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TM

TOURNAMENT MANUAL

2025 OHSAA Track & Field Tournament Managers' Manual

Updated 3-23-2025

A Note From The OHSAA

I want to extend a big THANK YOU to you and your staff for taking on the responsibility of hosting one of our 2025 tournaments. I sincerely appreciate the countless hours of preparation you have already given and will continue to give to ensure our tournaments provide the best possible competitive experience for our student-athletes and environment for our fans and coaches.

This manual is meant to help aid the tournament managers and complement the tournament regulations; **it is not an all-inclusive document.** Specific instructions are included for each level of the tournament, and there is a list of enclosures that indicate what should be needed for each level of the tournament. Keep in mind that meet managers and the games committees they assemble do not have the authority to set aside NFHS or OHSAA rules/policies, nor do contest officials.

If you need anything, please do not hesitate to reach out to me at the information listed below.

Thank you for making OHSAA Track & Field Tournament the best in the country!

Bj Duckworth

Sport Administrator & Director of Officiating Development
Track & Field and Cross Country

bjduckworth@ohsaa.org

Provided Items

Please utilize the below links.

- Financial & Personnel Reports: <https://www.ohsaa.org/financial/reports>
- Record Applications: <http://www.ohsaa.org/sports/tf/TFRecordForm.pdf>
- Electronic Start Guide, Officials Manual, & Coaches Manual: <https://www.ohsaa.org/sports/track>
- Track and Field Rules, Case and Officials Manuals: Mailed to each school this winter

The following items will be mailed to each site

- Relay Cards
- Violation Report Forms
- Pole Vault Certification Cards
- Appeal Forms
- Bib Number Replacement & Fine Forms
- .32 cal shells (only to district sites without ESD)
- OHSAA Track and Field Tournament Participation Form (included in this manual), for district only.

2025 OHSAA Track and Field Calendar & Contact Information

| | |
|----------------------|-----------|
| District Tournaments | May 19-24 |
| Regional Tournaments | May 28-31 |
| State Tournament | June 6-7 |

| Name | Title | Responsibilities | E-mail/Phone |
|------------------|---|--|--|
| BJ Duckworth | Sport Administrator & Director of Officiating Development | Oversees the day-to-day of the sport and provides general supervision for tournaments. State Rules Interpreter | bjduckworth@ohsaa.org |
| Beau Rugg | Director of Officiating | Oversees OHSAA Officiating. | brugg@ohsaa.org |
| Dr. John Kronour | Director of Sports Management | Oversees OHSAA Sport Management | jkronour@ohsaa.org |
| Dave DeAngelo | State Tournament Manager | Manages all aspects of the State Meet | deangelo.1@osu.edu |
| Josh Bodnar | OHSAA Track & Field Data & Technology Manager | Manages and coordinates the data and technology for the state meet. Handles seeding and scoring at the state meet. Provides support for district and regional meet managers. | jbodnar@ohsaa.org |
| TBD | Lead Account Manager for the OSHAA/MileSplit partnership | Provides data support for online entries and tournament competition management via MileSplit | tbd |
| Rick Campbell | Track & Field Tournament Assigner / Officials Coordinator | Assigns key officials to regional meets and all positions at the state championship. Supports officials at the championship as Officials Coordinator | assigntrackandcc@gmail.com |
| Dennis Sabo | Regional Contract Administrator | Handles the entering of all contracts for regional track in DragonFly | densabo@gmail.com |

Tournament Manager

The tournament manager shall serve as the overall director and administrator for the tournament under the guidance of the OHSAA office and District Athletic Board (when appropriate). The tournament manager shall employ officials, clerical help, ticket takers/sellers, a hurdle crew, block holders, and other personnel in order to conduct an efficient, progressive, and first-class experience for the athletes. The tournament manager will not officiate in the tournament they manage and will not be involved in any decisions regarding the qualification or disqualification of athletes (see notes on games committees and appeals). The tournament manager will provide all physical apparatus necessary to conduct the tournaments and promptly file all reports required. Each District Tournament Manager will direct tournaments as scheduled by the District Athletic Board. The Regional Tournament Manager will direct simultaneous boys' and girls' tournaments in the same division. No Meet Manager, Games Committee, District Athletic Board, or official may modify any OHSAA or NFHS regulation.

General Tournament Information

Verification Forms

Effective this season, coaches verification forms for the tournament will be collected electronically when teams register for the District Tournament via MileSplit. The electronically signed form will be good for all three levels. No sites should collect paper forms.

Financial & Personnel Reports

The required reports can be found at <https://www.ohsaa.org/financial/reports> where you will be provided with instructions on downloading and completing the forms. Complete all sections and submit one copy to the Laura Vermilya / Controller (lvermilya@ohsaa.org) at the OHSAA within 10 days after your tournament, and retain one copy for your files.

Awards

- Awards presented at the site of the OHSAA Track & Field Tournament must be approved by the Executive Director. Each Manager **will develop an appropriate procedure** for the presentation of awards.
- Awards Ceremony – The medal ceremony and the awarding of team trophies is to be a celebration of the accomplishments of the athletes, not an opportunity to display unusual or inappropriate attire. Therefore, for all medal and trophy ceremonies, athletes shall be attired in team-issued warm-ups or uniforms and shall be free of all other articles deemed unsporting and/or inappropriate. There shall be no flowers brought to the awards podium.
- For team ties for first place, duplicate championship trophies shall be awarded but no second-place trophy shall be presented.
- If ties exist in individual events and additional medals are not available, meet managers will send the athlete's name, school, home address, place, and event the tie occurred to the sport administrator, and a duplicate medal will be shipped directly by the supplier.

District Awards

Team - The district champion and runner-up teams will receive a team trophy.

Regional Awards

Team - Regional championships and runner-up trophy will be presented.

Individual - Individual awards shall be presented to the top eight finishers in each event

State Awards

Team - State championships and runner-up trophy shall be presented.

Individual - Individual awards shall be presented to the top eight finishers in each event

Ticket Prices

| | District | Regional | State |
|----------------|----------|----------|-------|
| Student | \$5 | \$5 | \$10 |
| Adult | \$8 | \$11 | \$15 |

Cash and digital ticket prices must be the same. Digital tickets are subject to fees.

School Administrator Tickets

Each participating school will receive complimentary admission for three school administrators digitally through HomeTown Ticketing. One digital code will be provided to each school. Each code will have three tickets attached to the code. The same code will be utilized as a school advances in the tournament. As OSU does not use HomeTown Tickets, for the championship, three admissions will be provided through a process that will be shared with administrators at a later date.

Complimentary Admission

- **Officials** - 1 for the official plus one guest
- **Workers** - 1 for the worker
- **Athlete Admission**
 - Only those athletes scheduled to compete at the respective level of tournament and alternates, as detailed below, shall be issued complimentary admission. This admission shall be granted for all days of the respective tournament level.
 - **Relay Alternates:** The following allowance will be made for relay alternates for the OHSAA Track & Field tournament:
 - Each qualifying relay team will receive **FREE** admission for six athletes.
 - If a school wishes to have alternates in addition to what is allowed above, a **paid ticket** will be needed for the additional athletes.
 - How the sites will manage these ticketed alternate athletes' entry into the site would be a meet management decision.
- **Coaches:** According to the following, all admission is based on teams, not schools.

| All teams receive admission for one (1) head coach plus one (1) additional coach for each specialty area listed below (jumps, pole vault, sprints/hurdles, distance, throws) <u>when their team has entries in the specialty.</u> Maximum six (6) per team | | | | | |
|--|-----------|------------|---------------------------|---------------------|----------|
| Specialty | Jumps | Pole Vault | Sprints/Hurdles | Distance | Throws |
| Events in specialty | High Jump | Pole Vault | 100, 200, 400 Dash | 800, 1600, 3200 Run | Shot Put |
| | Long Jump | | 100, 110, 300 Hurdles | 4x800 Relay | Discus |
| | | | 4x100, 4x200, 4x400 Relay | | |

Note: Regardless of the number of complimentary admissions provided, each team will be given access for a maximum of one coach in each coaching box. Coaches in excess of the one allowed will be in violation of the access policy included in the tournament regulations.

Board Passes

District and OHSAA Board Members have received passes through the OHSAA and HomeTown Ticketing for admittance. No board passes will be accepted; however, OHSAA staff tournament credentials will be accepted. As OSU does not use HomeTown Tickets, for the championship, a separate process for board admission will be used.

Restricted Access & Coaches Boxes

To ensure ongoing safety & fairness, the use of infield areas for warmups, coaching or congregating is strictly prohibited. Sites must provide coaching boxes for coaches at any field events located in the infield area. One coach per team will be allowed in designated coaching areas. When feasible, it is RECOMMENDED that an area near the finish line (outside of the track) be provided for coaches who have athletes in the current race.

- **Spectators** who access the competition area or other restricted areas will be removed from the facility with no refund issued.
- **Team Members** who access restricted areas/competition areas without authorization, such as but not limited to the infield, are subject to the below policy. Meet management and the referee shall work together to enforce this policy.
 - First Offense: Warning issued to the **TEAM**.
 - The official will report the warning to the referee, documenting the time. The referee will then attempt to notify the head coach. The warning stands regardless of if the coach is officially notified.
 - Second Offense: Disqualification from the meet (ejection) for those accessing the restricted area.
 - As the warning applies to the team, any member of that team is subject to disqualification for the meet
 - Third & All Following Offenses: Disqualification from the meet (ejection) for those accessing the competition area & disqualification from the event for any participating athletes.

Note: Per NFHS Rule 1, school administrators (athletic directors, principals, school administration, superintendents, etc.) are considered members of a team and, therefore, are subject to NFHS and OHSAA rules and enforcement of rules by contest officials and meet management. This includes NFHS rules on unsporting & unacceptable conduct and rules related to restricted areas such as infields/competition areas and interference.

Officials, Games Committee & Appeals

- The decisions and interpretations of the rules by the Referee are final! The Executive Director **does not** have the authority to change an official's decision except as it pertains to an eligibility situation. (OHSAA Bylaw 8-3-1) The Referee shall not view any type of video device except that which is authorized in accordance with NFHS Rules.
- **The Tournament Manager shall not serve in any officiating capacity except to help as an umpire if necessary and required by the referee.**
- A Games Committee will be assembled per the information outlined in the tournament regulations. The Games Committee will be responsible for all provisions of National Federation Track and Field Rules and as outlined in the Tournament Regulations. Games committees cannot set aside regulations outlined in the Tournament Regulations, NFHS Rules, Sport Regulations, or any other OHSAA/NFHS regulation.
- The jurisdiction of officials is specified in the National Federation Track and Field Rules Book. The referee retains authority over the event from their arrival until after the meet has concluded and all applicable documents/information has been submitted.
- Officials shall remain available for a maximum of 30 minutes after the conclusion of a tournament if a formal appeal has been filed. If no appeals are filed, or if appeals filed have been resolved, officials may leave after the problem has been resolved. The official score sheet/results printout must be signed by the referee and the time and date noted.
- When an appeal is filed, the Games Committee may serve in an advisory capacity, subject to the call of the Referee. Ohio does not use Juries of Appeals, therefore decision of the Referee shall be final except in the case of an ineligible athlete. Appeals forms were sent to each site and can be found in the appendix of this document.
- National Federation Track and Field Rules apply. Violation Report Forms shall be completed by the officials and countersigned by the Referee whenever disqualification occurs. **Completed Violation Report Forms and Appeal Forms shall be forwarded to the OHSAA immediately following the event.**
- Officials fees are paid through DragonFly. To see the specific rules, Officials Handbook: <https://ohsaaweb.blob.core.windows.net/files/Officiating/OHSAAOfficialsHandbook.pdf>
- **Clarification Of Staffing Definitions**
 - A. Licensed (Registered) Official – Individual who holds a valid OHSAA officiating permit that is authorized/charged with enforcement and interpretation of contest rules.

- B. Unlicensed (Non-registered) Official – Individual assists or substitutes for the licensed official in the conduct of the contest.
- C. Worker – Individual that does not have a direct relationship to the conduct of the contest and interpretation of the rules. A worker is a person that is not classified as a licensed or unlicensed official.

NOTE: Under no circumstances, shall a head coach or assistant coach from a school with competitors involved be employed as any official named above. They may work as a “worker”.

Records

- Ohio High School Athletic Association Record application forms, which can be found at <http://www.ohsaa.org/sports/tf/TFRecordForm.pdf> are available for your use for record consideration. It is imperative that these forms be used and completed. **They can be sent to sport administrator immediately after the meet and then mailed to the OHSAA office per the directions on the form.**
- The best performance in each event at the District and Regional, whether in the semifinals, trials or finals will constitute the District or Regional Record for that event. No special application is necessary, but provision must be made to compile these records and submit to the **OHSAA sport administrator no later than 48 hours after the conclusion of the meet**
- The OHSAA maintains an active file of State Records in Track and Field by Division I, II, III Boys and Girls. All provisions of Rule 10 of the National Federation Track and Field Rules must be followed for record consideration. Applications for record consideration must be filed within six months of the performance.
 - It is the responsibility of the manager to be sure that performances that tie or exceed accepted records are documented and filed with the OHSAA office on the proper form. Be sure that you have the needed equipment available in the event a contestant's performance exceeds a listed record.

○
The Ohio State Interscholastic Track and Field Records are located on the OHSAA website at <http://www.ohsaa.org/sports/records/tfrecrd.htm>. Rule 10 specifies provisions that must be certified.

MileSplit Page, Scratch/ Substitution Forms, & Qualifier Data Meet Page Management

- The Meet Manager & Timing manager will need to have a MileSplit accounts in order to have access to their individual meet page. The Meet Manager account **MUST** be linked to the host school account.
- If a Meet Manager does not have an account, they must create one on MileSplit. If their account is not linked to the host school account, the host school must add the managers account to their page. The OHSAA can not do this for a manager
- All District & Regional meet pages will be created & setup by MileSplit. Pages created by FAT contractors will be deleted.
- Information on when the pages will be turned over the managers will be sent out directly by the OHSAA at a later date.

Team Entries

- All Team entries must be made in MileSplit on the MileSplit created meet page.
- Teams **MUST** have the ability to modify entry performances at the District Level.
- The scratch/substitution form will be posted to each meet page.
- The school rosters will populate during the season as athletes compete in meets. If a coach would like to add any athletes to their roster that doesn't currently exist, please have them visit:
 - <https://support.milesplit.com/en/a/how-do-i-edit-my-teams-roster>
- To export your entries, please follow the instructions here.
 - <https://support.milesplit.com/en/a/how-do-i-download-entries>
- Regional Qualifier advancement will be handled by MileSplit. All MileSplit needs from each meet director is the flat HTML results from the district meets. Please also send this file to Josh Bodnar.

Results:

- Please post all results in Hytek's Flat HTML format. For directions on how to get this format, please use the link below: <https://support.milesplit.com/en/a/sending-hytek-results-to-milesplit>
- If live results are used, MileSplit Live Results must be used. Only MileSplit Live Results may be promoted within the venue in any capacity including signage, video board or PA announcements.
- MileSplit Live Results MUST BE used for the Regional and State Torunmants.

Bib Number Information & Process

1. The timing company at each meet will be responsible for obtaining/providing bib numbers at each level of competition, at each site. This cost should be included in their invoice to meet management, to be reimbursed by OHSAA.
2. At each level, only the athletes entered in 1 or more events (including up to 8 relay team members) will be assigned/issued a bib number. Athletes entered up to the scratch/sub window closing (at the district level) are to be included in each team packet.
3. Girls' and boys' rosters should be assigned different number sequences. This is to make sorting them for packets easier, as well as distribution of numbers to the athletes.
4. When coaches receive their packet, they are responsible for obtaining bib numbers from the timing company for athletes they may need to add to their relays. Since the scratch/sub window closes at noon the day of competition (and earlier for Saturday meets), only relay team members who were not originally entered should need new bib numbers assigned.
5. If a coach needs to make a last-minute replacement before their relay team checks in, clerks will be provided with a limited number of bib numbers to provide to those athletes. Those additions must be communicated to the scorer promptly to be included appropriately in the database. This can be done when relay cards are turned in to the scorer by the clerks.
6. If an athlete loses their bib number between day 1 and day 2, the coach is responsible for obtaining a replacement number from the timing company before the athlete competes. See more on bib replacement below.
7. In the event the meet referee allows the replacement of an injured athlete, a bib number may be issued to the replacement athlete if necessary.
8. Timing companies are to advance up to 8 athletes for each relay team that qualifies for the next level in the tournament. The four athletes who competed in the event should be the first four listed, with alternates listed in spots five through eight.
9. Coaches with relays teams advancing to the next level (District to Regional or Regional to State) may submit relay substitutions via a Google document on MileSplit no later than the noon the day of the event or 8 a.m. on Saturday.
10. Bib are ONLY needed for running events.

Getting bib numbers and rosters to meet management:

The following are suggestions, although the best procedure will vary from site to site, and will need to be worked out by the timing company and meet management.

Suggestion 1: Bib numbers assigned and rosters printed when window initially closes, and delivered to meet management to be included in team packets. Bibs for substitutions can be added to packets when timer shows up on meet day. This could be effective if timer is in reasonable proximity to meet site.

Suggestion 2: Bib numbers delivered to meet management in advance (FedEx, UPS), then numerical rosters emailed, meet management sorts them and puts in packets. This might be more effective if the timer is not located close to the meet site, but adds to the cost.

Suggestion 3: Don't assign numbers or print rosters until after scratch/sub window closes. This gives very little time to get them sorted and placed in packets, but might work if the timer gets to the meet site early enough and personnel is available to sort the numbers, and put the numbers and rosters in packets.

Bib Replacement Fee

Schools will be charged a \$20 per bib fine/fee for the replacement of a lost bib/chip. Coaches will be required to sign a bib replacement form before receiving the replacement bib. Following the meet, the forms will be sent to BJ Duckworth (bjduckworth@ohsaa.org) for invoicing. Forms have been sent to each site and be found in the appendix of this document

Note: This fine does not include errors made by the FAT provider or Meet Manager in not providing the bib in the packet. Coaches MUST inspect their packets at packet pickup to ensure all needed items are included before leaving packet pickup. The bib replacement form can be found in the manager manual. **The head clerk MUST be notified when new bibs are issued. The method of contact will be determined by each site.**

Electronic Starting Devices (ESD) General Regulations

Starting in 2025, the use of electronic starting will be implemented at all three levels of the tournament (district, regional and state) per the implementation schedule listed below. Please review the Tournament Regulations for the full regulations.

- A minimum of two (2) speakers shall be used for district tournaments, three (3) are preferred.
- A minimum of three(3) speakers shall be used for the regional and state tournaments.
 - In 2025, with approval from the sport administrator, two (2) speakers may be used for the regional tournaments only if the contracted FAT provider does not have the needed three (3) speakers.
- The sound projected from the electronic starting device must be tested to ensure each speaker reaches 90 decibels at 15 feet. Decibel meters should be used by meet managers to verify compliance with the regulations.
 - Timing companies must show that their systems comply with this regulation to meet management prior to being contracted.
- Recalls for false or unfair starts must be done with a second firing of the electronic starting device by the starter and/or an air horn (**not** a starter pistol) by assistant starters when ESDs are used
- The “tone” is the only allowed sound, the imitated gun sound shall **not** be used.
- Final laps (as outlined in NFHS rules) must be sounded with a bell, horn, or other item; a starter pistol cannot be used anytime an ESD is used.
- Any timing company that works an OHSAA tournament commits to meeting the standard minimum requirements for technology needs. This requirement is in addition to the other needs as outlined in the regulations.
- In the instance the electronic starting system fails, other starting methods may be used that comply with NFHS rules or are approved by the OHSAA.
- Recommended speaker set up can be found on the OHSAA website.

Implementation Plan

2025

- District – All FAT contractors with the appropriate ESDs that comply with the regulations above **must use the ESD**.
 - If they do not have an ESD a limited number of shells will be provided to the district site.
 - Sites that do not request shells by the date provided by email will be responsible for purchasing their shells or reimbursing the contracted starters for their shells at their purchase price.
- Regional & State – ALL FAT contractors **must** use ESDs. If three speakers are available, they **must** be used.

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- All levels of the tournament – ALL FAT contractors **MUST** use ESDs.
 - Two (2) speakers will be the minimum allowed for districts, three (3) preferred.
 - Three (3) speakers will be the minimum allowed for regional and state.

Event Competition Guidelines

Track Events

1. Sprint and Hurdle Races

- 1.1.** No preliminary heats shall be run.
 - 1.1.1.** At Districts, all races are semi-finals with the eight fastest times advancing to the finals.
 - 1.1.1.1.** With approval of the Games Committee, an exception to this procedure may be made and preliminary heats may be run at District sites where 20 or more teams are competing in one meet, of the same gender. If preliminary heats are run the top 16 times will advance, the Regional format will be followed in the semi-finals, whereby the top 2 in each semi-final heat shall advance to the finals, along with the next best four times.
 - 1.1.2.** At Regionals, all races are semifinals, with the top two from each heat and the next four fastest times advancing to finals.
- 1.2.** Lane assignments in the semi-finals shall be determined in accordance with NFHS Rules
 - 1.2.1.** At the District, they will be based on times entered by coaches through Milesplit
 - 1.2.2.** At Regionals, they will be based on place and time from competition at the District.
- 1.3.** Races will be run entirely in lanes
- 1.4.** The time schedule shall be established to guarantee that no more than two races in each sprint event shall be run during one day.
- 1.5.** In the event of a tie for the qualifying position and lanes are not available, the tying competitors shall compete again for the available lane or lanes. The Games Committee shall determine and announce the time of a qualifying race so that adequate rest is provided for all competitors*
- 1.6.** Girls 100H will be 33", Boys 110H will be 39"
- 1.7.** Girls 300H will be 30", Boys 300H will be 36"

2. Middle Distance Races (800 Meters)

- 2.1.** These races shall be run from a two-turn staggered start
- 2.2.** The break line is located after the second curve near the start of the 100D as determined by the track survey.
- 2.3.** At the District, two semifinal seeded heats shall be established anytime there are more than 24 competitors checked into the race with advancement to the final based on time.
 - 2.3.1.** The need for two heats if there are more than 24 is a guide and the Games Committee will decide regarding the running of semifinal heats after considering the track width, the actual number to compete, times of the competitors and the number of umpires available. Semifinal heats shall be run only if the number of competitors in one race could affect fairness and safety of competition.
 - 2.3.2.** If two heats have been scheduled but not enough athletes report to justify two heats, the event shall be run as a final. Only those athletes who have reported for the scheduled semifinals are eligible to compete in the finals.
 - 2.3.3.** When semifinal heats are run, the first eight finishers in each heat shall qualify for the finals.
- 2.4.** At the Regional, this race will be competed as one heat timed final.
- 2.5.** Individual position assignments in each lane shall be determined by the process outlined in the regulations.
- 2.6.** In the event of a tie for a qualifying position for the next tournament, the tying competitors shall compete again. The Games Committee shall determine and announce the time of the qualifying race so that adequate rest is provided for all competitors.

3. Distance Races (1600 Meters, 3200 Meters)

- 3.1.** These races shall be run from one-turn staggered starting lines.
- 3.2.** The break line is located after the first curve near the start of the 300H as determined by the track survey.
- 3.3.** At the District, two semifinal heats shall be established based upon times submitted by the coaches in Milesplit whenever there are more contestants entered than is reasonable for the track: 24 in the 1,600M and 32 in the 3,200M.

- 3.3.1.** The need for two heats if there are more than 24/32 is a guide. The Games Committee shall determine the need for two heats after considering the track width, the actual number to compete, times of the competitors and the number of umpires available. Semifinal heats shall be run only if the number of competitors in one race could affect fairness and safety of competition.
- 3.3.2.** If two heats have been scheduled, but not enough athletes report to justify two heats, the event shall be run as a final. Only those athletes who have reported for the scheduled semifinals are eligible to compete in the finals.
- 3.3.3.** When semifinal heats are run, the first eight place finishers in each heat shall qualify for the finals.
- 3.4.** At the Regional, this event will be competed as a one heat timed final.
- 3.5.** Individual position assignments in each lane shall be determined by the process outlined in the regulations.
- 3.6.** In the event of a tie for a qualifying position for the next tournament, the tying competitors shall compete again. The Games Committee shall determine and announce the time of the qualifying race so that adequate rest is provided for all competitors.
- 3.7.** If a runner is lapped, the competitor shall run the normal course and will be permitted to remain in the race.

4. Relay Races

- 4.1.** Course of each relay race and starting line.
 - 4.1.1.** 4x100: run in lanes for entire course, use two-turn staggered starting lines.
 - 4.1.2.** 4x200: run in lanes for entire course, use four-turn staggered starting lines.
 - 4.1.3.** 4x400: three-turn staggered, with the break after the third turn near the start of the 300M per the track survey.
 - 4.1.4.** 4x800: Use the two-turn staggered start. Same as the start and break for the 800 meter run.
- 4.2.** Lane Assignments
 - 4.2.1.** Semifinal Heat-lane assignments shall be determined per NFHS rules in 4x100, 4x200, and 4x400; by the OHSAA tournament regulations in 4x800.
 - 4.2.1.1.** Districts based on times entered in Milesplit by coaches
 - 4.2.1.2.** Regionals based on place and time at the District tournament.
 - 4.2.2.** Advancement to finals
 - 4.2.2.1.** At the District, top eight times will advance to finals in the 4x100, 4x200, and 4x400, the 4x800 is run as a final.
 - 4.2.3.** Finals:
 - 4.2.3.1.** 4x100, 4x200, 4x400
 - 4.2.3.1.1.** Lane assignments for the District finals shall be assigned based on times.
 - 4.2.3.1.2.** Lane assignments for the Regional finals shall be assigned based on place and times.
 - 4.2.3.2.** 4x800 - starting positions shall be determined by lot.
 - 4.2.3.3.** In the event of a tie for a qualifying position and lanes are not available, the tying relay teams shall compete again for the available lane or lanes. The Games Committee shall determine and announce the time of a qualifying race so that adequate rest is provided for all competitors.

5. Seeding and Lane Assignments *UPDATED IN 2025

- 5.1.** All track events except the 800m, 1600m, 3200m runs and the 4x800 relay - the runners shall be assigned to the lanes based upon their seeded position and using the following order:

| Seed | Lane |
|------|------|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |
| 4 | 3 |
| 5 | 2 |
| 6 | 7 |
| 7 | 1 |
| 8 | 8 |

5.2. 800m, 1600m, 3200m, 4x800 relay - starting line assignments shall be determined by entry performances per NFHS regulations in the following order. A indicates inside lane positions, B indicates outside lane positions, C indicates second row inside positions, D indicates second row outside position

| Seed | Lane/Position |
|------|---------------|
| 1 | 1A |
| 2 | 2A |
| ... | ... |
| 9 | 1B |
| 10 | 2B |
| ... | ... |
| 17 | 1C |
| 18 | 2C |
| ... | ... |
| 25 | 1D |
| 26 | 2D |

Note: For the state championship at large, qualifiers will be placed in lane 9 (nine) for all semifinal races and finals in distance races.

Field Events

1. Field Events Seeding

- 1.1. Field events **must be** seeded from worst to best, both each flight and the full competition.
 - 1.1.1. High Jump & Pole Vault – Seeding in the vertical jumps must be lowest to highest.
 - 1.1.2. Long Jump, Shot Put, and Discus – Competitors must be divided into flights. Seeding in these horizontal events must be shortest to farthest, with the first flight being the shorter qualifying performance and the final flight being the longer entry performance. Please see information on open pit for the long jump in section 5 below.
 - 1.1.3. District Meet Managers will use marks from regular season results from MileSplit to seed these events for the District Meets. Coaches must be given the ability to modify marks for the district tournament. From there, the advancement to Regional & State meets would use the results from the previous round.
 - 1.1.4. Seeding in each flight/section must also be done worst to best.

2. Official Final Results for Field Events

- 2.1. The paper results used by Field Event officials are to be considered the “Official Results”. Any form of electronic results system that is used for ANY Field Event is NOT official and is used only for the purposes of live/unofficial results.
- 2.2. EDM results at the state meet are considered officials results.

3. Jumping Events

3.1. Pole Vault

- 3.1.1. The continuing flight procedure (5 alive) shall be utilized.
- 3.1.2. The starting height and distance the bar is raised shall be determined by the Games Committee per the guidelines outlined in the tournament regulations
- 3.1.3. **Competitors tied for the last qualifying place shall be given one additional jump at the tying height before continuing with the competition.** If the tie is not broken, the jump-off for the last qualifying place shall take place only after the conclusion of the event when the other qualifying positions have been determined. A reasonable warm-up period with the bar set at an appropriate height subject to the discretion of the head event judge shall be given.
- 3.1.4. In the event that a competitor breaks a pole during competition, the competitor shall be placed back in the rotation and then permitted one warm-up run through on the new pole. The competitor, at the discretion of the head event judge, could take the warm-up at an earlier opportunity.

4. **High Jump**

- 4.1. The continuing flight procedure (5 alive) shall be utilized.
- 4.2. The starting height and distance the bar is raised shall be determined by the Games Committee. Per the guidelines outlined in the tournament regulations
- 4.3. **Competitors tied for the last qualifying place shall be given one additional jump at the tying height before continuing with the competition.** If the tie is not broken, the jump-off for the last qualifying place shall take place only after the conclusion of the event when the other qualifying positions have been determined. A reasonable warm-up period with the bar set at an appropriate height subject to the discretion of the head event judge shall be given.

5. **Long Jump**

- 5.1. Preliminary trials must be taken in groups or flights of 4 to 12. It is strongly recommended (not mandated) that open pit not be used for consistency purposes at the District level. Three preliminary attempts must be given regardless of the use of open pit. Open pit is prohibited at the Regional and State tournaments.
 - 5.1.1. The open pit procedure for preliminary trials may be used at the discretion of the manager at the Districts only. When the open pit procedure is used, it is required that the coaches and participants be notified well in advance. In addition, a definite period of time for preliminary trials shall be announced and followed.
- 5.2. One more competitor than there are scoring places shall qualify for the finals.
- 5.3. All legal jumps shall be measured and recorded; the use of scratch lines is prohibited.
- 5.4. Three preliminary attempts with three attempts in the finals must be given. Providing four attempts and skipping the finals is NOT allowed.

6. **Throwing Events**

- 6.1. Preliminary trials must be taken in groups of 4 to 12, maximum of three trials
- 6.2. One more competitor than there are scoring places shall qualify for the finals.
- 6.3. All legal throws shall be measured and recorded, the use of scratch lines is prohibited.
- 6.4. All throwing attempts must use the "1-1-1 model" in both prelims and finals. Consecutive attempts "2-2" or "2-1" should not be used.
 - 6.4.1. This does not prevent the allowance of consecutive attempts to accommodate an athlete who needs to be excused to participate in another event.
- 6.5. There are two procedures that may be used regarding implements in throwing events. Regardless of the procedure used, ONLY APPROVED AND LEGAL IMPLEMENTS may be used in warm-up as well as competition.
 - 6.5.1. **Use of Personal or School-Issued Implements** is the recommended and preferred method for consistency purposes. It is the process that will be used at the State Tournament.
 - 6.5.1.1. In order for an implement to be approved for use, it must be weighed, gauged and marked at the tournament site and certified as legal. Once this process is accomplished, the equipment is released back to the athlete **at the beginning of warm-ups.**
 - 6.5.1.2. Athletes are not permitted to take their approved implements away from the competition area once the implement has been certified as legal.
 - 6.5.1.3. This procedure does not mean that athletes must share implements. An athlete may not use the implement of another competitor without that competitor's permission. The Tournament Manager should insure that all instructions are very specific relative to this procedure.
 - 6.5.2. **Use of Common Implements** is not recommended.
 - 6.5.2.1. This procedure describes a method whereby the tournament site provides all implements.
 - 6.5.2.2. The tournament manager ensures, and the head field referee verifies, that all equipment meets rules specifications. Athletes are limited to using the common implements provided.

Note: Athletes may not use implements that are less than the minimum specifications or exceed the maximum dimensions (i.e. college implements) for warm-up since ONLY NFHS legal and approved implements may be used in warm-up and competition.

Tournament Manager Instructions

District Manager Information

Information Items

- **District Entry Procedures** – In advance of the competition, review the [MileSplit Ohio meet pages](#) for the District round of the postseason tournament. You can find other helpful tournament information, including a guide document, as well as instructions for our preferred meet results submission method.
 - Eligible schools must submit their entries via the MileSplit online entry process (<https://oh.milesplit.com/>).
 - Entries shall be submitted electronically via MileSplit, which must include the name of the individual entries in all events **including** relays. With the addition of bib numbers, providing relay participants will allow for better preparation on the part of the FAT company and meet management. Schools must list all relay names, but retain the ability to adjust them until their relay card is turned into the clerk.
 - The completed electronic entry must be in the possession of the tournament manager no later than **11:59 p.m. on Saturday, May 17, 2025**, or at a later date and time if established by your District Athletic Board.
 - Qualifiers from the District to the Regional tournament are published on the OHSAA web site.
 - Please visit your individual District Track Page for more information regarding the exact location, date, & times of your district meet.
 - [CENTRAL](#) | [EAST](#) | [NORTHEAST](#) | [SOUTHEAST](#) | [NORTHWEST](#) | [SOUTHWEST](#)

Action Items

Please duplicate any forms as needed

- **Participation Forms**
 - Complete and email to the OHSAA office **IMMEDIATELY** after completion of your tournament. Be sure to send both a boys and a girls participation form, designating each one, and including **ONLY THOSE WHO ACTUALLY PARTICIPATED IN AN EVENT**.
 - Please send them to BJ Duckworth (bjduckworth@ohsaa.org)
 - A copy of the form can be found online (T&F page).
 - You may also send the school list as exported from HyTek
- **Qualifiers** – District Managers shall upload completed results as a html file to the MileSplit hosted meet page assigned to your meet immediately upon completion of the District Tournament. Back up files **MUST** also be sent to OHSAA Data Manager Josh Bodnar at jbodnar@ohsaa.org. Sending full field series in field events is **HIGHLY RECOMMENDED**.
- The first four individuals or relay teams in each event in the District Tournaments will qualify for the regional competition **unless the Sports Administrator has approved additional qualifiers in line with the tournament regulations. Under no circumstances will more than the number specified be permitted to qualify from a District Tournament.** Use the appropriate tiebreaker procedure to determine qualifiers in case of ties.
- **Additional Assistance with MileSplit Process**—At the time this document was published, Ohio was currently between Account Managers. When available, information on the appropriate contacts at MileSplit will be provided to meet managers.

District Tournament Officials

- Only OHSAA Class 1 Track and Field Officials shall be used unless there are not enough available.
- Officials who have completed the official's questionnaire **must** be assigned first. If, after all, officials who completed the questionnaire are offered the opportunity and are not available or willing, officials who are eligible in every other regard may be used.
- Each manager and/or District Board shall contract for OHSAA Class 1 Track and Field Officials prior to employing non-registered officials in any position.
- Unless the district has made a different process, District Boards shall be responsible for assigning the following officials: Referee (1); Head Field Judge (1); Clerks (3); Starters (2); Head Umpire (1); Head Discus Judge (1); Head High Jump Judge (1); Head Pole Vault Judge (1); Head Shot Put Judge (1); Head Long Jump Judge (1). All other officials shall be assigned by the District Managers.
- Class 1 Track and Field Officials shall be used in key positions in all events when there is not a sufficient number of Class 1 Track and Field Officials for all positions. Key positions are as follows in order of importance: Referee, Starter, Clerk, Head Umpire, Head Field Judge, and Head Judges in field events.
- All Unlicensed Officials who are making officiating decisions in field events and running events must be 18 years of age or older and no longer enrolled in high school. This includes those officials who mark the landing spot of the shot and discus and the competitor in the long jump.
- Class 3 officials can serve in supporting officiating positions but cannot be in a "head" position.
- **It is STRONGLY recommended that any non-certified officials working in an officiating capacity (including marking in horizontal events) complete the FREE NFHS intro to officiating course found at the following link: <https://nfhslearn.com/courses/officiating-track-and-field>**
- The Referee, Clerks & Starters **MUST** be OHSAA Class 1 Track and Field Officials. The Referee shall not serve as the Starter.
- Minimum FAT and Officiating recommendations and preferred FAT and Officiating standards can be found in the tournament regulations. Please review those before assigning them.
- We **DO NOT** utilize a Field Referee at any level of tournament, only a Head Field Judge can be used. Head Field Judges DO NOT have the same ability to disqualify as a referee.

Regional Manager Information

Action Items

Please duplicate forms as needed

- Regional Managers shall upload completed results as a html file to the MileSplit hosted meet page assigned to your Regional meet immediately upon completion of the meet. They MUST also send a backup file including a full field series (used for breaking ties in the at large qualifiers) to Data Manager Josh Bodnar at jbodnar@ohsaa.org
- **Forms for Submission**
 - State Records – Use online form.
 - Bib replacement/fine – Send all forms to Sport Administrator immediately following the conclusion on the event.
 - Officiating forms – Send all forms to the Director of Officiating Development immediately following the conclusion on the event.

Entries

- The District Tournament Managers of boys and girls track and field tournaments or his/her designated data manager will transmit the electronic results of the district tournament to you and the OHSAA data manager no later than **Saturday, May 26, 2025 at 6 P.M.** as directed by you the Regional manager.
- Individual boys and girls who have qualified at the District Tournaments automatically become eligible for participation in the Regional Track and Field Tournament to which assigned.
- Members of qualifying relay teams from District Tournaments may be changed for Regional competition. The names on the relay card will be carried over to the next level tournament, but may be changed.
- The first four individuals or relay teams in each event in the District Tournaments will qualify for the regional competition **unless the Sports Administrator has approved additional qualifiers in line with the tournament regulations. Under no circumstances will more than the number specified be permitted to qualify from a District Tournament.** Use the appropriate tiebreaker procedure to determine qualifiers in case of ties.
- The first four in each running event and each field event shall qualify for the State Track and Field Tournament, along with the next two (2) performances from across the state from all four regionals.
- All information concerning individual qualifiers and qualifying relay teams for Divisions I and III shall be transmitted as per electronic instructions no later than one hour after the conclusion of the meet on Friday, May 30, 2025. Qualifiers for Division II shall be transmitted no later than one hour after the conclusion of the meet Saturday, May 31, 2025. Please ensure that all information relative to correct spelling of names, the full name of the school, and grade of the participant is included.
 - Note: Relay team members for each qualifying school must be transmitted in the required electronic format with grade in school. Use the names of the all eight runners who competed in the Regional finals.

Regional Tournament Officials

- Only OHSAA Class 1 Track and Field Officials shall be used unless there are not enough available and the Director of Officiate Development has approved the use of Class 3 Officials
- Officials who have completed the official's questionnaire **must** be assigned first. If, after all, officials who completed the questionnaire are offered the opportunity and are not available or willing, officials who are eligible in every other regard may be used with authorization from the Director of Officiate Development.
- If after following the two above bullets, additional officials are needed, district only eligible officials may be used with approval from the Director of Officiate Development.
- In no case shall nonregistered officials be used in officiating positions.
- Please see the tournament regulations for full details about tournament officials including the minimum allowed staffing levels as well as the preferred & maximum staffing levels.
- Please see the tournament regulations for full details about FAT including the minimum allowable staffing and equipment use as well as the preferred levels.

Appendix A



Additional Information

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 and/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.

CONCUSSION REGULATIONS

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 OHSA 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.

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>

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 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

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 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/CRISIS MANAGEMENT GUIDELINES

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 |

MEDIA 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>

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

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

TRACK & FIELD RECORDS

Ohio State Track & Field Records:

<https://www.ohsaa.org/sports/staterecords/tf>

Ohio State Track & Field Record Form:

<http://www.ohsaa.org/sports/tf/TFRecordForm.pdf>

PUBLIC ADDRESS ANNOUNCEMENTS

Welcome and Opening Remarks

The Board of Directors, Executive Director and staff of the Ohio High School Athletic Association, along with the staff here _____, extend to each of you a cordial welcome to this OHSAA tournament event.

The officials assigned to this tournament have been selected and assigned according to procedures adopted by the Board of Directors. Their experience and their integrity qualify them for their important part in this interscholastic track and field tournament.

The student-athletes participating in this tournament thank you for your tremendous support throughout the season. All in attendance should reflect an attitude of positive sporting behavior so that this competition can be the best educational experience possible for the student-athletes participating.

National Anthem

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.

Appendix B



FORMS

- Appeal & Bib Replacement Forms will be mailed to each site with their tournament supplies. You only need to print these if you run out.
- Participation forms will need to be completed and returned; copies will not be mailed.
- Record forms are not sent to schools, please print them accordingly.



TRACK & FIELD and CROSS COUNTRY APPEAL FORM



Coach Section

Complete this form **in its entirety** if you feel a rule has been misapplied or misinterpreted, and present it to the Referee for consideration. **Judgment calls and false starts are not subject to appeal and will not be considered.** Any form that does not reference the NFHS rule number or OHSAA manual/regulation page number will be denied. It is recommended that the referee consult with the games committee before making a final decision on an appeal; however, **the decision of the referee is final.**

Date: _____

Tournament (circle one):

District

Regional

State

Time of Appeal: _____

Day of tournament (circle one):

1 2

3

Division (circle one):

1 2

3

4

5

Gender/Type (circle one):

Boys

Girls

Seated

Location of Tournament: _____

School Name: _____ Name of Coach: _____

Race/event appeal applies to: _____

The rule being appealed can be found in the (circle one below):

NFHS Rules | OHSAA Officials/Coaches Manual | OHSAA Tournament Manual | OHSAA Tournament Regulations

On the lines below, list the NFHS rule number or page number of the OHSAA document related to the appeal.

Rule Reference or Page Number #1: _____ Rule Reference or Page Number #2: _____

Rule Reference or Page Number #3: _____ Rule Reference or Page Number #4: _____

State the nature of your appeal, its basis, and what you would like to see as a resolution.

Judgment decisions and false starts may not be appealed and will not be considered.

Certification: I certify that the information submitted is true and correct to the best of my knowledge. **I understand that judgment decisions and false starts are not subject to appeal.**

Signature _____

Referee Section

Please complete this portion of the form in its entirety. Decisions must be made and communicated to the head coach at the meet on the same day the appeal is filed. It is recommended that the referee consult with the games committee before making a final decision on an appeal; however, **the decision of the referee is final**. Per NFHS and OHSAA rules, the OHSAA cannot re-officiate decisions made by the referee at meets. The OHSAA reserves the right to take action on eligibility at any point during or after the meet. All appeals, once completed, **must** be sent to BJ Duckworth via email (bjduckworth@ohsaa.org) within 24 hours; the original violation card must also be sent in that email.

What was the original call that is being appealed: _____

Does the appeal list a NFHS rule number or page number of the OHSAA document (circle one): Yes No

If the answer is no, the appeal must be denied.

Does the appeal involve a judgment call (circle one): Yes No

If the answer is yes, the appeal must be denied.

Referee Decision (circle one): Decision Upheld Decision Changed Not Appealable
Explain in detail below.

Referee Comments (Why was the decision made?):

Name of Referee: _____ Permit #: _____

Signature of Referee: _____ Date: _____

Time Decision Made: _____ Time Coach Notified: _____

Note On Reruns (Track Only)

NFHS Rule 3-4-4. The referee has the sole authority to determine if a race shall be rerun, and if so, who is eligible to participate in the rerun and when it should be scheduled. NOTE: Refer to NFHS Rules 5-9-2 and 5-9-3 for interference guidelines.

a. Determine if a rerun is necessary:

1. Acknowledge that a race rerun will rarely, if ever, be fair to everyone and should be avoided if at all possible.

2. To consider a rerun, one of the following **must apply**:

(a) interference by another competitor resulting in disqualification;

(b) interference caused by a nonparticipant; or

(c) a meet administration error, i.e., wrong staggers, hurdle setting, official instructions, etc.

3. Reruns should be considered only in races or relays with individual legs of 400 meters or less for a one-day meet*. A competitor who is eligible and elects to participate in the rerun wipes out any performance, including in place, time, or record, in the original race.

4. Any disqualification that occurred in the original race would stand.

* OHSAA tournaments are two-day events; therefore, reruns in all races can be considered pending the above requirements being met.





TRACK & FIELD and CROSS COUNTRY BIB REPLACEMENT FORM

PLEASE SUBMIT THIS FORM ASAP UPON IDENTIFYING A NEW BIB IS NEEDED!

**Respect
THE
GAME**

Complete all information and submit this form to the timing team. New bibs will not be issued unless the form is signed.

School Name: _____ **Division:** _____ **Date:** _____

Coach Name: _____ **Meet Location:** _____

Athlete Information (Coach Complete)

Last Name First Name Gender

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Number Information (FAT Complete)

Old # New #

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

By signing this bib replacement form, I understand that my school will be charged a **\$20 per bib replacement fee**. This fee will be billed to my school by the OHSAA office following the conclusion of the event. Failure to pay the fee may result in my team being prohibited from participating in future OHSAA tournaments.

Coach's Signature: _____

Timing Signature: _____

Note: This form should be submitted immediately following the meet to the sport administrator





2025 OHSAA Track & Field Tournament Participation Form

The OHSAA Board of Directors semi-annually sets up the representation from each district based upon the number of teams actually participating in the tournaments. Please list the school and the number of participants that actually participated in the tournament.

Tournament Date: _____

District: _____

Tournament Location: _____

Circle one: BOYS GIRLS

Tournament Manager: _____

Division: _____

Schools Represented by Teams (9 or more)

| School (alphabetic order) | # | School (continued) | # |
|---------------------------|-------|--------------------|-------|
| 1 _____ | _____ | 10 _____ | _____ |
| 2 _____ | _____ | 11 _____ | _____ |
| 3 _____ | _____ | 12 _____ | _____ |
| 4 _____ | _____ | 13 _____ | _____ |
| 5 _____ | _____ | 14 _____ | _____ |
| 6 _____ | _____ | 15 _____ | _____ |
| 7 _____ | _____ | 16 _____ | _____ |
| 8 _____ | _____ | 17 _____ | _____ |
| 9 _____ | _____ | 18 _____ | _____ |

Schools Represented by Individuals (less than 9)

| School (alphabetic order) | # | School (continued) | # |
|---------------------------|-------|--------------------|-------|
| 1 _____ | _____ | 6 _____ | _____ |
| 2 _____ | _____ | 7 _____ | _____ |
| 3 _____ | _____ | 8 _____ | _____ |
| 4 _____ | _____ | 9 _____ | _____ |
| 5 _____ | _____ | 10 _____ | _____ |

Schools That Were Registered and DID NOT PARTICIPATE

| | | |
|---------|-------|---------|
| 1 _____ | _____ | 3 _____ |
| 2 _____ | _____ | 4 _____ |

Please return to BJ Duckworth at the OHSAA as soon as the tournament has concluded:
bjduckworth@OHSAA.org. You may also send the school list as exported from HyTek



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION TRACK & FIELD RECORD APPLICATION

State Tournament Record _____ State Interscholastic Record _____

Division _____ Boys _____ Girls _____ Date of Application _____

Please type or print all requested information and include all required signatures. **If this qualifies as a national record, you must also complete a National Federation of State High School Associations (NFHS) Track and Field Record Application, which can be accessed from the OHSAA web site (www.ohsaa.org).**

In order for this record to be considered, it must:

- 1.) Be established in outdoor competition limited exclusively to high school contestants in a high school contest during the OHSAA approved season;
- 2.) Involve five or more high schools;
- 3.) Use fully automatic timing (FAT) for a track event, and
- 4.) Be within NFHS regulations for permissible wind gauge (anemometer) readings in the long jump, 100 meters, 200 meters and 100 or 110 meter hurdles. The current standard is that wind readings of 2.1 meters per second and above **will not** be considered for a record.

SECTION A.

Track or Field Event: _____

Record Time (**FAT only**), Height or Distance: _____

Name of FAT Operator: _____

Anemometer (Wind) Reading: _____ meters/second

Name of Meet where Record Set/Date: _____
(Date)

Location of Meet (City and State) where Record Set: _____

Print Full Name of Competitor(s) who Set Record (list all four names for relay event) and Include Grade(s) in School:

| | | | |
|--------------------|---------------|--------------------|---------------|
| 1. _____ (Name) | _____ (Grade) | 2. _____ (Name) | _____ (Grade) |
| 3. _____ (Name) | _____ (Grade) | 4. _____ (Name) | _____ (Grade) |

High School where Competitor(s) Attend: _____

City where High School is Located: _____

Signature of School Track & Field Head Coach, Principal or Athletic Administrator:

(Name)

(Position)

SECTION B. (Certification By Contest Officials)

I verify that the competitive conditions were in compliance with NFHS and OHSAA rules and regulations. All parameters above were met. For track events, the race course was measured in accordance with NFHS rules and found to be official. For field events, the implement used by the competitor plus all other equipment and the competition area were in accordance with NFHS rules and found to be official. I support the record application and recommend its acceptance.

Signature of Referee (running events only): _____

Signature of Field Referee (field events only): _____

Please complete and mail to:

Director of Information Services, c/o OHSAA, 4080 Roselea Place, Columbus, OH 43210

Following OHSAA Regional Tournament competition only, forms will be accepted by the OHSAA via fax at 614-267-1677, but a hard copy must also be mailed to the OHSAA Office.

Rev. 5/24/12

Notes:

OHSAA

**Respect
THE
GAME**

BJ Duckworth

**Sport Administrator & Director of Officiating Development
OHSAA Track & Field and Cross Country
bjduckworth@ohsaa.org**