the field for media use, as well.
6. If possible, provide media members with programs/rosters and hard copies of contest statistics in a timely manner at no-cost. Emailing or faxing ahead of the game will make game management easier for you.
7. Explain to photographers where they may shoot from.
8. Explain postgame interview procedures to coaches and media before the game.
9. Provide media members easy access to coaches and players for post-game interviews.
10. Communicate media policies to all members of your event staff to ensure all information is understood.
11. Provide a courteous, friendly and positive atmosphere for all your guests, including media members.

Postgame Responsibilities

1. Ensure that interviews take place per the procedures you explained prior to the game.
2. Allow media members a minimum of **60 minutes** after the game to work in the press box.
3. If inclement weather is an issue and you have an indoor space available for media to work, explain where it is located and any important details associated with that space.

Reporting of Results

It is **imperative** that you contact Tyler Brooks (tbrooks@ohsaa.org) with results **as soon as possible** following your regional game(s).



Media Information Form

This form is **NOT REQUIRED**, however, is included to assist you with your placement of media when space is an issue, especially in limited press box space.

School: _____ **Site:** _____

Note: Please list the media that follow your school. This information is useful to the Tournament Manager in indicating how much space should be reserved for the media prior to the contest. Space for media is not unlimited and credentials are allowed only for working media. Media members are asked to visit the www.ohsaa.org website for complete media regulations approved by the OHSAA's Board of Directors.

Newspapers (name/city)

**Covered During
Regular Season?**

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Radio Stations (name/city)

**Covered During
Regular Season?**

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Television Stations (call letters/city)

**Covered During
Regular Season**

Tape Delay Broadcast

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Internet Websites (name/affiliation/city)

**Covered During
Regular Season?**

Tape Delay Broadcast

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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Lacrosse Tournament Broadcast Announcement

This (Regional / State) _____ (Boys / Girls) Lacrosse game between
_____ High School and
_____ High School is being broadcast through
the cooperation of the Ohio High School Athletic Association.

The Ohio High School Athletic Association is a voluntary, non-profit, educational organization through which member schools work cooperatively to adopt the standards and regulations that guide their interscholastic activities. The upholding of these standards and the adherence to the regulations helps to provide more wholesome and educationally worthwhile activities for high school youth.

The schools participating in this contest consider interscholastic athletics an integral part of the educational program and primarily for the purpose of making better men and women out of their students. Unless it accomplishes this, it cannot be justified in the high school program.

Tonight's tournament is one of many being played throughout the State leading to the State Championship. The OHSA and the participating schools reserve all broadcasting rights to tonight's game and no delayed or rebroadcast is authorized without the written permission of the Ohio High School Athletic Association.

Financial Reporting Information

Regional Lacrosse Financial Reports remain available online for download and completion as indicated below. Any assistance with transitioning away from personal accounts can readily be obtained by contacting:

Laura Vermilya; lvermilya@ohsaa.org

1. To obtain the Financial Reporting Form, please type the following address into you address bar: <http://ohsaa.org/financial/reports>. This will take you directly to the site that will allow you to download the proper financial report. Please download the appropriate form from this page to your computer. It is an Excel spreadsheet and will do most of the calculations for you.
2. The OHSAA Financial Report includes:
 - Summary of Receipts & Disbursements
 - Television & Radio Receipts
 - Tournament Expenses (Operating & Misc.)
 - Tournament Expenses (Services)
 - Tournament Expenses (Other)
 - Ticket Report(s)
 - Mileage Reports (Team Expenses)
3. Do not purchase Insurance. The Ohio High School maintains insurance applicable to ALL site requirements. IF your site requires the OHSAA's Certificate of Insurance, please request it by emailing Laura Vermilya, lvermilya@ohsaa.org.
4. Tournament Managers should make sure to complete full name, home address with zip code, social security number and home and business phone numbers.
5. All Tournament Personnel must be listed on the Personnel Report and submitted as part of your report.
6. The OHSAA has the obligation to report to the Internal Revenue Service all non-employee compensation paid to any individual or business.
7. Site Agreements should be submitted to the OHSAA Office.



Tournament Medical & Safety Information

COMMUNICABLE DISEASE PROCEDURES

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

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.
10. The OHSAA's Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy in the event of an H1N1 Influenza outbreak.
 - The Ohio Department of Health has advised that it will be the decision of each local health authority in Ohio as to whether or not to close a school or university due to an influenza outbreak; however, at this time the Centers for Disease Control are not recommending closures except in extreme circumstances.
 - In the event schools remain open, competitors and teams shall be expected to play tournament contests on the dates scheduled.
 - In the event schools are closed, the OHSAA, in conjunction with our District Athletic Boards and tournament personnel, shall reschedule the tournament contest for the schools thus affected.
 - Please watch the OHSAA web site home page at www.ohsaa.org and the specific sport page on the web site for more information.

Emergency/Crisis Management Guidelines

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 the 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 to work and responsibilities should be prepared.
3. **Ushers/Gate Attendants** – 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 in and out of the gymnasium.
4. **Written Emergency Plan** – review the facility plan for emergency situation 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
 - OHSAA Assistant Commissioner 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 Assistant Commissioner.
7. **Contingency Plan** – Have all plans in place in the event a contest cannot be played. 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 change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – carefully study match-ups, communicate with competing administrators 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.
KEEP FANS OFF THE FIELD BEFORE, DURING and AFTER the contest!
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.

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: _____

Location of AED: _____

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