



**2025**  
**Lacrosse**  
**Tournament**  
**Manager's Manual**

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## A Message from the OHSAA Staff

On behalf of the Ohio High School Athletic Association, thank you for your willingness to serve as a manager for the OHSAA Lacrosse Tournaments! Site 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 consistent direction and guidance for site managers as they plan and conduct events. Each manager and host staff are encouraged to become familiar with this manual and OHSAA Tournament Regulations. 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 so please don't hesitate to contact me.

Thank you again for your service and willingness to host. I look forward to a great lacrosse tournament this spring!

Sincerely,

Monroe Britton  
Ohio High School Athletic Association  
Sport Administrator  
[mbritton@ohsaa.org](mailto:mbritton@ohsaa.org)

## Compliance

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 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 its participants, good citizenship and lifelong values as the foundation of interscholastic athletics.

It is the OHSAA's top priority to administer interscholastic athletic events in a fair and equitable manner for student-athletes, coaches, and staff participating. However, it is the upmost importance that the OHSAA Board approved procedures and policies outlined in this manual are followed to ensure consistent, fair and equitable events across the state. Post-Season Tournament contests are under the discretion of the OHSAA and shall not simply be administered simply as another home contest. Hosts are expected to take pride in the opportunity to host while representing the local community in a positive manner and providing a positive experience for the participants.

## Tournament Personnel

Monroe Britton	Sport Administrator	<a href="mailto:mbritton@ohsaa.org">mbritton@ohsaa.org</a>
Lee Spitzer	State Rules Interpreter/DOD – Boys	<a href="mailto:lspitzer@ohsaa.org">lspitzer@ohsaa.org</a>
Lissa Fickert	State Rules Interpreter/DOD – Girls	<a href="mailto:lfickert@ohsaa.org">lfickert@ohsaa.org</a>
Beau Rugg	Sr. Director of Officiating/Oversee official assignments	<a href="mailto:brugg@ohsaa.org">brugg@ohsaa.org</a>

## Important Dates

April 22	Last date to enter/withdraw from the Tournament without penalty
May 8	Team results are due
May 9	Coaches complete seed ballots
May 10	Draw/Seed meeting
May 14 – May 24	Regional Qualifying Rounds
May 26 – May 31	Regional Semifinals and Finals
June 3-4	State Semifinal
June 7	Girls State Tournament
June 8	Boys State Tournament

## OHSAA General Tournament Information Overview

The following are points of emphasis for all managers.

1. **Tournament entry.** Eligible schools wishing to participate in the tournament have indicated entry through in myOHSAA.

2. **Designated tournament hosts.** For all qualifying tournament games through the regional finals, the higher seeded team (No.1 being highest) shall serve as the tournament host.  
  
Home team determination. The designated home team is the higher seeded on the bracket.  
  
**NOTE:** For state semifinals and finals, the team listed at the TOP of the bracket shall be the designated home team.
3. **Financial reports:** All Tournament finances are required to meet OHSAA Financial Accounting requirements. Instructions for these procedures are outlined in this manual.
4. **General ticketing and passes:** Passes including but not limited to host passes, local school passes, pass lists, passes created by schools, conferences, etc. shall not be used for entry to OHSAA Tournament games. Every person must have a HomeTown ticket to enter. Please review specific ticketing information in this manual.
5. **Game official assignments and payment.** Officials have been assigned by the OHSAA under procedures adopted by the Board of Directors.
  - Official's Tickets. Officials must request their complementary ticket via email to [cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org) at least 24 hours prior to the game. They should include their name, phone number, game in which they want to attend, permit # and email address (for the ticket to be sent to).
  - Officials' payment. Tournament managers are not responsible for paying game officials. The OHSAA will pay game officials.
6. **Brackets and score reporting.** The OHSAA creates and oversees the lacrosse tournament brackets. Site managers are asked to email Monroe Britton ([mbritton@ohsaa.org](mailto:mbritton@ohsaa.org)) the final score and name of the advancing team. Should any bracket change occur because of forfeiture, postponement or location change please contact Monroe Britton.
7. **Game Balls:** Any NFHS Lacrosse NOCSAE approved ball may be used at the levels where game balls are not provided not provided by the OHSAA. White balls (for boys) and yellow balls (for girls) will be used at regional final, state semifinal and final games.

## Regional Qualifying Rounds – Regional Semifinals: No Shipments

### Regional Finals:

- Tournament Managers Manual
- Script Booklet (including awards script)
- 2 – Ticket Posters
- 24 Game Balls
- 48 – Regional Championship and Runner-Up Medallions
- Regional Championship and Runner-Up Trophies

### State Semifinals:

- Scorebook
- Tournament Managers Manual
- Script Booklet
- 2 – Ticket Posters
- 24 Game Balls

## Established Game Date/Times and Addressing Changes

### Pre-established game times:

**Monday – Friday:** Games start at 7:00PM

**Saturday and Sunday:** Games start at 12:00PM

**Note:** Please reach out to the sport administrator if your venue does not have lights and you need to request a time change.

### Game Date/Time Changes: Graduation and Baccalaureate Only (unless agreed upon by both schools and availability of officials)

Board adopted Tournament Regulations permit the Executive Director's Office to change/adjust game times when necessary. Every effort will be made to accommodate a school's graduation. Schools are asked to submit graduation dates/times upon winning the respective regional qualifying games. This will allow the OHSAA to monitor and make changes in a timely manner. Other accommodations to dates and times will not be considered (i.e. prom). However, schools may mutually agree to change the date/time if officials can be secured.

### Inclement Weather:

In the event of inclement weather, all attempts will be made to reschedule games on succeeding days. Tournament managers are asked to monitor weather and communicate appropriately with all constituents involved to prevent or eliminate unnecessary travel.

## Event Management

Communication. As a best practice, please communicate with visiting teams and officials regarding game times, parking, entry procedures, locker room access, etc. prior to the game.

Parking. Hosts may charge a maximum of \$5.00 for parking and retain 100% of the revenue. Hosts bear all parking expenses.

Raffles. Booster affiliated 50/50 raffles are permitted at the site of tournament contests.

Athletic training and crisis management. Arrange for a Certified Athletic Trainer to be present at your site. Maintain an adequate Crisis Management Plan and keep EMS contact information handy.

Tournament manager/workers. All sites must have an assigned tournament manager. Sites must also provide efficient and competent scorers, timers and public address announcers. A public address system shall be available. Public address announcers are to remain neutral and professional in their duties as an announcer.

Security. Sites shall provide an adequate number of law enforcement officers and/or security personnel to ensure protection of officials, players and spectators. Please ensure the field is kept clear during and at the conclusion of a game.

Neutrality. As a reminder, hosts that provide extra amenities such as heaters, canopies, tents, locker rooms, etc. must be available to both teams, not just the host team. Any music played before or after the game should be screened and appropriate for all ages.

Inclement weather. The Lightning and Inclement Weather policy is also included in this manual along with guidelines and suggestions for Emergency/Crisis Management Plans. Please familiarize yourself with the policies and ensure the plans are followed in the event of inclement weather and/or emergencies. An updated Crisis Management Plan should include plans for vacating your site in the event of inclement weather.

Artificial noisemakers. These are permitted provided they do not interfere with the game as determined by the site manager and/or officials. **Air horns and noisemakers that required electric or alternate sources of power are not permitted in any tournament facility.**

Drones, or “Unmanned Aerial Vehicles”. These are prohibited for any purpose by any persons at OHSAA tournament contests. **Note:** An exception to this policy may be made in specific cases for OHSAA broadcast partners.

## Field Diagram

The competition field must have the required NFHS markings. Please review the diagrams below or reference the NFHS Rules Book. **DO NOT USE THE BOYS AND GIRLS UNIFIED FIELD DIAGRAM.** For artificial surfaces requiring additional markings, paint or other marking methods may be used in accordance with manufacturer's recommendation.

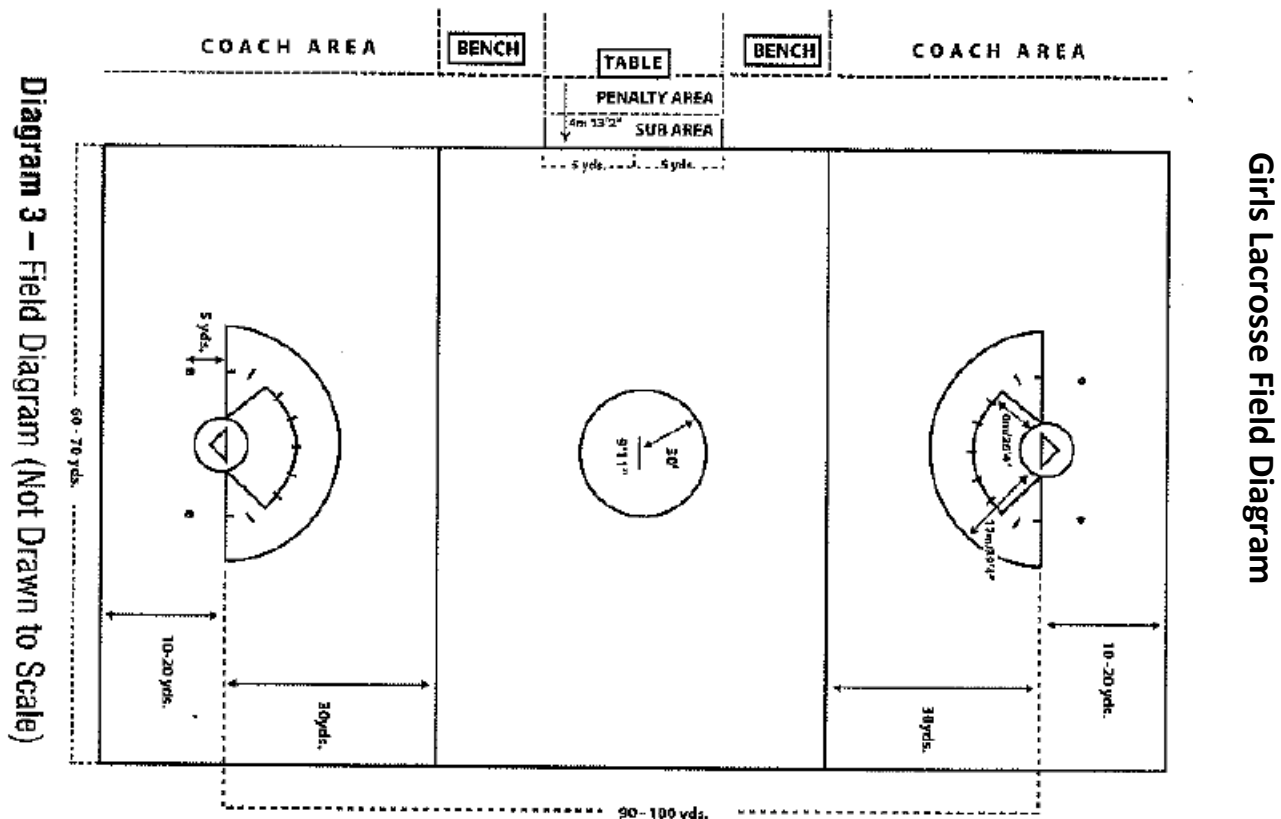
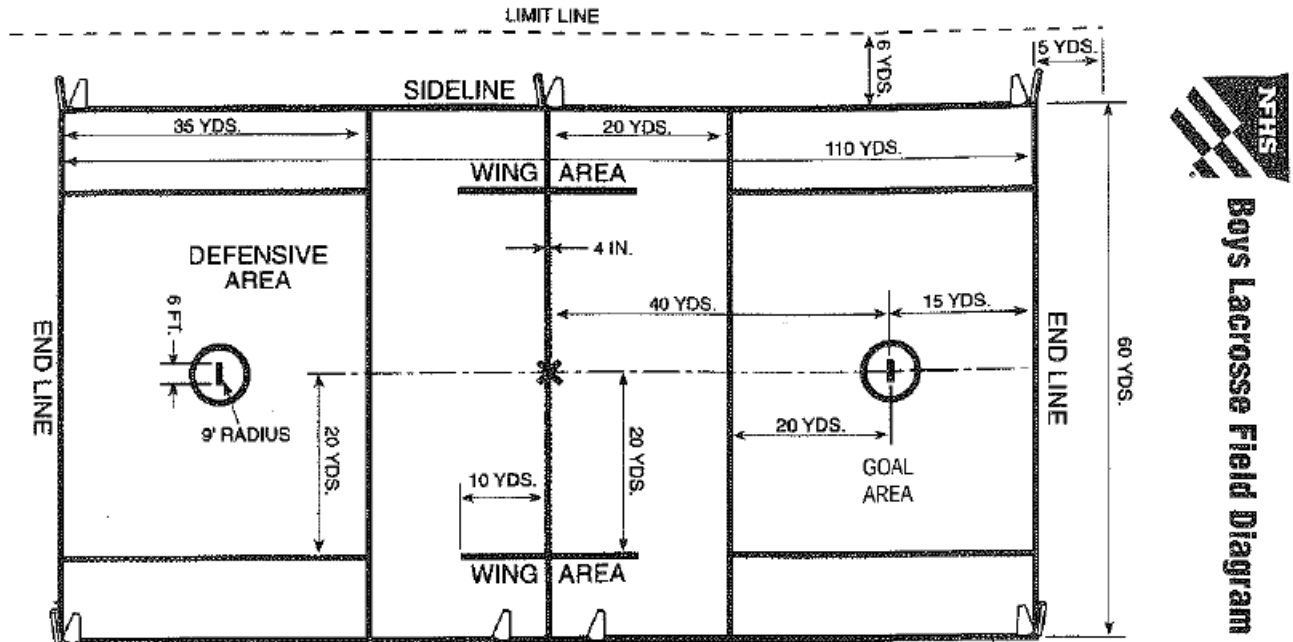


Diagram 3 – Field Diagram (Not Drawn to Scale)



## Game Set-Up

### Girls Lacrosse

- Table and chairs at scoring area
- Working horn -portable or part of scoreboard
- Direct 2-way communication from table to pressbox (if score board control is not at table)
- Chairs in penalty box for carded players
- Cones on corners of the field
- Cones to mark substitution area
- Possession indicator
- Stopwatch or back up timer
- Zip-ties to secure goal nets if necessary
- NFHS approved game balls provided by home team (OHSAA provides at regional final through state finals)

### Boys Lacrosse

- Table and chairs at scoring area
- Working horn -portable or part of scoreboard
- Direct 2-way communication from table to pressbox (if score board control is not at table)
- Pylons/soft cones (red/orange) placed outside the four corners and at the intersection of the center line and the sideline opposite the table area. (only cones in front of table area)
- Stopwatch or timing device
- Zip-ties to secure goal nets if necessary
- NFHS approved game balls provided by home team (OHSAA provides at regional final through state finals)

## Team Benches

Benches must be on the same side of the field. There should be designated areas for each team's bench separated by an official area.

## Team Uniforms

Regular season uniform rules shall be in place throughout the entire tournament. Home teams shall wear white jerseys (boys) or light jerseys (girls) and the visiting team shall wear non-white (boys) or dark (girls) jerseys.

## Team Introductions

Team introductions shall be coordinated in the following format through the regional finals.

All starters and coaches will be introduced pre-game followed by the National Anthem. Teams will be informed in advance if the any pre-game presentations will take place (i.e. national anthem singer, awards presentation, etc.) Start times will be adjusted accordingly to accommodate these pre-game presentations.

## Spectator Seating

Girls: Spectators must be kept back at least 4 meters from the sidelines. Spectators are not permitted immediately behind the team bench or table area except in permanent stadium seating. No spectators are permitted behind the end lines except in permanent stadium seating positioned behind protective netting or fencing.

Boys: Spectators and media (including photographers) are not allowed behind the end lines except in stadium structures where permanent seats exist, not allowed immediately behind the bench area, or within or immediately behind the table area and are not allowed within the limit lines at any time during a contest.

## Goal Differential

For boys lacrosse, any time the score differential reaches 12 goals or more AFTER the first half of the contest, a running clock shall be used. After the 12-goal differential has been met but the score drops below 12 goals, the clock reverts to regular timing. The clock shall be stopped only for an injured player on the field or when there is any unusual delay deemed necessary by the officials. Once 12 goal criteria is reached if the score differential goes below 12 the clock is still a running clock.

For girls lacrosse, any time the score differential reaches 10 goals or more, a running clock shall be used, including in the last minute of each quarter. The clock will continue to run unless timeout is indicated by the officials. After the 10-goal differential has been met but the score drops below 10 goals, the clock reverts to regular timing.

## Overtime Procedures

Also, provided at the end of this manual are pre-game protocol sheets as well as sample public address announcements that capture the flow of all the overtime procedures.

### Overtime - Boys

- 2:00 Intermission after regulation time
- 4:00 First sudden victory period
- 2:00 Intermission (switch goals)
- 4:00 Second sudden victory period

### Overtime - Girls

5:00	Intermission after regulation time / coin toss
3:00	First sudden victory period
0:00	Switch Goals
3:00	Second sudden victory period
3:00	Intermission (switch goals)

## Post-Tournament Financial Information

Tournament Financial Reports are 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.

### Hosting Fees:

Regional Qualifying Rounds: \$600  
Regional Finals: \$700  
State Semifinals: \$800

In order to receive the Flat Fee for hosting, please complete the Google Doc questionnaire found [HERE](#).

For host sites that are not a high school, please submit an invoice or complete the Excel version of the Tournament Financial Report which will be available at [www.ohsaa.org/financial/reports](http://www.ohsaa.org/financial/reports). Invoices and completed excel reports should be submitted to [accounting@ohsaa.org](mailto:accounting@ohsaa.org).

Gate sales collected will be deducted from hosting fees due. Any overage will be invoiced by the OHSAA to the school at the end of the season.

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

If you have any questions, please contact Laura Vermilya at [lvermilya@ohsaa.org](mailto:lvermilya@ohsaa.org) or 614-549-6953. Please see more information about financial reports [HERE](#).

## Lacrosse Specific Passes /Travel Party Form

Any type of pass not issued by the OHSAA shall not be accepted. All attendees must have a ticket to enter and attend the contest.

For individuals such as but not limited to official's observers, Board of Directors, OHSAA Staff, etc. must provide a QR code in the form of an electronic ticket for entry.

Officials must request their complementary ticket via email to [cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org) at least 24 hours prior to the game. They should include their name, phone number, game in which they want to attend, permit # and email address (for the ticket to be sent to). This ticket may be for a guest.

**All managers must use the Travel Party/Bench List as the entry list for the team**—Travel party/Bench List forms are required for each level of the tournament. Forms can be found under the tournament information on the OHSAA webpage. Per the Tournament Regulations, it is the responsibility of the coaches and tournament manager to ensure that the number of players does not exceed thirty-seven (37) in uniform for each game, plus eleven (11) additional coaches, managers, staff, etc. (total of 48 in the bench area). If either team is over the limit, it must be corrected at once. Failure to comply with the regulation at any time after the request of the site manager shall result in the forfeiture of the game.

**NOTE:** Edits may be made to the forms as teams advance in the tournament due to injury, illness, extenuating circumstances, etc.

## Ticket Policy

Managers conducting tournaments at all levels must follow appropriate ticket management procedures.

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 at the gate if the event is not sold out.

Every person who enters the venue must have a scannable electronic ticket or digital pass distributed by the OHSAA.

All information regarding tickets will come from Claudia Markoff, OHSAA Customer Experience Manager ([cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org))

### **TICKETING INFORMATION FOR FANS**

Spectators may visit [www.ohsaa.org/tickets](http://www.ohsaa.org/tickets) to purchase tickets. Member schools should also offer ticket at the gate available for cash. Ticket prices are same at the gate and online.

**Member school personnel are responsible for recording all gate sales in the OHSAA Hometown Ticketing Box Office using the same login credentials used to scan tickets.**

No cash tickets will be sold at non-member school venues, including the state tournament.

Questions about tickets should be directed to Claudia Markoff at [cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org) or 614-549-6973. For online fan support, Hometown Ticketing customer service can be reached by phone: 1-866-488-4849 or by email: [fansupport@hometownticketing.com](mailto:fansupport@hometownticketing.com)

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Regional Tournament	<b>\$5.00</b>	<b>\$11.00</b>
State Semifinals	<b>\$10.00</b>	<b>\$15.00</b>
State Finals	<b>\$10.00</b>	<b>\$15.00</b>

*Note: 5 and under are free.*

## **MEDIA**

Media shall receive admission and a copy of rosters/programs upon showing their media credential at the entrance. If you have any questions regarding specific media credibility, please contact Tim Stried ([tstried@ohsaa.org](mailto:tstried@ohsaa.org)).

## **COMP TICKETS FOR SCHOOL ADMINISTRATORS**

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

## **HIGH SCHOOL SCOUTS**

High School coaches may attend tournament contests to scout opponents. Each head coach will be sent a Digital Pass that will provide entrance for up to two (2) people per event. It will be one (1) QR code that can be scanned twice. No additional tickets will be provided for scouting.

This can be used for scouting or to attend games through and including the regional finals. Teams wanting to scout the state semifinals may request tickets from Claudia Markoff at [cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org).

The Digital Pass will be emailed to the head coach listed in Final Forms/myOHSAA. It will be sent out the week before the respective Tournament begins and be sent from "OHSAA BOX OFFICE."

The Digital Pass is only valid for the specific gender sport (e.g. A boys lacrosse coach may only use the Digital Pass for boys lacrosse games; not valid for girls lacrosse games).

## **Officiating**

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 find assigned officials through the DragonFly assigning platform. Officials receive their contracts via DragonFly and are notified by the OHSAA assigners of any change in date/time/location. All managers should notify officials in advance to secure any contact numbers in the event of last-minute postponements, unforeseen circumstances, etc. Officials' names are not to be shared with participating teams/coaches prior to a contest.

The OHSAA reserves the right to cancel any tournament assignment when deemed in the best interest of the organization.

Officials are paid by the OHSAA office directly, tournament managers are not responsible for paying officials. Please let Beau Rugg ([brugg@ohsaa.org](mailto:brugg@ohsaa.org)) or Charles Anderson ([canderson@ohsaa.org](mailto:canderson@ohsaa.org)) know by 8 AM the following day if an official does not arrive at your game.

## Suspended/Interrupted Game Procedures

Tournament games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption. Any ejected player or coach cannot participate in the resumed game.

If a game must be suspended, site managers should coordinate with coaches, school administrators, and officials to identify and schedule the first available time to resume and complete the game.

## Lacrosse Tournament Participation

If a team fails to appear or is not ready to play within 30 minutes of the scheduled start time of a tournament game, the space on the bracket may be declared vacant. In this circumstance, the game will be considered a no contest and the opposing team will advance into the next round of competition. For reference, a no contest can be further explained in the General Sport Regulations 21. All decisions relative to this regulation shall be made by a representative of the respective district athletic board or the OHSAA Executive Director's office.

## Post-Tournament Awards Information

Trophies and medallions will be shipped directly to the managers. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Travis Nethers at Croton Craft at [crotoncraft@gmail.com](mailto:crotoncraft@gmail.com).

There will be an awards ceremony at the conclusion of the regional final games. Please review the process with coaches prior to the game of the expectations at this ceremony, most notably:

- 1) Teams are to remain on the field at the conclusion of the game and respectfully honor the other team.
- 2) Individual names of players and coaches shall be recognized, and these individuals are expected to receive their medals.

As a best practice, please review with each coach his or her travel party/bench list to confirm any changes or corrections as this should be the list referenced when presenting individual medallions. An award script has been provided in the regional final script booklet.

## OHSAA Inclement Weather Policy

The Lightning and Inclement Weather Policy is relative to the regular season and tournaments in all sports.

### **LIGHTNING AND INCLEMENT WEATHER**

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include the nearest office of the National Weather Service.

Proactive Planning:

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas, and determine the amount of time needed to get everyone to the designated safer area:
  - a.) A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a.) When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b.) 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c.) Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d.) When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

\*At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.

5. Inform student-athletes and their parents of the lightning policy at the start of the season.

## Media and Broadcast Information

Media shall receive admission and a copy of rosters/programs upon showing their media credential at the entrance.

Some stations pay rights' fees through a delayed process directly to the OHSAA accounting department. You may want to read information regarding this when stations request this at <http://www.ohsaa.org/news-media>

Also included is the Recommended Broadcast Announcement to be provided to each broadcast media outlet.

Complete Media Regulations, Broadcast Rights' Fees, etc., are also available on the web at <https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>

Please direct media requesting credentials to the [fee information link](#) and [general media page](#). This site will often answer any media related questions you or the media may have.

### Tournament Site Expectations

1. Be available via telephone and email to correspond with media regarding credential requests, their specific needs, parking information, your specific policies, etc.
2. Establish a "press row" for media members, as well as an overflow area if press row is full.
3. Assign seats if needed, giving priority to larger regional or statewide media outlets and those media that have followed a team for most of their season.
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 with rosters, programs, statistics, etc., and any other information you have been able to assemble prior to the game.
7. Explain to photographers where they may shoot from.
8. Explain post game interview procedures to coaches and media before the game.

### Tournament Site Post-Game Responsibilities

1. Report the final score per the instructions listed above.



2. Ensure that interviews take place per the procedures you explained prior to the game.
3. Allow media members a minimum of 60 minutes after the game to work at press row.
4. 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.

### Delayed Television and Web Streaming Rates

	<b>Regional</b>	<b>State Semifinal</b>	<b>State</b>
Commercial Stations: Cincinnati, Cleveland, Columbus, and State/Regional Cable-over 750,001	\$300.00	\$500.00	\$700.00
All Other Stations	\$175.00	\$350.00	\$500.00

Rights fees for tape-delayed coverage by educational access (non-commercial) stations are \$50.00 per contest or tournament. Rights fees are waived for student webcasts on the school owned/supported platform.

**Please check the OHSAA website for the fee to provide live video (TV and/or streaming) of tournament contests that are not carried by the NFHS Network.**

#### Additional Information/Fees:

Tape-delayed contests may not begin prior to 10:00 p.m. the day of the contest. Approval for delayed telecasts/video webcasts permit companies the right to show the contest an unlimited number of times for two weeks following the date of the contest. Additional airing of contests following the two-week period shall result in additional rights fees assessed at rates to be negotiated/determined by the OHSAA office.

The OHSAA may grant to a company/companies exclusive rights for live or tape-delayed coverage of the state tournament and/or finals and the first right of refusal for live or tape-delayed coverage of all other OHSAA tournament events. Should exclusivity be granted, approval for other companies to broadcast a tournament contest must be granted by procedures approved by the OHSAA office. In sports not granted exclusivity, approval to broadcast a tournament contest must be granted by the tournament managers or OHSAA (state level).

If approved by the OHSAA, rights fees for live telecasts of tournament contests when exclusivity has not been granted are to be negotiated/determined by the OHSAA Executive Director's office.

## Radio and Audio Rates

	Regional	State
All Stations	\$60.00	\$80.00

Rights fees for audio-only coverage by educational access (non-commercial) stations are \$25.00 per contest or tournament. Rights fees are waived for student webcasts on the school owned/supported platform.

## 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 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. **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 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 game-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.
  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.

## Service Dogs

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.

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 OHSAA sport administrator for all other inquiries.

## 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

## Sports Medicine Information

The safety of our student-athletes is always of utmost concern. Information regarding the following important topics can be found at the OHSAA's Sports Medicine webpage at <https://www.ohsaa.org/medicine>. Additional information relative to various equipment and rules relative to medical issues can be found throughout this manual as well.

- Heat Stress and Athletic Participation
- Recommendations for Hydration to Prevent Heat Illness
- Suggested Guidelines for Management of Head Trauma in Sports
- Communicable Disease Procedures

## 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 Procedures

Though most schools have a Certified Athletic Trainer present at Varsity 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](http://www.ohsaa.org) and refer to the Sports' Medicine dropdown menu for additional information.

