



2025

**Swimming and Diving
Tournament Manager
Manual**

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MESSAGE FROM OHSAA STAFF

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

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

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

Sincerely,

Kelly Schoenly

Ohio High School Athletic Association

Sport Administrator, Swimming and Diving

kschoenly@ohsaa.org

Cell (614) 313-9563

Work (614) 549-6965

MISSION STATEMENT

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

IMPORTANT DATES

2025 OHSAA Swimming and Diving Calendar

Sectional Tournaments	February 3 – February 8
District Tournaments	February 10 – February 15
State Tournament – Branin Natatorium – Canton, OH	February 18 – February 22

***Note:** Dates and times for the sectional and district tournaments may vary based on site availability.

CONTACT INFORMATION

OHSAA Office:
4080 Roselea Place
Columbus, OH 43214
Phone: 614-549-6965 (Kelly Schoenly)

Name	Title	Responsibilities	E-Mail
Kelly Schoenly	Sport Administrator, State Tournament Manager	Oversees the sport and serves as the tournament manager for the state tournament.	kschoenly@ohsaa.org
R. J. Van Almen	State Rules Interpreter Director of Officiating Development for Swimming and Diving	Fields rules inquiries. Coordinates state tournament officials.	rjvanalmen@ohsaa.org
Beau Rugg	Senior Director, Officiating and Sports	Directs the OHSAA Officiating Program	brugg@ohsaa.org
Joan Rehfus	State Tournament Site Manager	Coordinates the State Tournament at Branin Natatorium	rehfus_j@ccsdistrict.org
John Mihevic	State Diving Tournament Administrator	Compiles diving qualifier information and results. Provides support for Clean Entries.	mihevijp@miamioh.edu
Pam Cook	State Tournament Data Manager	Compiles qualifier information and results. Coordinates para swimming tournament entry.	pamswim@aol.com

TOURNAMENT MANAGER INSTRUCTIONS

GENERAL TOURNAMENT INFORMATION

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

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

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

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

Sectional and District entry procedures. Entry procedures specific to each sectional and district tournament shall be communicated by each district assigned tournament manager to the participating teams and administration.

Sectional/District managers are responsible for verifying that divers have completed an 11-dive meet.

Swimming Entries: Must be submitted through HyTek. Schools must use their pre-assigned Hy-Tek code that can be found through a compiled list [HERE](#) or through the [school directory](#).

Diving Entries: Coaches are required to submit their diving entries via [CleanEntries](#). If a diver is also competing in swimming events, then the names in HyTek and CleanEntries must match exactly (i.e. Tom in both, not Tom in one and Thomas in the other).

- i) **11-Dive Verification:** In order for a diver to compete in the diving competition, the diver must have completed an 11-dive championship competition at least once during the 2024-25 regular season verifying that the diver can perform an 11-dive championship slate. For clarification purposes, completing an 11-dive competition refers to performing all 11 rounds with no more than one failed dive in the same competition. If the diver completes the 11-dive championship competition where eDive was used and the event was uploaded to Cleanentries.com at the conclusion of the meet, that will serve as verification that the diver is eligible for the State Diving Tournament. If a diver completes an 11-dive championship competition that is not scored by eDive and uploaded to Cleanentries.com,

it is the Diving coach's responsibility to send the completed diving sheet (signed and dated by the meet referee) via email to the District Tournament manager for verification that they are eligible to compete in the State Diving Tournament. This must happen prior to Sunday, February 2, 2025 at 5:00 pm.

- ii) **Note:** Representation for the state diving tournaments shall be calculated based on the entries for the current season at the first level of competition.

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

Qualifiers. The number of qualifiers advancing from the sectional to the district tournament shall be 32 individual qualifiers and 24 relays. Each district may determine the method in which the 32 qualifiers are determined (i.e. 2 automatics from each sectional, all qualify based on time, etc.) Sectional managers are responsible for sharing results to the district manager no later than the Monday following the sectional tournament.

Swimming qualifiers. Instructions for submitting entries can be found [HERE](#).

Sectional to District: The number of qualifiers advancing from the sectional to the district tournament shall be 32 individual qualifiers and 24 relays. Managers are responsible for establishing and communicating the method in which the 32 qualifiers advancing shall be determined.

District to State: From the district to the state tournament, 3 automatic individual qualifiers and 2 automatic relays will advance from each district and an additional 20 individual qualifiers and an additional 16 relays will advance based on time to the state tournament. District managers are required to email district results (finals and consolation finals) to Sarah Tobin (ccsmeetentries@gmail.com) **Saturday, February 15th immediately following conclusion of the district final.** Any additional information regarding state qualifiers will be distributed by the state site tournament manager.

Diving qualifiers. Coaches are responsible for entering their divers through CleanEntries no later than **5pm on Sunday February 2, 2025.** Any additions/withdraws after the deadline, will require a \$100 fine and approval from the OHSAA. Note: Withdraws are permitted due to injury, illness or for medical reasons verified by a physician. Directions for coaches to add entries can be accessed [HERE](#). After that date, coaches may make changes by contacting the appropriate tournament manager. On site, coaches may make changes no later than 30 minutes prior to the start of the entire meet, not just the diving portion. Each district determines whether initial diving competition will be conducted at the sectional or district level based on the number of entries.

Para-Swimming events. The OHSAA recognizes the below categories for the para division:

CATEGORY ONE – Non-ambulatory (uses a wheelchair) with limited use of all four extremities.

CATEGORY TWO – Dwarfism, multiple limb deficiencies, ambulatory with assistance, can use a wheelchair with a high functioning upper body

Para swimmers may compete in two events, 50 freestyle and 100 backstroke (enter in one or both). Para swimmers may swim in relay events at any time during the post season, including the state meet and must be entered into HyTek. The top sixteen (16) qualifiers (by time) in each category, in the state, will advance to compete at the state tournament. Automatic timing must be used. No stopwatch or paper timing will be accepted. A maximum of two (2) heats per category will be swum at the state tournament. Para swimmers may compete at the district level as an additional opportunity (last chance meet) to achieve a better time to advance to the state tournament. Para swimmers are not required to swim at the district meet nor would they receive district accolades for participation.

The para-swimming events shall not be counted for team scoring at any level of the tournament. If a para swimmer would like to swim in the district meet, managers may choose to arrange these events in any manner that they deem appropriate within the tournament structure (e.g. swim the para swimmer with their same division). No matter if para swimmers compete at the district level, only the top sixteen (16) qualifiers (by time) in the state will advance to compete at the state tournament.

All competitors must have the following to participate in the OHSAA Tournament:

1. [Para-Swimming Verification Form](#) on file with the OHSAA (OHSAA Sport Administrator).
2. [Para-Swimming Entry Form](#) sent to to Pam Cook (pamswim@aol.com) and the respective district manager (if competing at the district tournament).

More information regarding the appropriate forms can be found [HERE](#).

At the state finals, the para-swimming events will be swum after each of the respective non-para events during the Division II State Finals of the OHSAA Tournament.

Participation forms. Sectional managers must submit the student-athlete participation forms for both swimming and diving within 24 hours after the meet to kschoenly@ohsaa.org. This can be pulled from Hytek.

To pull the file, please follow these instructions:

- Use Reports
- Schools
- Athlete/Entry Count
- Select Gender
- Sort: School name
- Create Report

For diving - please upload result files from CleanEntries or the tournament participation form.

1. The swimming participation document must be populated through HyTek and sent in PDF form. No other forms will be accepted.

2. The diving participation form is posted on the OHSAA website [HERE](#). No other forms will be accepted.

Note: The data must be separate for girls and boys (or show separate numbers for girls and boys). Include the school name and enter those student-athletes who have competed, not just entered.

Relay card request and protocol. Relay cards are available upon request. If your site needs cards, please email Kelly Schoenly at kschoenly@ohsaa.org with the below information. Please allow a up to two (2) weeks' notice for them to be printed and shipped to the site.

1. Number of cards requested.
2. Contact Name and Address to ship cards

As a reminder, please encourage coaches to submit relay cards that are complete with a maximum of eight (8) student-athletes. Per NFHS rules, if one of the swimmers in the relay gets sick/injured, the coach may only select a replacement from those listed on the relay card. If there are no alternates listed on the card, the team must forfeit the race.

Protest forms. OHSAA Tournament protest forms have been posted [HERE](#). In the event there are protests or questions that arise regarding implementation of NFHS or OHSAA regulations, a tournament committee shall be consulted.

The tournament committee consulted onsite shall consist of the following individuals:

1. Two coaches (one boys and one girls). These coaches shall be any executive level coach currently serving on the Ohio High School Swim Coaches Association. If none of these members are present, then the tournament manager shall select one boys and one girls coach to serve.
2. Meet Referee
3. Meet Manager
4. OHSAA Sport Administrator and/or Director of Officiating Development via telephone. In the event these individuals are not available, a school administrator/representative (athletic director, principal, etc.) on site may be consulted as long as he or she is not a representative from the school(s) involved in the protest.

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

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

TICKET AND MERCHANDISE INFORMATION

Managers conducting tournaments at all levels (sectional, district, state) must follow appropriate ticket management procedures.

- a. All OHSAA Tournament tickets will be available for purchase online. Events at non-high schools can use a QR code at the gate which will direct spectators to purchase an online ticket. Events held at high school venues will be required to sell tickets for cash at the gate if the event is not sold out.
- b. Every person who enters the venue must have a scannable electronic ticket or digital pass distributed by the OHSAA.
- c. All information regarding tickets will come from OHSAA Customer Experience Manager Claudia Markoff (cmarkoff@ohsaa.org) or OHSAA CFO Laura Vermilya (lvermiyla@ohsaa.org).

TICKETING INFORMATION FOR FANS

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

HTT will provide customer support to those purchasing tickets.

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

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Sectional Tournaments	\$5.00	\$8.00
District Tournaments	\$5.00	\$8.00
State Tournament	\$15.00	\$20.00

**Note: 5 and under are free.*

MEDIA

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

MERCHANDISE

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

POST-TOURNAMENT FINANCIAL INFORMATION

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

OHSAA ACCOUNTING STAFF

Laura Vermilya (CFO)

O: (614) 549-6953

E: lvermilya@ohsaa.org

Greg Bossick (Staff Accountant)

O: (614) 549-6980

E: gbossick@ohsaa.org

DISTRICT ATHLETIC BOARD TREASURERS

Central District

Jim Hayes

C: (740) 207-1059

E: jhayes@ohsaa.org

East District

Richard Hall

C: (740) 541-5583

E: rhall@ohsaa.org

Southeast District

Rick Edwards

B: (740) 667-6079

C: (740) 591-9427

E: redwards@ohsaa.org

Northeast District

Mark McGuire

B: (440) 349-6247

E: mmcguire@ohsaa.org

Northwest District

Bill Hanna

H: (419) 523-0047

E: bhanna@ohsaa.org

Southwest District

Joe Roberts

C: (419) 566-1255

E: swdab-treas@ohsaa.org

PARTICIPATION FORM INFORMATION

Below are sample participation forms from HyTek that must be submitted. The diving participation form provided at the link found [HERE](#), must be used.

Chagrin Falls High School

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2022 Spire Division II Spire Institute School Roster

Name	Sex	Year	Name	Sex	Year
Andover Pymatuning Valley			10 Zoltowicz, Cate	F	FR
1 Frush, Asa	F	JR	Total Athletes: 10		
2 Helmbright, Helana	F	SO	Chardon Notre Dame Cathedral L		
3 Jones, Sam	F	FR	1 Atkinson, Isabella	F	SR
4 Krznaric, Julia	F	SR	2 Atkinson, Sydney	F	SO
5 Miller, Abby	F	FR	3 Bissell, Alanah	F	FR
6 Miller, Josey	F	SR	4 Boehnlein, Addison	F	FR
7 Ray, Jenna	F	JR	5 Boehnlein, Sarah	F	FR
8 Stroke, Grace	F	JR	6 Currier, Allie Beth	F	SR
Total Athletes: 8			7 Currier, Mary Lucy	F	SO
Ashtabula Edgewood-OH			8 Delaney, Kathleen	F	JR
1 Caruso, Brooke	F	SR	9 DeRenzo, Sophia	F	FR
2 Caruso, CJ	F	SO	10 Laven, Lexi	F	FR
3 Juliaunna, Gregory	F	SO	11 Nosse, Dorothy Anne	F	SR
4 Nelson, Caroline	F	SR	12 Pisanelli, Kayla	F	SO
5 Terrano, Lexi	F	FR	13 Spitzer, Emily	F	FR
Total Athletes: 5			14 Spitzer, Allison	F	SO
Beachwood High School			15 Under, Kaitlyn	F	FR
1 Mayers, Nina	F	FR	16 Under, Brenna	F	SO
Total Athletes: 1			17 Under, Grace	F	SO
Bowling Green Swim Club			Total Athletes: 17		

HY-TEK's MEET MANAGER 8.0 - Page 1

2022 National Championship Cleveland State University School List

	School	Female	Male	Total Athletes	Entries	Relay	Total
1	AST Amherst Stearns	16	8	24	46	6	52
2	AVO Avon	18	12	30	57	6	63
3	ALA Avon Lake	18	17	35	63	6	69
4	BER Berea-Midpark	18	11	29	51	6	57
5	BRU Brunswick	17	14	31	57	6	63
6	CLSJ Cleveland Saint Joseph Academy	16	0	16	26	3	29
7	CLSI Cleveland St Ignatius	0	17	17	32	3	35
8	ELY Elyria	10	1	11	15	2	17
9	LAKE Lakewood	12	7	19	34	6	40
10	LSE Lakewood Saint Edwards	0	10	10	20	3	23
11	MED Medina	18	14	32	58	6	64
12	MHI Medina Highland	13	18	31	59	6	65
13	NOL North Olmsted	12	8	20	37	6	43
14	NORI North Ridgeville	12	7	19	38	5	43
15	OFA Olmsted Falls	14	8	22	43	6	49
16	RORV Rocky River	19	0	19	34	3	37
17	RRM Rocky River Magnificat	19	0	19	33	3	36
18	STRG Strongsville	22	18	40	72	6	78
19	WAD Wadsworth	14	14	28	55	6	61
20	WES Westlake	20	16	36	66	6	72
		288	200	488	896	100	996

How to Access OHSAA School Emergency Contact Forms – Tournament Managers

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

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

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

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

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

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

PUBLIC ADDRESS SCRIPTS

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

Photography and Video

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

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

Sportsmanship

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



OHSAA DISTRICT TOURNAMENT AWARDS SCRIPT

Though each individual Athletic District will set their own protocol for the presentation of awards, we encourage the inclusion of school administrators for the presentation of awards.

INDIVIDUAL EVENT CEREMONY

Ladies and gentlemen, please direct your attention to the awards stand where the presentation of awards for the Division _____ (Division/Girls/Boys Race)is about to begin.

In 8th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 7th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

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

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

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

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

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

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



OHSAA TEAM AWARDS SCRIPT

Ladies and Gentlemen, we will now begin the _____(year) OHSAA Division ____ District awards ceremony. Please direct your attention to the awards stand and join me in congratulating all the participants on an exciting meet.

It is now my pleasure to present to you the _____(year) OHSAA Division ____ District Swimming and Diving awards.

First, we will recognize the _____(year) OHSAA Division ____ District Runner- Up team, with a score of _____, the _____ High School _____(mascot).

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

Now, would head coach, _____ and the _____(mascot) seniors/captains please come forward to receive your trophy. Congratulations on an outstanding season!

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

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

Now, would head coach, _____ and the _____(mascot) seniors/captains please come forward to receive your trophy. Congratulations on an outstanding season!

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

EMERGENCY PROCEDURES

Event & Site Security

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

1. **Review Changes** – during pre-planning, review any changes to be made from the previous events.
2. **Head of Security** – prepare to meet with the head of security for the event and host management. Written materials outlining needs, location hours to work and responsibilities should be prepared.
3. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area.
Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable.
Discuss crowd management and foot traffic flow.
4. **Written Emergency Plan** – review the facility plan for emergency situations and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.
5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
 - Obtain the Cell Phone numbers of all coaches competing at your tournament
 - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament
 - Obtain the Cell Phone numbers of the District Athletic Board Secretary at the Sectional/District level
 - Obtain the Cell Phone number of the District Board member(s) overseeing your tournament at the sectional/district level; OHSAA Staff if a Regional or State Tournament
 - Obtain contact information for major media outlets for helping convey messages of cancellations
6. **Public Relations** – In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Sport Administrator.

7. **Contingency Plan** – have all plans in place in the event a 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 changes and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – communicate with competing administrators and coaches to anticipate the size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site.
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

CONTEST AND EVENT MANAGEMENT GUIDELINES – INCLUDING SAFETY, SECURITY AND CRISIS MANAGEMENT

OHSAA Tournament Medical Coverage Checklist

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

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

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

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

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

CONCUSSION MANAGEMENT

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

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

The OHSAA has adopted the following sports regulation:

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

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

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional. **UNDER NO CIRCUMSTANCES WILL THE INDIVIDUAL BE PERMITTED TO RETURN ON THE SAME DAY AS HAVING BEEN REMOVED.**

In Ohio, an "appropriate health care professional" shall be a **physician**, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an **athletic trainer, licensed** under ORC Chapter 4755.

COMMUNICABLE DISEASE PRODECURES

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

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

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

OHSAA Position on Service Dogs Reaffirmed May 2022

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

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

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

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