

2021

SECTIONAL/DISTRICT SOFTBALL TOURNAMENT MANAGER'S MANUAL



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A MESSAGE FROM THE OHSAA

Thank you once again for your willingness to serve as a manager for the OHSAA Softball Tournaments! This is the traditional Manager's Manual, provided to all managers of Sectional and District Tournaments. The manual reflects the consistent procedures for all tournament across the state. District Athletic Boards make certain permissible adjustments in their respective districts, but this manual reflects items adopted by the OHSAA Board of Directors to provide a consistent and fairly administrated tournament.

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

1. Introduction Information
2. Overall Tournament Organization Information
3. General Information
4. Sectional and District Specific Information
5. Seeding and Drawing Procedures/Information
6. Media Information
7. Financial Reporting Information
8. Medical Information
9. Required and other Useful Forms

We cannot stress enough the importance of adhering to regulations at the Sectional/District level. As you might expect, should a regulation not be followed, it only becomes magnified when the team advances to another level and is required to follow a regulation that should have been followed all along. Regional managers will receive a separate Regional Manager's Manual.

Though nearly all your communication will be with the District Athletic Board member in your district that oversees softball, if we can be of any service to you, please do not hesitate to contact us. Thanks for your efforts and making this year's tournament a reality!

Sincerely,

OHSAA Sport Management Team

TOURNAMENT OVERVIEW

The OHSAA sponsors the softball tournament in four divisions. The 2021 softball tournament regulations are posted on the OHSAA website. Each of the OHSAA's District Athletic Boards are empowered to organize and conduct softball tournaments at the sectional and district levels. They are conducted according to the tournament regulations adopted by the Board of Directors each winter. Due to the COVID-19 coronavirus pandemic and the fact that there was no softball season held in 2020, schools will be assigned to the 2021 tournament based strictly on their 2018 EMIS numbers, and the Competitive Balance data that normally is used from the previous season was not factored in. As a result, here are the divisional alignments for the 2021 Tournament.

<u>Division</u>	<u>Girls Enrolled</u>	<u>Total Schools</u>
I	339 or more	188
II	192 - 338	188
III	112 - 191	187
IV	111 or less	189

Representation from the district to the regional tournaments in softball for 2021 will be: **Division I:** Combined Central and one Southeast school (Logan) 4; Combined Northeast and one East school (New Philadelphia) 6; Northwest 2, and Southwest 4; **Division II:** Central 2; East 2*; Northeast 5; Northwest 3; Southeast 1, and Southwest 3; **Division III:** Central 2; East 1; Northeast 4; Northwest 3; Southeast 3, and Southwest 3; **Division IV:** Central 2; East 1; Northeast 3; Northwest 5; Southeast 2, and Southwest 3. * Denotes tied with Southeast District but gained the second qualifier based on a coin flip.

For specific school assignments by division, visit: <https://www.ohsaa.org/Sports-Tournaments/Softball/Softball-2021>

Tournament Draw Date

The draw date for tournaments is Sunday, May 2 at 2:00 p.m.

State Tournament Dates, Site & Order of Games

June 3, 4 and 5 — Firestone Stadium, Akron

Division I, IV, III, II

Athletic Districts

Representation to the Regional tournament (the number of Regional 'qualifiers') from District winners is determined by a formula based upon the number of teams participating in the previous year's tournament.

Tournament regulations were adopted by the Board of Directors at its' January meeting and can also be read in their entirety by logging on to www.ohsaa.org and navigating to the Softball site under the "Sports and Tournaments" pull down menu. With a few exceptions, most schools in the counties listed below are assigned sites from the respective District Athletic Boards. You are encouraged to visit their websites for additional information.

Central: www.ohsaa.org/cdab
 Northwest: www.ohsaa.org/nwdab
 East: www.ohsaa.org/edab
 Southeast: www.ohsaa.org/sedab
 Northeast: www.ohsaa.org/nedab
 Southwest: www.ohsaa.org/swdab



SEED & DRAW MEETING INFORMATION

IMPORTANT IN ALL DISTRICTS

1. All Districts have meetings for placement on brackets. This MUST be conducted on **May 2, 2021, at 2:00** in every district
2. Though ALL Tournament Regulations should be reviewed, each of the following MUST BE COVERED with coaches in attendance:
 - There is no guarantee that travel will be the same for both teams to a sectional, district OR regional game
 - Given the structure of OHSAA Sectional/District & Regional Tournaments, travel is not considered a competitive advantage or disadvantage for teams.
3. Game SITES may be reassigned (locations moved) at the discretion of the OHSAA Executive Director or his designee
4. Game TIMES may be reassigned (moved) at the discretion of the OHSAA Executive Director or his designee
5. Teams are permitted the following with NO exceptions:
 - 22 Players in Uniform (these players may change from game to game). ONLY those 22 are permitted on the field for pre-game and in the dugout.
 - Any and ALL coaches in the dugout MUST BE IN REQUIRED ATTIRE. For softball, this means coaches shall be attired in school uniform or jersey/coaching shirt with coaching shorts/slacks or warm-up suits in school colors or colors of khaki, black, white or gray. Cut-offs or any type of jeans are prohibited. Coaches not appropriately dressed remain on the bench or in the dugout and are not permitted in the coaches' box.
6. Agreeing to participate in the OHSAA Tournament (by the school's athletic administrator) is an agreement to abide by all the conditions of the OHSAA Softball Tournament Regulations

It is important that the above information is reviewed at EACH Sectional/District Draw Meeting. Questions often arise at the Regional and/or State Tournament level and it will be mentioned that the above information was already covered at their Seed/Draw Meetings as a condition of entering the tournament.

TOURNAMENT ENTRY FORMS

All schools submit their Tournament Entry ONLINE – eliminating the need for any paper entry forms. Teams will NOT be required to submit a Tournament Entry Form at the Seed/Draw meeting. The Entry Forms submitted online by the school's athletic administrator contains emergency contact information and the myOHSAA System (see below) is set up to permit YOU the ability to pull off necessary information. There is no need to collect separate 'contact information,' etc. at your draw meeting. Now that the OHSAA Tournament Entry Form requires the coach's name and Pupil Activity Permit number, **it is not the responsibility of the Tournament Manager to ensure compliance.** This would be nearly impossible for you to do. This is achieved through the OHSAA's auditing process and any consequence or fine (required by the OHSAA's Bylaws) will be administered **by the OHSAA.**

OHSAA TOURNAMENT MANAGEMENT

myOHSAA is an internet based software that allows schools, officials, OHSAA District Athletic Boards and the OHSAA office to access and share important information with each other. Tournament managers will use the purple “Trophy” icon on their myOHSAA accounts to access the tournament management portion of the system.

District Athletic Boards will create sectional and district level tournaments in myOHSAA while the sports management staff at the OHSAA office will create regional and state level tournaments. Once a tournament has been created and a “Tournament Manager” assigned, that manager will see the purple “Trophy” icon and be able to access the tournament portion of myOHSAA.

Managers will use the “View Tournaments” link to access their specific tournament(s). This link will allow them to manage schools, teams and scores. Links within the tournament management area will provide the access to the emergency contact information for each participating school, the tournament participation lists, the tournament representation reports and access to the officials’ directory.

CONTRACTING TOURNAMENT OFFICIALS

The contracting of tournament officials for all tournament contests, at all levels of play, will be done through ArbiterSports. Officials are NOT contracted through myOHSAA.

Sectional and district tournament officials for all tournament contests will be contracted by the District Athletic Boards through their ArbiterSports Accounts. Regional and state tournament officials for all tournament contests will be contracted by the OHSAA through its ArbiterSports Account. Tournament managers will not use the host school’s arbiter accounts to contract officials.

OHSAA TOURNAMENT BRACKETS AND RESULTS

Sectional Managers – Entering Games/Teams: COMPLETE ASAP FOLLOWING THE DRAW

Enter all teams on the appropriate line of the brackets for each game 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 game and check the “Is Bye” box for that game in Round 1. This will advance the “bye” team to the next round.

SECTIONAL MANAGERS – EMAILING BRACKETS

On Sunday following your draw, email a copy of the bracket including teams, dates, times and seed position of the teams to the OHSAA. Email: Tim Stried at tstried@ohsaa.org. We simply use that information to double check the bracket entered in myOHSAA for accuracy.

SECTIONAL/DISTRICT/REGIONAL MANAGERS – ENTERING SCORES

Immediately following a contest, please enter the score. Once the start time of the game has passed, you will see a link to “Report Score” on the bracket. Enter the score and press save. If your game site for the next round is TBA because the site is at one of the participating team’s site, you will need to go to the next game and change the location to the host school’s site. Once the scores of the preceding games are entered, the location box in the next game changes by adding the two participating teams.

SECURITY ISSUES

PLEASE pay special attention to all security issues. Hire adequate security/oversight as each District Athletic Board will advise. NFHS Softball Rules now REQUIRE oversight for umpires returning to their vehicles after a game, so please be diligent in that regard. Take the time to review and communicate any and all potential issues with coaches AND school administrators prior to the contest. Try to eliminate all problems **before they occur**. Consult with competing schools PRIOR to the contest, have adequate entry points and communicate with your staff to greet people properly. All go a long way to eliminating problems BEFORE they occur. There is a section providing a sample “Crisis Management Plan” later in this manual. Most schools do have one in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.

TICKETS

- Admission for all sectional and district tournament contests is \$10.00 for school-age students and older.
- Tickets for all sectional and district tournament games will be sold online through HomeTown Ticketing.
- There will be no sales permitted at the game/gate.
- Each tournament site will designate their capacity restrictions based on Department of Health guidelines.
- Tickets will be equally divided between competing schools per game.

SUSPENDED GAME PROCEDURES

All tournament games are to be played to completion. Suspended games will be resumed from the point of suspension.

EXCEPTION 1: *Coaches can mutually agree to end the game at any point. BOTH coaches must agree.*

EXCEPTION 2: *All softball games shall end any time after 5 innings or 4 1/2 innings when a team is 10 or more runs behind and has completed its term at bat.*

Example: At the end of the second inning, a game is suspended due to inclement weather. When play is resumed, either on that day or a following day, the same lineups shall be used, and the game will proceed from the point of suspension. Runs, count on batter, base runners, etc. shall be the same when the game is resumed as it was when it was suspended.

It is important for each tournament manager to obtain line-up cards and scorebook and make certain of the count on the batter, number of base runners, etc., to ensure the game is resumed from the point of suspension. For any reason the tournament manager is not present (and he/she SHOULD be), this is the responsibility of the head coach of the HOME team.

NOISEMAKERS

“Normal” noisemakers are permitted at softball tournaments. **Compressed air horns** are **NOT PERMITTED** nor are noisemakers that have power sources behind them.

UMPIRE INFORMATION

Umpires are assigned and contracted through the respective District Athletic Boards following state-wide guidelines. Fees are listed in the OHSAA Officials Handbook, which is available here:

<https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>

An important aspect of umpire fees involves suspended games and rained out games. The following is **statewide policy** regarding payment of umpires relative to suspended or cancelled games:

- *If an umpire is notified of a cancellation or rescheduling prior to departure, the official will not receive any compensation.*
- *If an umpire is notified en route, or after the official arrives and the tournament has not started, the official will receive the travel stipend, but not game fee.*
- *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 and District) or State Office (Regional and State) may approve payments to officials to compensate them for expenses incurred.*

ALL UMPIRES must have completed one of the approved “Concussion Courses” in order to have received their officiating permit, so there is no need to do any checking of this requirement.

OHSAA SOFTBALL TOURNAMENT GENERAL INFORMATION

The following is 'General Information' for **ALL MANAGERS** relative to Sectional and District tournament play.

1. All sites and assignments to respective sectional tournaments are available online at www.ohsaa.org by selecting "Softball" from the "Sports and Tournaments" drop-down menu.
2. The "Double First Base" is **mandatory at all levels of tournament play.**
3. The following are permitted in the dugout and on the field of play during warm-up:
 - 22 players in uniform
 - Board-approved coaches
 - Three additional personnel identified as trainer, scorekeeper, bat person or team manager
 - No other individuals are permitted in the dugout
4. Financial Reports are available online at <https://www.ohsaa.org/financial/reports>.
5. Umpires have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your umpires in advance of the contest to remind them of their assignment time and location. Please give them the names of the other officials they will be working with that day/night allowing for travel together when possible. Please also provide them reserved parking and provide them directions to your site. Officials are permitted ONE guest.
6. Provide adequate security personnel to ensure protection of umpires, players and spectators. If uniformed police are necessary and/or required at your site, please conform to that need. Remember to ensure the safety of umpires to their vehicles after the contest.
7. Arrange for a Certified Athletic Trainer to be present at your site. Please also have ambulance service available on call for emergencies and maintain an adequate Crisis Management Plan.
8. Provide efficient and competent press box personnel. Scorers and public address announcers should be experienced individuals. A public address should be available. Public address announcers are to remain neutral and professional in their duties. The growing trend to include "sound effects" generally are not done in good taste and should be avoided. Of special concern is the fact that many schools play on home sites in softball and affects the philosophy of tournament play.
9. The **RAWLINGS** softball is the official OHSAA tournament ball and shall be used for all tournament play. Each manager will have received the appropriate number of game balls through their respective District Athletic Boards.
10. **Pre-Game Practice:** Regulations regarding pre-game practice are established by each District Athletic Board. It is recommended that each team be permitted a 10-minute warm-up prior to the beginning of the game.
11. **Batting Practice:** Batting practice is permitted prior to OHSAA tournament games but is not mandatory on the game field. In Sectional and District Tournaments, teams are permitted to have batting practice IF they have the time available.
12. Please review the Softball Tournament Regulations that are included later in this manual. **Additionally**, please copy these regulations, distribute at your seed/draw meeting and remind coaches to review these regulations.

SPECIFIC SECTIONAL SOFTBALL MANAGER INFORMATION

1. Please pay close attention to the OHSAA approved SEEDING and DRAWING PROCEDURES. It goes without saying that the seeding and placement of teams on brackets **must** be done correctly. These seed procedures are listed on the following pages.
2. For Districts that are playing on **Home Sites** throughout the tournament – it is imperative that **all tournament regulations be carefully adhered to even though it may appear to many as a “home game.”** This has been an increasing challenge for teams that are playing on home fields in the first couple of rounds of the tournament. All tournament regulations must be followed and administered regardless of whether it is played on the higher seed’s site or on a neutral site.
3. Please note that “Tournament Entry Forms” are not necessary. Teams enter the tournament entry form ONLINE making these unnecessary for TEAM sports such as softball.
4. All Tournament Management, including ‘bracketing’ is done through myOHSAA. The OHSAA issues tournament manager login’s and passwords. If you forget a password or login information, contact Brenda Murray (bmurray@ohsaa.org) at the OHSAA Office.
5. Bracket Templates are provided by the District Athletic Boards. Please use those templates to insure that ‘bye’ teams are listed on the proper lines, etc. **Please note:** The top line of a bracket is always the HOME team. ‘Bye’ lines are located on the TOP of a bracket to provide the ‘advantage’ of being a “Home” team in the event a higher seeded team takes a ‘bye.’
6. Please remember to change dates on brackets when RAINOUTS occur. Hopefully, we will have great weather, but it is important for others viewing your tournament to view correct dates of games. This also is done through myOHSAA.
7. Immediately following the completion of the Sectional Tournament, please notify the District Tournament Manager of the team or teams that qualify to the District Tournament. 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 your Sectional winner.

OHSAA SOFTBALL SEED AND DRAWING PROCEDURES/ INFORMATION

The established date for ALL seeding and drawing meetings in 2021 is
Sunday, May 2, at 2:00 p.m.

In all Sectional tournaments that precede District tournaments, seeding is mandatory in the Sectional. **ALL teams assigned to the first round of the tournament shall be seeded.** The following seeding method **shall prevail for all OHSAA sponsored Softball tournaments.** For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

Softball 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 18 games to date:

Division I:	12 wins	2 losses
Division II:	2 wins	1 loss
Division III:	1 win	0 losses
Overall Record:	15-3	

All games played to date shall be recorded.

2. Voting will be done for seeded teams.
 - a. All head coaches shall **vote via ballot which shall be made public**, selecting their choice for the number 1 seeded team. The team with the greatest number of votes shall be seeded "Number 1", second highest #2, 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.
Note: In the event 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 (see #3)
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. District Athletic Board websites are:

Central: www.ohsaa.org/cdab
Northwest: www.ohsaa.org/nwdab
East: www.ohsaa.org/edab
Southeast: www.ohsaa.org/sedab
Northeast: www.ohsaa.org/nedab
Southwest: www.ohsaa.org/swdab

4. Tournament managers will distribute brackets to representatives of the participating teams.
5. All brackets shall designate date and time of game with the **HOME TEAM** being listed on the top of the bracket.

SPECIFIC DISTRICT SOFTBALL MANAGER INFORMATION

1. Please contact Sectional Managers to arrange for the transfer of program materials, etc. for winning teams advancing from the Sectional Tournament to the District Tournament. In the event a District site is different from a Sectional site (this varies by Athletic District), please make sure you provide any and all information to those advancing from the Sectional tournament.
2. District Managers should also provide the Regional Qualifier packet to their winner or direct the winner to download the forms online and complete them. Regional managers will need all this information in a timely manner. This can be found on the OHSAA's website at www.ohsaa.org (*SPORTS tab > Softball > Sectional, District & Regional Tournament Information > Regional Softball Qualifier Packet*).
3. The Regional Qualifier packet contains very time sensitive information for District Winners, so it is important you provide this envelope to the District Champion. Please remind your District Champion to look at this material as soon as possible as there are many things time sensitive for the Regional and State tournament.
4. There will be a District Championship Ceremony at the conclusion of all District Final games. These are coordinated by the respective District Athletic Boards, however, please cover with coaches prior to the game of the expectations at this ceremony, most notably:
 - a. Teams are to remain on the field at the conclusion of the game and respectfully honor the other team.
 - b. Teams are expected to accept their medal, shake hands with the OHSAA member, DAB member or representative.
5. Trophies and awards appropriate for the tournament will be shipped directly to the managers 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 Mr. Travis Nethers at Croton Craft 1-800-947-5521. Oftentimes, coaches, parents or athletic administrators would like to order additional medals. They may do so quickly and easily by calling Travis Nethers at the above Croton Craft number.

DISTRICT SOFTBALL AWARDS PRESENTATION

Please locate the presenter, and the respective principal or athletic director assisting with the presentation. Ask the presenter in advance if he/she would like to briefly speak upon the presentation of awards. District Athletic Board procedures may possibly NOT include the principal and/or athletic director in the presentation of awards. District Athletic Board members should inform you of this prior to the presentation.

District Runner-Up

Ladies & Gentlemen, please direct your attention to home plate where _____, representing the _____ District Athletic Board will present today's/tonight's District Runner-Up and District Champion trophies along with _____ and _____ the Principal/Athletic Directors of the respective schools.

When your name is called, please step forward to be recognized.

First, for the 2021 District Runner-Up _____.

(Board member/Representative hands individual medallion to principal and principal puts them around the neck of each individual. Please give the presenter time for each one.)

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

District Champion

And now, the 2021 District Champion in Division _____, the _____.

(Board member/Representative hands individual medallion to principal and principal puts them around the neck of each individual. Please give the presenter time for each one.)

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

(After presenting)

Congratulations to the _____ who will now advance to the Regional Semi-Final at _____ on _____.

Thanks to _____ (site name) and _____ (manager) for serving as a host for the District Championship. Thank you for your attendance and support of Ohio high school student-athletes and please travel home safely. You are encouraged to follow the tournament trail at www.ohsaa.org for Regional sites and game times.

PRE-GAME PUBLIC ADDRESS ANNOUNCEMENT WELCOME AND OPENING REMARKS

Ladies and gentlemen, we live in a great country with freedoms like no other. To honor America and in respect for ALL who have served this great country to defend our freedoms, you are invited to stand and join in singing our National Anthem.

After National Anthem: Ladies and gentlemen, the Ohio High School Athletic Association and _____ welcome you to today's/tonight's _____ tournament contest between _____ High School and _____ High School.

Please remember to follow state requirements for your own health and safety as well as the health and safety of others. That means wear a face covering at all times if you are within six-feet from other spectators; maintain six-feet social distancing from others not in your group of 10 and do not gather before, during or after this event. Spectators are also reminded that you are strictly prohibited from entering the field at any time.

The student-athletes participating in this contest thank you for your tremendous support throughout the season. Let's act with dignity, speak with courtesy and play with pride! On behalf of the OHSAA and everyone participating in this tournament event, please remember to Respect the Game!

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

Visiting Team:

Home Team:

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

The Head Coach for _____ (visiting team) is _____ and he/she is assisted by _____

The Head Coach for _____ (home team) is _____ and he/she is assisted by _____

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

_____; _____, and _____.

MEDIA AND BROADCASTING INFORMATION

Please take time to read the OHSAA Media Regulations to review your responsibility in hosting the media during your tournament contest. For questions including those related to rights fees rates for broadcasting or streaming, contact OHSAA Director of Media Relations Tim Stried at tstried@ohsaa.org.

OHSAA Media Regulations are available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/OHSAA-Media-Regulations.pdf>

OHSAA Tournament Photography Regulations are available here:

<https://www.ohsaa.org/Portals/0/News/Media/PhotographyRegulations.pdf>

As you know, more and more stations are including softball in their radio and/or streaming coverage. Though it is sometimes difficult to provide media press box accommodations, please do your best to accommodate them the best you can. Each step in the tournament creates increased media coverage.

OHSAA Tournament Broadcasting and Streaming Rights Fees Rates are available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>

Some stations pay rights' fees through a delayed process directly to the OHSAA.

The OHSAA Delayed Payment Process memo this is available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/MemoDelayedPayBroadcast.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=xeG67LezQWUnBYbrd70%2BbSTdZjsDqNGagi0MAQqwfcA%3D>

A media outlet's **Application for Delayed Rights Fees Payment** is available here:

<https://ohsaaweb.blob.core.windows.net/files/News/Media/DelayedPaymentApplication.pdf>

MEDIA COVERAGE FORM

This form is **NOT REQUIRED**. However, it is included to assist you with your placement of media when space is an issue.

School: _____

Site: _____

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

Newspapers (name/city)

**Covered During
Regular Season?**

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

Radio Stations (name/city)

**Covered During
Regular Season?**

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

Television Stations (call letters/city)

**Covered During
Regular Season?**

Tape Delay Broadcast?

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

Internet/Websites (name/affiliation/city)

**Covered During
Regular Season?**

Tape Delay Broadcast?

1. _____
2. _____

VIDEOTAPING AND PHOTOGRAPHING INFORMATION

Videotaping and Photographing by Participating Schools

- Videotaping OHSAA tournament contests of the team or individuals from one's own school participating in the contest is permitted provided prior arrangements are made with the tournament manager, and it is done at the expense of the school involved. A maximum of two individuals per school are permitted to videotape.
- All photographs and videos taken by school representatives of the team or individuals from one's own school at OHSAA tournament contests are for school use **ONLY**. The use of photographs or videos taken by school representatives for commercial purposes is strictly prohibited. Such videotapes or photographs may be used for "in-game" coaching purposes only if it is specified in the national playing rules of the sport or in the specific sport regulations.
- It is permissible for a school or a school representative to videotape or photograph tournament contests (including practices) of teams or individuals **not** from one's own school **only with the written consent of all schools participating in the contest(s)**.
- It is permissible for a school or school representative to *utilize* video and photographs of tournament contests (including practices) of teams or individuals **not** from one's own school **only with the written consent of all schools participating in the contest(s)**.

Videotaping and Photographing by Spectators

- Spectators taking videos or photos at OHSAA tournament contests shall not interfere with the view of a contest by other spectators, nor will spectators or their equipment take additional space in seats that have been purchased. No spectators shall be provided "media" access to videotape or photograph an event, nor will spectators and/or their equipment be permitted in any playing area. In addition, no sources of power will be provided for spectators' video or photo equipment.
- All photographs and videos taken by spectators at OHSAA tournament contests are for personal use **ONLY**. The use of spectator photographs or videos for **commercial purposes** is strictly prohibited.
- The tournament site accepts no liability for damage or theft of spectator equipment or injury as a result of privately owned equipment.
- The OHSAA reserves the right to remove violators of these policies from a tournament contest, invoke additional penalties and seek maximum legal recourse.

Use of Unmanned Aerial Vehicles (Drones)

- For purposes of this policy, an unmanned aerial vehicle ("UAV"), commonly known as a drone, is any aircraft without a human pilot aboard the device.
- The use of drones can only be authorized by the Federal Communications Commission (FCC). If a license is granted to an individual by the FCC for use of a drone and that authorization is verified, it is the responsibility of each local school district to establish additional policies for the use of drones during home regular season contests (including previews and scrimmages) and practices.
- The use of drones is prohibited for any purpose by any persons at OHSAA tournament contests or practices beginning an hour before the scheduled start time to an hour after the contest ends. At tournament contests, if management discovers that a drone is being used, management shall attempt to locate the operator to have the drone removed from the facility area, but the contest shall not be delayed. 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 the OHSAA's official television partner or official photographer, provided the operator of the drone is licensed by the FCC, that authorization can be verified and the management of the tournament facility permits the presence of drones for broadcast purposes under the control of the OHSAA.

PRE-GAME PUBLIC ADDRESS ANNOUNCEMENT
SPECTATORS TAKING PHOTOS AND VIDEOS

PLEASE READ PRIOR TO OPENING PITCH AND VARIOUS TIMES THROUGHOUT

Attention Ladies & Gentlemen,

Spectators taking photographs or videos may not interfere with the view of this contest by other spectators, nor may they take additional space in seats that have been purchased.

In addition, all photographs and videos taken by spectators at this event are for personal use **ONLY**. The use of photographs or videos for commercial, scouting or coaching purposes is strictly prohibited.

The Ohio High School Athletic Association reserves the right to remove offenders from this contest, invoke additional penalties and to seek maximum legal recourse against violators of these regulations.

Thank you for following this important regulation.

FINANCIAL REPORTING INFORMATION

*All Tournament finances are required to meet OHSAA Financial Accounting requirements. **ALL INSTRUCTIONS** for these procedures will be outlined by District Athletic Board Treasurers (listed below) at the respective District Athletic Board Managers' Meetings.*

NO Tournament Manager is permitted to hold or distribute funds in private or personal checking accounts.

Any questions surrounding these procedures can be directed to:

District Athletic Board Treasurers

Central District

Jim Hayes
jhayes@ohsaa.org
C: 740-207-1059

East District

Richard Hall
rhall@ohsaa.org
C: 740-541-5583

Northeast District

Mark McGuire
mmcguire@ohsaa.org
C: 440-346-4827

Northwest District

Bill Hanna
bhanna@ohsaa.org
C: 419-230-4127

Southeast District

Rick Edwards
redwards@ohsaa.org
C: 740-591-9427

Southwest District

Jan Wilking
wilkingj@wyomingcityschools.org
C: 513-378-4445

POSITION STATEMENT ON SERVICE DOGS

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

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

The service dog must be harnessed, leashed or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal.

When it is not obvious what service the dog provides, only limited inquiries are allowed. Staff members may ask two questions: 1) **Is the dog a service animal required because of a disability?** and 2) **What work or task has the dog been trained to perform?** Staff shall not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog to demonstrate its ability to perform the work or task.

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

TOURNAMENT MEDICAL & SAFETY INFORMATION

Implementation of State Law and NFHS Playing Rules Related to Concussed Athletes and Return to Play Protocol

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus, it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

Note: It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that students are only put into practice or contests if they are physically capable of performing. However, all individuals involved in the conduct of interscholastic competition have responsibilities in this endeavor.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013, for the remainder of the spring sports season and thereafter. 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. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

- 1.) The student's condition is assessed by either of the following:
 - a. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)
 - b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.
- 2.) The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Click here <http://ohsaa.org/medicine/AuthorizationToReenter.pdf> to retrieve the OHSAA's Medical Authorization to Return To Play (RTP) form.

A school district board of education or governing authority of a chartered or non-chartered nonpublic school may authorize a licensed health care provider who is NOT a PHYSICIAN to make an assessment and grant authorization for a student to return to participation ONLY if the provider is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:

- 1.) In consultation with a physician;
- 2.) Pursuant to the referral of a physician;
- 3.) In collaboration with a physician, or
- 4.) Under the supervision of a physician.

— *Continued on the Next Page*

Note: A physician or other licensed health care provider who makes an assessment or grants clearance for a student to return to participation may be a volunteer.

Coaches Requirements

All coaches, paid and volunteer, must possess a current Department of Education-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete an online concussion education course as stipulated in the section entitled **Approved Online Concussion Education Course**. This course is valid for three years.

Contest Officials Requirements

New legislation signed into law by the Governor provides that no school “shall permit” an individual to referee interscholastic athletic contests unless the individual holds a Pupil Activity Program/Coaching Permit or has successfully completed within the last three years a training program in concussion recognition. Therefore, all OHSAA licensed officials shall possess either a current Department of Education-issued Pupil Activity Program/Coaching Permit or show evidence of completing an approved online concussion education course as stipulated in the section entitled Approved Online Concussion Education Courses. This course is valid for three years from the date of completion.

Student and Parent Requirements

All students and their parents or legal guardians shall review and sign the “Concussion Information Sheet” which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course.

NFHS Suggested Medical Clearance Return to Play Protocol

- 1.) No exertional activity until asymptomatic.
- 2.) When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
- 3.) Initiate aerobic activity fundamental to specific sport such as running or skating and may also begin progressive strength training activities.
- 4.) Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
- 5.) Full contact in practice setting.
- 6.) Game play/competition.
 - Athlete must remain asymptomatic to progress to the next level. (It is often suggested that an athlete not be allowed to progress more than one level per day.)
 - If symptoms recur, athlete must return to previous level and should be reevaluated by an appropriate health care professional.
 - Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity.)

OHSAA Concussion Authorization to Reenter Form

<https://www.ohsaa.org/Portals/0/Sports-Medicine/AuthorizationToReenter.pdf>

OHSAA Concussion Report Form

<https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/OHSAAConcussionReport.pdf>

TOURNAMENT MEDICAL & SAFETY INFORMATION

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.

For more information, go to the OHSAA's website at: <https://www.ohsaa.org/communicablediseases>

EMERGENCY/CRISIS MANAGEMENT GUIDELINES

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 in and out of the field.
4. **Written Emergency Plan** – review the facility plan for emergency situation and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.
5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
 - Obtain the Cell Phone numbers of all coaches competing at your tournament
 - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament
 - 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 Director 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 Director.
7. **Contingency Plan** – Have all plans in place in the event a contest cannot be played. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.
8. **Entry/Exit Plan** – Crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.
9. **Parking & Traffic Flow** – many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – carefully study match-ups, communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site. **KEEP FANS OFF THE FIELD BEFORE, DURING and AFTER the contest! Prevent “tunnels” made by fans for introductions.**
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

EMERGENCY ACTION PLAN

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

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

Exact Address of Tournament Site: _____

Entry location for Emergency Vehicle: _____

Normal Response Time for Emergency Vehicle is: _____

Location of AED: _____

Designated Health Care Provider for this tournament is: _____

Contact Number: _____

Closest Health Care Facility: _____ Travel Time: _____

Closest Trauma Facility: _____ Travel Time: _____

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

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.

2021 TOURNAMENT REGULATIONS

NOTE: The following regulations apply to all levels of tournament competition unless otherwise specified. They were adopted by the Ohio High School Athletic Association Board of Directors on February 18, 2021. The Executive Director is authorized to modify these regulations when deemed necessary, subject to ratification by the Board of Directors. It should also be noted that, besides these tournament regulations, all regulations within the OHSAA Handbook (Bylaws, General Sports Regulations and Softball Regulations) shall be followed in addition to the other requirements listed within the OHSAA/NFHS Rules Considerations and General Requirements document and the Ohio Department of Health Director's Sports Order due to the COVID-19 coronavirus pandemic.

REGULATIONS FOR SECTIONAL, DISTRICT, REGIONAL AND STATE TOURNAMENTS

I. ORGANIZATION OF TOURNAMENTS

- A. Each District Athletic Board (DAB) organizes and conducts Sectional and District Tournaments in their respective districts, subject to the rules and regulations adopted by the Board of Directors. Sectional / District site managers will receive supplemental information from respective District Athletic Boards. Site selection and play dates of Sectional/District tournaments are at the discretion of each District Athletic Board.
- B. The Regional and State Tournaments are under the direct control of the Executive Director's office. There will be four divisions (I, II, III, and IV). Site selection for Regional Tournaments is at the discretion of the Executive Director's office and may be changed at any time.
- C. There is no restriction/requirement at any level of play regarding playing at college or high school sites. Sites must meet minimum requirements of the NFHS.
- D. The OHSAA maintains the authority to change the site, date, or time of any Regional and State tournament assignment.
- E. Completion of the OHSAA Tournament Entry Form is the school's agreement to play at the site, day and time assigned by the Executive Director's office.

II. ELIGIBILITY OF STUDENTS, COACHES AND BENCH PERSONNEL

- A. All participants must be eligible under the Bylaws and Sports Regulations of the Ohio High School Athletic Association. Only one school team sponsored by a member school is eligible to participate.
- B. Twenty-two (22) players may be in uniform for each tournament game. The twenty-two (22) players will be the only players permitted in the dugout or on the field for warm-up or any part of the contest. The twenty-two (22) may be changed from game to game throughout the tournament, however any player in uniform must meet all eligibility requirements established by OHSAA Bylaws. Only the 22 permitted in uniform are permitted to warm-up on the field during pre-game.
- C. A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.
- D. Only Board of Education approved coaches with valid Pupil Activity Permits issued by the Ohio Department of Education are permitted to be in the bench area or locker room prior to, during, and after any tournament contest.
- E. All board approved coaches in the dugout must be in attire as required by NFHS Rules.

III. GENERAL REGULATIONS

A. TOURNAMENT ENTRY/WITHDRAW

Member schools wanting to participate in the 2021 OHSAA Softball Tournament must indicate their intent to participate on their 2020-21 OHSAA Sports Participation Card. Schools that change their tournament participation after April 26, 2021, will be subject to a \$50 penalty per sport.

B. GAMES PER DAY

No team or individual shall play more than two tournament games per day.

C. FAILURE TO APPEAR

If national playing rules do not address failure to appear, the following regulations will apply.

If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of the tournament game, the space on the bracket may be declared vacant. A "forfeit" shall be declared, and the opposing team shall advance to the next round of competition. See **Failure to Appear** under Section 16.4 of the General Sports Regulations.

All decisions relative to this regulation shall be made by a member of the respective district athletic board or the OHSAA Executive Director's office.

The OHSAA Executive Director's Office, in collaboration with the administrative staff, District Athletic Boards and/or Board of Directors, and the tournament manager, may delay or reschedule a tournament contest/competition provided it is **practical** to delay or reschedule such contests/competitions.

D. SECTIONAL AND DISTRICT TOURNAMENT DATES

The Sectional Tournaments may begin on Saturday, **May 8** and scheduled to be completed by **May 15**. The District Tournaments will be conducted during the following week, ending **May 22**. Sectional and District tournament managers should build in make-up dates knowing the Regional will NOT be pushed back due to postponements at the Sectional/District level.

E. SCHOOL REPRESENTATIVE

No team or individual entry will be allowed to compete in the Sectional, District, Regional or State Tournaments unless accompanied by a coach or person authorized by the Board of Education. Teams unaccompanied by a coach or authorized person will be disqualified.

F. UMPIRES

- Only OHSAA Class 1 officials shall be used in Sectional, District, Regional and State Tournament games.
- Officials for Sectional and District Tournaments shall be selected as directed by the respective District Boards.
- The officials for the Regional and State Tournaments shall be assigned by the Executive Director's office according to the procedure adopted by the Board of Directors in proportion to the number of Class 1 officials in the district.
- All OHSAA licensed tournament officials shall possess either a current Department of Education issue Pupil Activity Program/Coaching Permit or show evidence of completing an approved concussion education course.

G. REPRESENTATION TO REGIONAL TOURNAMENTS

The number of representatives from each of the six Athletic Districts is determined by a formula. The representation from each District to the Regional in Divisions I, II, III, and IV for **2021** shall be:

District	I	II	III	IV
Central	4	2	2	2
East		2	1	1
Northeast	6	5	4	3
Northwest	2	3	3	5
Southeast		1	3	2
Southwest	4	3	3	3
Totals	16	16	16	16

H. TOURNAMENT SEEDING AND DRAWING PROCEDURES

NOTE: The established date for all seeding and drawing meetings is **May 2, 2021**. The meeting is to be held at 2:00 p.m.

a. Posting and Recording Team Records

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 prior to the start of seed voting. The records will include the number of wins and losses in the divisions of the teams played.

For Example: A Division I team with 22 games played at the time of the draw:

Division I opponents: 14 wins 3 losses

Division II opponents: 4 wins 1 loss

*All games played shall be recorded

b. Voting Procedures for seeding teams

All head coaches shall vote via ballot **which shall be made public – whether online or in person**, selecting their choice for #1 seeded team. The team with the greatest number of votes shall be seeded #1, second highest #2, until all teams are seeded. In case of a tie, only the tied teams will be re-voted upon. If a tie should occur the second time, a flip of the coin shall determine the seeded team.

NOTE: If electronic balloting is utilized in a particular District, the results shall be sent to the manager and made public by the manager at the drawing meeting.

c. Placement of Teams on Brackets

Each District Athletic Board (DAB) shall determine placement of teams on brackets. Regulations for placement for each district can be found by navigating to the following websites:

Central District Athletic Board: www.ohsaa.org/cdab

East District Athletic Board: www.ohsaa.org/edab

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Northeast District Athletic Board: www.ohsaa.org/nedab
Northwest District Athletic Board: www.ohsaa.org/nwdab
Southeast District Athletic Board: www.ohsaa.org/sedab
Southwest District Athletic Board: www.ohsaa.org/swdab

If a school fails to have a representative present at the seeding and drawing meeting, the manager shall place the school(s) on the bracket in accordance with the DAB's seeding protocol.

Sample brackets are distributed to each manager. Samples of brackets are included in the manager's materials and can also be found at www.ohsaa.org.

The tournament manager will distribute brackets to representatives of participating teams.

All brackets shall designate date and time of game with the home team being listed on the top of the bracket.

Brackets which include a 'bye' will have that 'bye' drawn on a bracket to represent it as a "Home" team.

I. GAME RULES

The 2020 National Federation Softball Rules published by the National Federation of State High School Associations (NFHS) will be the Official Rules in all tournament games. Since there was no season last year, the NFHS' 2020 rules will be used in 2021. In situations where the OHSAA has not adopted NFHS rules (e.g. tie breaker), OHSAA rules shall prevail. THESE RULES MUST BE FOLLOWED EXPLICITLY, AND COACHES, SCHOOLS, OFFICIALS AND UMPIRES CANNOT MUTUALLY AGREE TO MODIFY OR CHANGE THESE RULES IN ANY WAY WHATSOEVER.

- A. All tournament games shall be played to completion. Suspended games shall be resumed from the point of suspension. A game shall end any time after five innings, or after 4½ innings when a team is 10 or more runs behind and has completed its term at bat. This is a completed game and is not considered a suspended game.
- B. If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of a tournament game, the space on the bracket may be declared vacant. A forfeit will be declared, and the opposing team shall advance to the next round of competition.
- C. Bylaw 8-3-1. The OHSAA Constitution and Bylaws does NOT permit Protested Games.
INTERPRETATION: In the event a rule is misinterpreted or misapplied, the correction must be made by the umpires and coaches on the field at the time it occurs. Umpires and coaches are urged to carry rule books, to confer using rule books and to make a correction where warranted. If the coaches and umpires cannot agree, the final decision will be made by the umpire-in-chief.

J. TOURNAMENT BALL

The optic yellow Rawlings softball, the adopted softball of the OHSAA, will be used for all tournament games.

K. BATTING PRACTICE

As determined by the host site manager and if available, batting practices will only be held in the batting cages at a schedule to be announced.

L. COACHES ATTIRE

Coaches shall be attired in school uniform or jersey/coaching shirt with coaching shorts/slacks or warm-up suits in school colors or colors of khaki, black, white or gray. Cut-offs or any type of jeans are prohibited. Coaches not appropriately dressed remain on the bench or in the dugout and are not permitted in the coaches' box.

M. PLAYING FIELD

There is no restriction that tournament games be played on a skinned infield. Turf fields are permissible. The pitching distance for high school fast pitch is 43 feet. Fields must meet minimum requirements of the NFHS.

N. AWARDS - Only awards furnished by the OHSAA may be presented at the OHSAA tournament site.

- (a) SECTIONAL Tournaments: Trophies will **not** be awarded.
- (b) DISTRICT Tournaments – Team trophies will be presented to the Winner and Runner-up teams; awards will be presented to the individual members of the teams and coaches.
- (c) REGIONAL Tournaments– A trophy will be presented to the Regional winner and Regional runner-up.
- (d) STATE Tournament – Team trophies will be presented to the State Championship and Runner-up teams. Individual members of both teams will be presented with gold or silver awards.

Note: Due to the COVID-19 pandemic, no awards presentations to individuals will occur at the district or state level. A very brief team trophy presentation, followed by brief team photos, may occur.

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O. ADMISSION – SECTIONALS AND DISTRICTS

All tickets \$10.00 per person per game. Children age 5 and under will not be charged admission. Tickets will be handled by the OHSAA's online partner, HomeTown Ticketing, and procedures will be shared with the participating schools. Four complimentary tickets will be available for each participating school.

P. PASSES – TEAM AND SCHOOL PERSONNEL

Twenty-two players, manager/head coach, assistant coach, scorekeeper, plus five others (30 total) will be admitted at the pass gate by the Official OHSAA Pass List certified by the principal of the high school. This list will be used at the pass gate for all sessions of the tournament. The Official Pass List will include space for admission for the principal, superintendent, athletic administrators, bus driver and one guest (shall not be in the dugout or bench area).

Q. MEDIA

Credentials for sectional, district and regional contests may be obtained by contacting the tournament manager, including telecasting/broadcasting/streaming. All media arrangements are to be made prior to the game. ***Sectional, district and regional tournament managers should review requests for LIVE telecasting/video streaming with the Executive Director's office.*** Contact Tim Stried, Communications Department, at 614-267-2502, ext. 124, or tstried@ohsaa.org. All requests for credentials for the state tournament should also be made with Tim. Note that the OHSAA prohibits live television or video streaming of tournament contests unless prior permission has been obtained.

R. FILMING OF CONTESTS

a. Videotaping or filming by participating schools

1. Filming or videotaping of softball tournament games by one or both the schools playing the game is permitted provided the permission of the tournament manager is secured, it is done at the expense of the school involved and a maximum of one individual per school is permitted to videotape.
2. Filming or videotaping by members of the coaching staff can now be done from inside the dugout and the video may be viewed, within the dugout, during the game for coaching purposes.
3. Filming or videotaping of a potential opponent's tournament game is prohibited.

b. Videotaping or filming by spectators

1. Shall be for personal use.
2. Shall not be used for the purpose of scouting or coaching.
3. Shall not interfere with the view of the athletic contest by other spectators.
4. The tournament site shall not permit the use of more than the seating space for which the spectator has paid when seating is needed for paid fans.
5. The tournament site accepts no liability for damage or theft of spectator equipment or injury as a result of privately owned equipment.
6. Equipment will not be permitted in any playing area – only in the spectator seating area.
7. The tournament site will not provide sources of power for video equipment.
8. Violation of this regulation may result in the removal of offender from the premises.

S. UNSPORTING CONDUCT PENALTY

- a. During participation in OHSAA tournaments, any student or coach ejected for unsporting conduct shall be ineligible for the remainder of that day as well as for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection.
- b. Beginning in 2021, any player or coach ejected for fighting shall be ineligible for all contests for the remainder of that day. In addition, the player or coach shall be ineligible for all contests at all levels in that sport until FOUR regular season/tournament contests are played at the same level as the ejection or disqualification.
- c. Individuals ejected for unsporting conduct shall be reported to the OHSAA Executive Director by the tournament manager. The Executive Director will investigate the situation and may impose additional penalties in accordance with Bylaw 11 if the situation warrants it.
- d. Participation in an athletic contest is a privilege. Each individual is expected to conduct himself or herself in an exemplary manner while participating.

T. PROPERTY DAMAGE

There is no insurance covering property damage. If property is damaged at a tournament site by competing school teams, student body or spectators, the school from which the students and/or spectators come shall be liable and pay the cost of repair or replacement. The tournament manager is authorized to deduct from the school's share the cost of any damages caused by competing schools. Other damages to facilities not attributed to a competing school could be a legitimate tournament expense and may be deducted from tournament receipts. If damage is extensive, the District Board or Board of Directors will become involved. Student crowd control at state sponsored tournaments is the responsibility of the administrative heads of the competing schools.

U. SPONSORSHIP AND RIGHTS

The Ohio High School Athletic Association is the sponsoring association for the Sectional, District, Regional and State Fast Pitch Softball Tournaments. The OHSAA reserves all rights in regard to the management of these tournaments and the sale of any items or any audio-visual reproductions. Any sale of food, clothing, souvenirs or any other items is strictly prohibited without permission of the respective District Athletic Boards for Sectional and District Tournaments and the OHSAA Executive Director for the Regional and State Tournaments.

V. PROHIBITED ITEMS

There shall be no advertising through printed media, billboards, radio or television that includes beer, wine, liquor, tobacco, political parties or candidates or any other advertising contrary to the philosophy of the high school athletic program.

There also shall be no raffles or any type of games of chance permitted at the site of tournament contests during the duration of the tournament(s).

In addition, the sale of, the distribution of, or the consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.

W. DRONES – UNMANNED AREAL VEHICLES

The use of drones is prohibited for any purpose by any persons at OHSAA tournament contests. Tournament managements 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.

X. LIGHTNING AND INCLEMENT WEATHER

This is an extremely important safety policy adopted by the National Federation. Though all officials received these procedures in pre-season communication, it is strongly recommended that tournament site managers review this policy with Administrators of competing schools, coaches AND Officials prior to games. The Lightning and Inclement Weather Policy is relative to ALL OHSAA Sports and is contained within the **OHSAA Sports Regulations**.

Recognition:

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

Monitor Weather Patterns – Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the competition, and by scanning the sky for signs of potential thunderstorm activity.

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

Management:

Evacuation- If lightening is imminent or a thunderstorm is approaching, all personnel, athletes and spectators shall evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.

Thirty-minute rule- Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes.

Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.

***NOTE:** 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.

Y. **CONCUSSION MANAGEMENT**

Ohio law effective April 26, 2013, indicates that if a student is removed from practice or competition due to a suspected concussion or head injury, the coach or contest official 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. Thereafter, which means no earlier than the next day, the coach or contest official shall not permit the student to return to practice or competition until both of the following conditions are satisfied.

- 1) The student's condition is assessed by either of the following:
 - a. A physician, who is a person authorized under the Chapter 4731 of the Ohio Revised Code (ORC) to practice medicine and surgery or osteopathic medicine or surgery (MD or DO).
 - b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered public school, authorizes to assess the student who has been removed from practice or competition.
- 2) The student received written authorization that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. A school district board of education or governing authority of a chartered or non-chartered nonpublic school may authorize a licensed health care provider who is NOT a PHYSICIAN to make an assessment and grant authorization for a student to return to participation **ONLY** if the provider is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:
 - 1) In consultation with a physician
 - 2) Pursuant to the referral of a physician
 - 3) In collaboration with a physician
 - 4) Under the supervision of a physician

Note: A physician or other licensed health care provider who makes an assessment or grants clearance for a student to return to participation may be a volunteer.

REFERENCE INFORMATION

The safety of our student-athletes is of utmost concern at all times. Information regarding the following important topics can be found at www.ohsaa.org and at www.nfhs.org :

- Heat Stress and Athletic Participation
- Recommendations for Hydration to Prevent Heat Illness
- Suggested Guidelines for Management of Head Trauma in Sports
- Communicable Disease Procedures (can also be found in the back of the NFHS Rules Book)
- Links to the following sites:
 - Joint Advisory Committee on Sports Medicine
 - Ohio Athletic Trainers Association
 - American Medical Society for Sports Medicine
 - Ohio Parents for Drug Free Youth
 - National Athletic Trainers Association (NATA)

2021 GIRLS REGIONAL FASTPITCH SOFTBALL TOURNAMENTS

May 26 and May 29, 2021

I. REGULATIONS

The applicable regulations for Sectional and District Softball Tournaments shall apply to the Regional tournaments in addition to any listed below.

TEAM EXPENSES

The team expense allowance will be at the rate of \$4.00 per mile one way, for each day of participation, plus \$200.00 for incidentals (semifinal game only). Team expenses will be paid by the OHSAA office.

II. ADMISSION – REGIONAL

All tickets \$12.00 per person per game. Children age 5 and under will not be charged admission. Tickets will be handled by the OHSAA's online partner, HomeTown Ticketing, and procedures will be shared with the participating schools. Four complimentary tickets will be available for each participating school.

PRESALE TICKET PROCEEDS

Presale ticket proceeds shall be submitted to the host school district from the participating schools via check only.

III. BATTING/INFIELD PRACTICE SCHEDULES

As determined by the host site manager and if available, batting practices will only be held in the batting cages at a schedule to be announced. Here is a sample schedule for infield practices at regional contests:

2:00 Game		5:00 Game
1:30-1:40	Home team infield practice	4:30-4:40
1:40-1:50	Visiting team infield practice	4:40-4:50
1:55-2:00	Umpire/coach pregame conference at home plate	4:55-5:00
2:00-2:05	Player introductions (non-starters followed by starters) and National Anthem	5:00-5:05
2:06	First pitch	5:06

IV. POSTPONED OR SUSPENDED GAME

If games are postponed or suspended, they will be rescheduled in the original order. If the first round games are not completed on Wednesday, they will be played on Thursday or the next playable day, with the finals on Saturday. If the semifinals are played on Saturday, the final may be played on Sunday.

V. MEDIA

Credentials may be obtained by contacting the tournament manager, including telecasting/broadcasting/streaming. All media arrangements are to be made prior to the game. **Regional tournament managers should review requests for LIVE telecasting/video streaming with the Executive Director's office.** Contact Tim Stried, OHSAA Communications Department, at 614-267-2502, ext. 124, or tstried@ohsaa.org. Note that the OHSAA prohibits live television or video streaming of tournament contests unless prior permission has been obtained.

VI. TOURNAMENT DRAWS

Tournament draws were conducted by the OHSAA Executive Director's Office. All semifinal games will be played Wednesday, May 26 at times TBA and the final game will be played Saturday, May 29 at times TBA. The top team on the bracket will be the home team.

43rd ANNUAL STATE FASTPITCH SOFTBALL TOURNAMENT

June 3, 4 and 5, 2021

Firestone Park – Akron, Ohio

I. REGULATIONS

The applicable regulations for the Sectional, District and Regional Fast Pitch Softball Tournaments shall apply to the State Softball Tournaments in addition to any listed below.

II. TOURNAMENT DRAW

Tournament draws are conducted by a member of the OHSFSCA and/or the Executive Director's Office.

III. ORDER OF GAMES

Games will be played in the order of Division I, Division IV, Division III, Division II. Games may be adjusted due to weather issues and/or graduation ceremonies.

IV. MEETING OF STATE FINALISTS

The Ohio High School Athletic Association will conduct a mandatory online meeting with coaches and/or athletic administrators (limit of two persons per school) of state qualifying teams on Monday, May 31, 2021. Further details will be provided to the state qualifiers.

V. PRACTICE

There shall be no softball practice on the softball fields that will be used during the State Fast Pitch Softball Tournaments other than usual pre-game practice.

EXPENSES

~~Each school shall be paid for State Tournament participation \$4.00 per mile, one way, and \$400.00 per day for each day of participation.~~

VI. SOUVENIR PROGRAMS

Souvenir programs will be sold at the state tournament and provided to the participants at no cost. Procedures for submission of materials for the program by the state qualifiers will be provided by the OHSAA Office.

VII. ADMISSION

The admission cost for the state tournament will be \$15.00 per person per day. Children age 5 and under will not be charged admission. Tickets will be handled by the OHSAA's online partner, HomeTown Ticketing, and procedures will be shared with the participating schools. Four complimentary tickets will be available for each participating school.

VIII. MANAGER OF TOURNAMENT

The State Fast Pitch Softball Tournament is under the supervision and sponsorship of the OHSAA with assistance from its partner, the City of Akron Sports and Athletic Division. The tournament manager is Melvin Blake, 220 S. Balch St., Rm. 200, Akron, OH 44302. Cell: 330-208-5884; Work: 330-375-2855; E-mail: mblake@akronohio.gov

IX. POSTPONED GAMES

If inclement weather causes postponement of state softball tournament games on Thursday, Friday or Saturday, the Board of Directors has authorized the Executive Director's Office to schedule postponed games as appropriate. Attempts will be made to reschedule postponed games in their original order.

X. PASSES – TEAM AND SCHOOL PERSONNEL

Twenty-two players, manager/head coach, assistant coach, scorekeeper, plus five others (30 total) will be admitted at the pass gate by the Official OHSAA Pass List certified by the principal of the high school. These are the individuals permitted in the team dugout. This pass list will be used at the pass gate for all sessions of the tournament. The Official Pass List will include space for admission for the principal, superintendent, athletic administrators, bus driver and one guest (shall not be in the dugout or bench area). Credentials will provide admission for any of the 12 games of the state tournament.

XI. MEDIA

Credentials may be obtained by contacting Tim Stried, Communications Department at the OHSAA Executive Director's Office, at 614-267-2502, ext. 124, or tstried@ohsaa.org. All media arrangements are to be made prior to the state tournament. Note that the OHSAA prohibits live television or video streaming of tournament contests unless prior permission has been obtained.

