



**2024**

**Soccer 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 Soccer Tournament! 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 direction and guidance for site managers as they plan and conduct events. Manual edits from the previous year's tournament are highlighted in gray for your reference. 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 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. I look forward to a great soccer tournament this fall!

Sincerely,  
Kelly Schoenly

Ohio High School Athletic Association  
Sport Administrator, Soccer  
[kschoenly@ohsaa.org](mailto:kschoenly@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. District Athletic Boards (DAB's) have been tasked with organizing the Sectional and District events per the regulations outlined in this manual. DAB's may make certain permissible adjustments in their respective districts. However, it is of the utmost 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 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.

## Important Dates

September 23	Last date to enter/withdraw from the Tournament without penalty.
October 6	Draw/Seed Meeting Date (Boys 2:00pm ET/ Girls 3:00pm ET)
October 14 -19	Sectional Tournaments
October 21 - 26	District Tournaments
Oct.29 – Nov. 3	Regional Tournaments
November 5-11	State Tournament

## Soccer Tournament Personnel

### OHSAA Tournament Staff

Kelly Schoenly	Sport Administrator/Soccer Tournament Director	<a href="mailto:kschoenly@ohsaa.org">kschoenly@ohsaa.org</a>
Holly Herrholtz	State Rules Interpreter/DOD	<a href="mailto:hherrholtz@ohsaa.org">hherrholtz@ohsaa.org</a>
Beau Rugg	Sr. Director of Officiating/Oversee official assignments	<a href="mailto:brugg@ohsaa.org">brugg@ohsaa.org</a>

### District Athletic Board Staff

Bob Britton	CDAB Secretary	Coordinates C District Tournaments	<a href="mailto:bbritton@ohsaa.org">bbritton@ohsaa.org</a>
Don Spinell	EDAB Secretary	Coordinates E District Tournaments	<a href="mailto:dspinell@ohsaa.org">dspinell@ohsaa.org</a>
Jeff Casella	NEDAB Secretary	Coordinates NE District Tournaments	<a href="mailto:jcasella@ohsaa.org">jcasella@ohsaa.org</a>
Kevin Calver	NWDAB Secretary	Coordinates NW District Tournaments	<a href="mailto:kcalver@ohsaa.org">kcalver@ohsaa.org</a>
Dan Brisker	SEDAB Secretary	Coordinates SE District Tournaments	<a href="mailto:dbrisker@ohsaa.org">dbrisker@ohsaa.org</a>
Phil Poggi	SWDAB Secretary	Coordinates SW District Tournaments	<a href="mailto:swdab-sec@ohsaa.org">swdab-sec@ohsaa.org</a>

## Additional District Sport Coordinators

Kyle Hamrick	Central Coordinator	<a href="mailto:hamrick.cdsoccer@gmail.com">hamrick.cdsoccer@gmail.com</a>
Kevin Leigh	Northeast Coordinator	<a href="mailto:Kleigh@paduafranciscan.com">Kleigh@paduafranciscan.com</a>
Todd Hoehn	Northwest Coordinator (G)	<a href="mailto:thoehn@nwdab.org">thoehn@nwdab.org</a>
Matt Hutchinson	Northwest Coordinator (B)	<a href="mailto:mhutchinson@nwdab.org">mhutchinson@nwdab.org</a>
Bo Arnett	Southeast Coordinator	<a href="mailto:barnett@waverly.k12.oh.us">barnett@waverly.k12.oh.us</a>

## Soccer Tournament Sites and Assignments

District Athletic Boards are empowered by the OHSAA Constitution to organize and conduct the boys' and girls' Soccer Tournaments at the Sectional and District levels. These events are conducted according to the Tournament Regulations adopted by the Board of Directors. Representation to the Regional Tournament (the number of Regional 'qualifiers') from District winners are determined by a formula based upon the number of teams participating in the previous year's tournament.

The complete Tournament Regulations adopted by the Board of Directors can be found in this manual or on the OHSAA website. Each District Athletic Board must follow the approved regulations and review them at their Tournament Manager Meetings.

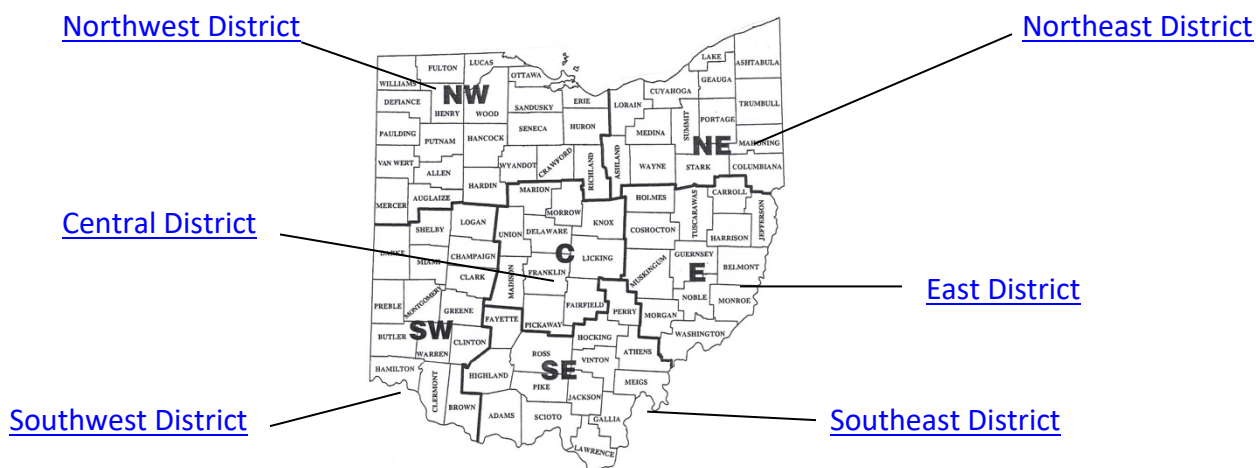
With a few exceptions, most schools are assigned sites from the respective District Athletic Boards. Managers are encouraged to visit their websites for additional information. Due to the nature of the tournament structure and location of advancing teams, equal travel to specific sites is not guaranteed.

For the 2024 OHSAA Soccer Tournament Regional Semifinal and Final rounds, pre-determined sites have been selected based on the Regional Tournament Draw conducted by the OHSAA. State Semifinal sites have been pre-determined based on location for the primary concern of travel midweek for schools and the nature of the Tournament bracket bridging different regions in the state. These will not be made public until closer to the event. Per the OHSAA Bylaw 2-1-1, schools wishing to opt into the OHSAA Tournament agree to compete at the designated dates, times and locations.

Many factors go into consideration of sites including but not limited to location, ability to host, facility and venue size, referee availability, and field surface. Various constituents, including District Athletic Board members, and the Ohio Scholastic Soccer Coaches Association were consulted in the recommendations and assignments of sites. Per the OHSAA Soccer Tournament Regulations, the OHSAA has the authority to change the date, time and site at any time for any reason. Changes will be considered in the event the change does not cause conflict for the stakeholders involved.

## Athletic Districts

Representation to the Regional tournament (the number of Regional ‘qualifiers’) from District winners are determined by a formula based upon the number of teams participating in the previous year’s tournament. You are encouraged to visit their websites for additional information (<https://www.ohsaa.org/about/districtboards>).



## Tournament Seeding Procedures

The Soccer seeding and tournament draw meeting is scheduled for **Sunday October 6, 2024** with the **boys draw starting at 2:00PM ET** and the **girls at 3:00PM ET**. District secretaries may adjust this time if needed. Please direct questions to your district liaison.

### 2024 Tournament Draw Meeting Information

For the 2024 season, soccer teams are asked submit scores through MaxPreps to examine RPI data regarding tournament seeding. Although the RPI data will NOT be used to determine seeds for the 2024 tournament, it is the intent to present the data to the coaches on the draw meeting while the group is together and compare the data, more information will be shared in the coming weeks regarding the process for this presentation.

As a best practice, seed meetings should be virtual to assist with the RPI data presentation and to be respectful of time and travel expenses.

At least one seeding is to take place in either the Sectional or District tournament. All teams assigned to the first round of the tournament shall be seeded. The following seeding method shall prevail for all tournament matches. For purposes of seeding, the last matches to be counted will be those played on the date established by the District Athletic Board.

## Soccer Tournament Seeding Procedure:

1. Tournament managers will post the records of all teams in their tournament. It is the responsibility of each school to have its records compiled as shown below and given to the tournament manager on the day of the seeding/drawing meeting. The records will include the number of wins and losses in the divisions of the teams played.

Example: in a schedule that has played 15 matches to date:

Division I: 9 wins 2 losses  
Division II: 2 wins 1 loss  
Division III: 1 win 0 losses  
Overall Record: 12-3

**All matches played to date shall be recorded. There should be public acknowledgement when a Varsity record includes matches against other JV teams or non-member teams.**

2. Voting will be done for seeded teams.
  - a. All head coaches shall receive a ballot to vote for their choice of ranked teams. Ballots shall be made public. The team with the greatest number of votes shall receive the highest seed (number 1), second highest the number 2 seed, etc. until all teams are seeded. In the event of a tie, only the tied teams will be re-voted upon. Should a tie occur a second time, a flip of a coin shall determine the seeded team.  
  
**Note:** If electronic balloting is used in a District, the results shall be sent to the manager and made public by the manager at the seeding meeting. In the event where no representative is in attendance from the school, placement of teams on brackets will be done by the manager in accordance with District Athletic Board policy.
3. After teams are seeded, placement of teams on brackets shall occur. The method for placement of teams on brackets is determined by each District Athletic Board. Please log on to each District Athletic Board website to obtain each District's procedure.
4. Tournament managers will distribute brackets to representatives of the participating teams.
5. All brackets shall designate the date and time of the match.

## OHSAA Tournament Information

The following are points of emphasis for all managers hosting Sectional, District and Regional Tournament competitions.

1. **Tournament entry.** Eligible schools wishing to participate in the tournament have indicated entry through in myOHSAA. Printed forms or eligibility certificate shall not be accepted.
2. **Site assignments.** All sites and assignments to respective Tournaments are available online on the OHSAA website or each respective District Athletic Board website. Regional and State semifinal sites have been pre-determined by the OHSAA and can be found on the tournament draw document.
  - Home team determination. Since many sectional and district matches take place at home sites, or at the sites of higher seeded teams, please be sure to get clarification on the designated home team.
3. **Financial reports:** All Tournament finances are required to meet OHSAA Financial Accounting requirements. All instructions for these procedures are outlined in this Manual for Regional and State semifinal matches. DAB representatives shall review this information for Sectional and District matches.
4. **General ticketing and passes:** Passes including but not limited to host passes, local school passes, passes created by the DAB's, etc. shall not be used for entry to OHSAA Tournament matches. Every person must have a a ticket to enter the contest.
5. **Official assignments.** Officials have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your officials in advance of the contest to remind them of their assignment time, location address, parking accommodations, amenities, etc. Please provide them with reserved parking and directions to your site.
  - Officials guest. Each official is permitted to have one guest; however, they are to remain away from their dressing facilities. An official's guest must enter with the official at the official's entrance. However, in the event this is not possible, the host site may request a ticket for the official through OHSAA Customer Experience Manager Claudia Merkoff (cmarkoff@ohsaa.org)

**NOTE:** The assignment of officials is confidential information and shall not be disclosed to others (including participating teams) until match time.
6. **Brackets.** District Athletic Board and/or sport coordinators are responsible for creating Sectional/District brackets in myOHSAA. Instructions for Sectional and District site managers to update brackets will be communicated through their respective DAB. Regional through State bracket updates will be managed from the site manager to the OHSAA in which the OHSAA staff will update the brackets.



## 7. Event management.

- Communication. Immediately following the completion of sectional tournament matches, notify the next host of the tournament, or the district tournament manager, of the team or teams that qualify to the next round. In Districts where district sites are different from sectional sites, district managers will be in contact with you for the transfer of information (roster information, etc.) Please assist this process by providing the name and contact information to the sectional winner.
- 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 much 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 match.
- Neutrality. As a reminder, hosts that provide extra amenities such as heaters, canopies, locker rooms, etc. must be available to both teams, not just the host team. Public address announcers shall remain neutral during all tournament contests.
- Overtime procedures. Since tie-breaking procedures are not used during the regular season, please familiarize yourself with these procedures and have them handy as a reference for officials as well. Public address scripts have been provided outlining overtime procedures.
- Awards and presentations. Trophies and medallions (district and regional) appropriate for the tournament will be shipped directly to the managers or the contact provided to the OHSAA from Croton Craft, P.O. Box 257, Croton, Ohio 41013. 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 740-504-3228.

There will be an awards ceremony at the conclusion of the District and Regional final matches. Please review the process with coaches prior to the match of the expectations at this ceremony, most notably:

- 1) Teams are to remain on the field at the conclusion of the match 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 (both at the District final and Regional final).

8. **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.

9. **Team management:**

- Travel party/bench list form. Travel party/Bench List forms are required for each level of the tournament. Forms can be found under the tournament information on the OHSAA soccer webpage. Per the Soccer Tournament Regulations, it is the responsibility of the coaches and tournament manager to ensure that the number of players does not exceed twenty-five (25) in uniform for each match. 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 match.

Managers are tasked with transferring team forms and program materials for winning teams advancing in the tournament. This will include team travel party/bench list forms; however, edits may be made to the forms as teams advance in the tournament due to injury, extenuating circumstances, etc.

- Uniforms: Regular season uniform rules shall be in place throughout the entire tournament. Home teams shall wear dark jerseys and dark socks and visiting teams shall wear all white jerseys and socks throughout the tournament. Please reference the uniform regulations in the NFHS rulebook – Rule 4.
- Girls on boys teams. Per OHSAA sport regulations, a boys team with girls on it is only eligible to compete in the boys OHSAA Tournament. Girls who have been participating on both boys and girls teams during the regular season must choose if they will participate on the girls team or boys team for the OHSAA Tournament. Therefore, a girl may not compete on both boys and girls teams during the OHSAA Tournament

## Regional Tournament Information

In addition to the information provided above, the below information is specific to regional and state semifinal hosts.

1. **Communication.** Regional and state semifinal hosts are responsible for communicating with advancing teams and collecting the team travel party/bench form. Additionally, they are responsible for contacting the advancing teams and officials regarding parking, entrances, locker room access, parking fees, team forms, etc. Hosts may charge for parking, but the fee may not exceed \$5.00.
2. **Home team determination.** The designated home team is the team listed on the top of the bracket.
3. **Match Balls: NEW INFORMATION – PLEASE NOTE** For Regional semifinal and final matches, the OHSAA will provide each site four (4) [Wilson Vivido](#) soccer balls per regional semifinal. Advancing team will bring four (4) balls to regional final from semifinal round for a total of 8 balls. Regional champions will be given one game ball for commemorative purposes. Teams advancing to the state semi-final, please take balls from regional. You will not need to bring balls to state final.
4. After the completion of the match, **please text (614-313-9563) or email Kelly Schoenly ([kschoenly@ohsaa.org](mailto:kschoenly@ohsaa.org))** the score and advancing team name.
5. Hosts must submit an expense report from the matches. Please reference the Post-Tournament Financial Information Section.



## Team Benches

Benches may be on the same side or opposite sides of the field. There should be designated areas for each team's bench separated by an official area for entering substitutes. Per NFHS Rules, team benches shall be at least 10 feet from the touchlines and coaches, bench personnel and team members are restricted to the team area. Markings for these areas are required by rule.

**Exceptions to this Rule (as permitted in NFHS Rule 1-5 Article 3): *When teams are placed on the opposite sides of the field, each team areas shall be located as specified above and shall be placed diagonally across from each other***

The correct markings outlined by NFHS Rules are required on the field. Failure to do so will result in loss of the privilege to host tournament matches.

## Team Introductions

Team introductions shall be coordinated in the following format:

- **Both teams shall walk out international style to midfield (both teams lined up and walking out with the officials to midfield).** If benches are on opposite sides of the field, one referee will meet the team on the opposite side of the field and walk the team to center field as the other officials walk the other team.
- Public address announcers shall announce all non-starters, starters and coaching staff beginning with the visiting team and concluding with the home team.
- Hosts may adjust the timing to complete the pre-match announcements and introductions prior to the desired kickoff time. Please make every effort to begin matches on time.
- Hosts may coordinate a color guard or National Anthem singer for tournament contests. However, this is not required.

## Spectator Seating

NFHS Rule 1-6 requires that spectators that are behind a goal must be in bleachers. If you do not have bleachers behind the goal, spectators are not permitted to stand behind the area of the goal. For tournament matches, allowing fans behind goals should be avoided at all costs.

## Goal Differential

Any time the score differential reaches six (6) goals or more after the first half of the contest, a running clock shall be used. After the six (6) goal differential has been met but the score drops below 6 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. The general PA script may include the announcement that the running clock is being used.

## Match Termination Policy

Should the goal differential reach eight (8) at the end of the first half or anytime during the second half of the post-season tournament, the match is terminated. The score stands and is counted as a complete match.

## Overtime Procedures

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

### Overtime Procedures Outline

5:00 min Intermission after regulation time

15:00 min First overtime period

2:00 min Intermission

15:00 min Second overtime period

2:00 min Intermission

Begin penalty kicks

## Official Match Ball and Ball Personnel

The OHSAA does not have a specific soccer ball designated for Sectional and District Tournaments. However, match balls used must be approved by the NFHS have the NFHS Authentication mark. Each host sectional/district host must provide a minimum of three (3) match balls. Teams are asked to bring a minimum of three (3) ball persons.

**NEW INFORMATION – PLEASE NOTE!!** For Regional semifinal and final matches, the OHSAA will provide each site four (4) [Wilson Vivido](#) soccer balls per regional semifinal. Advancing team will bring balls to next round. Regional champions will be given one game ball for commemorative purposes.

Teams advancing to the state semi-final, please take balls from regional. You will not need to bring balls from state semifinal to state final.

Advancing teams shall be required to provide three (3) ball persons to each round of the tournament.

Ball persons are under the direct supervision of the officials and will review duties and responsibilities with them prior to the match. This is mentioned to review at the district seed meetings with coaches, assuming the participating teams are responsible in many cases for providing them at your tournament matches. Ball persons should be able to keep up with the flow of play and therefore need to be of physical ability to do so.

## Security

Hosts shall hire adequate security/oversight for each tournament match. Hosts are encouraged to address problems before they occur by separating spectator seating, escorting officials, etc. Please review any specific policies with teams, administrators and officials prior to the match. Refer to the sample “Crisis Management Plan” later in this manual.

## OHSAA Soccer Tournament Management

It is important for **all managers to use the *myOHSAA* data management system**. Tournament winners, scores, and brackets are maintained through myOHSAA. The system is important for communication between managers and the OHSAA as well as the public. Brackets that are updated with scores immediately following a match are updated by each manager utilizing this system.

To use this system, each tournament manager maintains a tournament account with a username and password. If you have served as a tournament manager in any sport at any level, you will utilize the username and password provided to you as a tournament manager. Please contact [Alexis Holderman](#) if you need assistance setting up your account.

### OHSAA TOURNAMENT BRACKETS AND RESULTS

#### **Sectional Managers – Entering Matches/Teams: COMPLETE ASAP FOLLOWING THE DRAW**

Enter all teams on the appropriate line of brackets for each match as it appears on your brackets. Teams receiving a bye in Round 1 and not playing until Round 2 must be entered in Round 1. Simply enter the bye team on the top line of the preceding match and check the “Is Bye” box for that match in round 1. This will advance the bye team to the next round.

#### **SECTIONAL/DISTRICT/REGIONAL MANAGERS – ENTERING SCORES:**

Immediately following a contest, please enter the score. Once the start time of the match has passed, you will see a link to “Report Score” on the bracket. By NFHS rule for matches that are determined by penalty kicks/shootout, one goal is added to the overtime score of the winner of the shootout stage of overtime.

Ex: Match is tied 1-1 after the second overtime. Team A wins the shootout 4-3. The final score of the match is Team A - 2 and Team B – 1. Check the box for shootout when reporting the score.

**Note:** The OHSAA will create Regional and State level brackets.

## Post-Tournament Financial Information

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

In order to receive the Flat Fee for hosting Football, Regional/State-semis Soccer, Field Hockey, Regional Volleyball, Regional Cross Country, Regional Basketball, Regional Baseball, Regional Softball, Lacrosse, Regional Track and Field, please complete the Google Doc questionnaire found [HERE](#).

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

Links to Sectional and District level Tournament Financial Reports can be found on the respective OHSAA District website or by contacting the District Treasurer.

Central: Jim Hayes - [jhayes@ohsaa.org](mailto:jhayes@ohsaa.org)  
Northwest: Bill Hanna – [bhanna@ohsaa.org](mailto:bhanna@ohsaa.org)  
East: Richard Hall – [rhall@ohsaa.org](mailto:rhall@ohsaa.org)  
Southeast: Rick Edwards – [redwards@ohsaa.org](mailto:redwards@ohsaa.org)  
Northeast: Mark McGuire – [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)  
Southwest: Joe Roberts – [swdab-treas@ohsaa.org](mailto:swdab-treas@ohsaa.org)

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 43260-4526.**

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](#).

The Sectional and Districts flat fee amount is determined by each District Athletic Board in coordination with the OHSAA Finance Team. The flat fee will be communicated at the District Athletic Board Managers Meeting. The Flat Fee for a Regional Semifinal is \$750 per match, Regional Final is \$850 per match and the State Semifinal is \$900 per match.



## Soccer 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 a contest.

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

Officials are permitted one guest and must enter with the official. However, in the event this is not possible, the host site may request a ticket for the official through OHSAA Customer Experience Manager. Coaching scouts are permitted to receive two (2) complimentary tickets through the protocol established in the Ticketing Policy Section.

**All managers must use the Travel Party/Bench List as the entry list for the team**—Twenty-five (25) uniformed players, plus the additional ten (10) team personnel. The OHSAA approved Travel Party List is located on the Tournament Information page [HERE](#).

## Soccer Tournament Ticket Policy

Managers conducting tournaments at all levels (Sectional, District and Regional) must follow appropriate ticket management procedures.

1. OHSAA Soccer Tournament tickets will be sold online.  
**NOTE:** Due to a change in Ohio state law, high school venues are permitted to sell tickets at the gate for cash. Online ticket sales are encouraged.
2. Every person will need a digital ticket for admission.
3. Adherence to the procedures below will insure better control of gate proceeds and attendance.

All information regarding tickets will come from Claudia Markoff, OHSAA Customer Experience Manager.

Claudia Markoff  
E: [cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org)  
B: 614-549-6973

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Sectional Tournaments	\$5.00	\$8.00
District Tournaments	\$5.00	\$8.00
Regional Tournaments	\$5.00	\$11.00
State Semifinal Tournaments	\$10.00	\$15.00
State Tournament	\$10.00	\$15.00

## **AGES 5 AND UNDER ARE FREE**

### **OHSAA BOARD MEMBER PASSES**

OHSAA Board members have received a digital QR code pass. This pass MUST be scanned and shall be accepted at all levels of the tournament.

### **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.

### **MEDIA**

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

### **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.

This can be used for scouting or to attend games at the Sectional, District, and Regional Level.

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

No additional tickets will be provided for scouting at the Sectional, District, and Regional Tournament levels.

If a team wants to scout at the State Semi-Finals, please contact [tickets@ohsaa.org](mailto:tickets@ohsaa.org).

## Officiating

Each District Athletic Board assigns officials through DragonFly to Sectional/District sites within the list of eligible tournament officials. Regional and State tournament officials for all tournament contests shall be contracted by the OHSAA staff. Officials receive their contracts via DragonFly and are notified by the District Athletic Board and district 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. Rates are:

Sectional Tournament:	\$85.00 each in Dual System crew - plus travel allowance \$85.00 Center, \$75.00 each AR, Diagonal System crew – plus travel allowance
District Tournament:	\$95.00 each in Dual System crew - plus travel allowance \$95.00 Center, \$85.00 each AR, Diagonal System crew – plus travel allowance
Regional Tournament:	\$145 Center, \$130 AR, Diagonal System crew – plus travel allowance. The 4 <sup>th</sup> official shall receive \$75 plus travel allowance.

**Travel Allowance:** Officials shall receive a travel stipend that is calculated by using the following formula: \$1.00 per mile one way, beginning at mile 51 from the official's home zip code to the tournament site zip code (e.g., if a tournament site is 65 miles from the official's zip code, the official would receive a \$15.00 travel stipend). The zip code used for all officials shall be the address reported by each official as the home address on their myOHSAA account. Distance shall be measured by DragonFly as the distance found from the middle of the official's zip code to the middle of the site zip code. At the state championship level of any tournament, officials will receive one travel stipend. At all other tournament levels, officials will receive the travel stipend for each day of an assignment. Alternate officials will be paid per game plus the regular travel stipend. In tournaments in which both permitted and unpermitted officials are used, the unpermitted officials will be paid 75% of the established fee plus the regular travel payment. Tournament site managers are responsible for determining the correct amount to be paid to each official, including the amount to be paid for any travel payment.

**Cancellations:** If an official is notified of a cancellation, or rescheduling, prior to departure the official will not receive any compensation. If an official is notified enroute, or after the official arrives and the tournament contest is not started, the official will receive the travel stipend, but not the game fee. In such cases the payment will be a minimum of \$50.00 for State, \$40 for Regional and \$30 for Sectional/District. If after the official arrives, the tournament contest is started and is interrupted due to weather or other reasons, and not completed on the day scheduled, the official will receive full payment. An official completing an interrupted contest on another day will receive full payment. In extraordinary cases, due to weather or other unanticipated occurrences, the District Athletic Boards (Sectional & District) or State Office (Regional or State) may approve payments to officials to compensate them for expenses incurred.

**Alternate:** When an alternate is used as a match official (minimum of one play) the alternate will receive full match pay.

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

## Suspended Match Procedures

Tournament matches 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 match. Teams playing short will continue to play short. Rule 7-1-3 (page 36 of the NFHS Soccer Rules Book) which allows the head referee to declare an official match when a match cannot be continued shall not apply for tournament matches.

If a match must be suspended, site managers should coordinate with coaches, school administrators, District Athletic Board individuals and officials to identify and schedule the first available time to resume and complete the match. District Athletic Board secretaries will inform you of the policy regarding the replacement of officials.

If a match must be suspended, remind the Head Referee to complete a report to the OHSAA indicating the following:

- Time Remaining
- Restart, location and which team performs
- Score
- Cards Issued
- Team that Kicked off
- Goal each team defended

## Soccer 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 match, the space on the bracket may be declared vacant. In this circumstance, the match 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.

## Spirit Groups, Pep Bands and In-Match Activity

Artificial noisemakers are permitted provided they do not interfere with the match as determined by the site manager and/or officials. This includes but is not limited to drums and Vuvuzelas. Air horns and noisemakers that required electric or alternate sources of power are not permitted in any tournament facility.

Drones, or “Unmanned Aerial Vehicles” are prohibited for any purpose by any persons at OHSAA tournament contests. Tournament management shall remove anyone attempting to use a drone and/or confiscate the drone until the event has been completed.

**Note:** An exception to this policy may be made in specific cases for OHSAA broadcast partners, provided the management of the tournament facility permits the presence of drones for broadcast purposes under the control of the OHSAA. Should this exception be granted to any broadcast partner, direct communication will occur between the OHSAA ([Tim Stried](#)) and the site manager.

## OHSAA Inclement Weather Policy

### (OHSAA Sports Regulation)

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 deciding 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 match personnel and train all personnel.

## Media and Broadcast Information

It is important that all Tournament Managers (or designee) report final scores of each tournament match as quickly as possible in the “myOHSAA” management system. **Should any bracket change occur because of forfeiture, postponement or location change please email OHSAA Sport Administrator, Kelly Schoenly.**

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 Controller. 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 – Media**

1. Be available via telephone and email to correspond with the 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 the media with rosters, programs, statistics, etc., and any other information you have been able to assemble prior to the match.
7. Explain to photographers the designated areas for taking photos.
8. Explain post-match interview procedures to coaches and media before the match.

### **Tournament Site Post-Match 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 match.
3. Allow media members a minimum of 60 minutes after the match 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

### Soccer

Live Video of Soccer Postseason

Covered by the NFHS Network.

#### Live Television Play-by-Play (only available for games not streamed by the NFHS Network)

	Sectional/District	Regional	State Semifinal	State Final
Commercial Stations (Cincinnati, Cleveland and Columbus)	\$400	\$600	\$800	N/A
All Other Stations	\$200	\$400	\$550	N/A
State and Regional Cable (more than 750,000 subscribers) (Only Available Through Negotiation)				

#### Delayed Television Play-by-Play

	Sectional/District	Regional	State Semifinal	State Final
Commercial Stations (Cincinnati, Cleveland and Columbus)	no charge	\$300	\$500	\$700
All Other Stations	no charge	\$175	\$350	\$500
State and Regional Cable (more than 750,000 subscribers) (Only Available Through Negotiation)				

#### Live and/or Delayed Video Streaming Play-by-Play (live video only available for games not streamed by NFHS)

Location (mailing address of broadcast operator)	Sectional/District	Regional	State Semifinal	State Final
Greater Metro Areas of Cincinnati, Cleveland and Columbus	\$100	\$150	\$225	Delay: \$400
Greater Metro Areas of Akron, Canton, Dayton, Toledo and Youngstown	\$100	\$125	\$200	Delay: \$350
All Other Locations	\$75	\$100	\$150	Delay: \$250
Educational Access, Non-Commercial & Fan/Booster Websites	\$50	\$50	\$50	Delay: \$50
Student Broadcasts on School Websites or School-Controlled Webpage	\$0	\$0	\$0	Delay: \$0

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

#### 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 Commissioner's 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 Commissioner's office.

## Radio and Audio Rates

	Sectional / District	Regional	State
All Stations	No charge	\$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 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 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 matchups, 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.

# OHSAA SOCCER TOURNAMENT MATCH RESOURCES

## Resources – All can be found on OHSAA Soccer Site under Championships

1. Tournament Regulations (as of Aug, 31, 2024)
2. Pre-Match Protocol / Timing Sheet
3. Travel Party Form / Bench List
4. In-Match Scripts with Overtime Procedures – Sect-District ONLY (optional)
5. Awards Scripts
  - a. District
  - b. Regional
6. Broadcast/Radio Script