

2024

VOLLEYBALL TOURNAMENT MANAGERS MANUAL



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, Ohio 43214

Telephone: (614) 267-2502

www.ohsaa.org

A Message from OHSAA Senior Sport Administrator, Emily Mason

Thank you once again for your willingness to serve as a manager for the OHSAA Volleyball Tournament. This is the traditional Managers' Manual provided to all managers of Sectional, District and Regional tournaments that reflects the consistent procedures for all tournament across the state. District Athletic Boards (DAB's) make certain permissible adjustments in their respective districts, but this manual reflects items adopted by the OHSAA's Board of Directors to provide a consistent and fairly administered tournament across the state.

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

- Introduction Information
- Overall Tournament Organization Information
- General Information
- Sectional and District Specific Information
- Seeding and Drawing Procedures/Information
- Media Information
- Financial Reporting Information
- Medical Information
- Required and other Useful Forms

I cannot stress enough the importance of adhering to regulations at every single level of tournament play. As you might expect, should a regulation not be followed, it only becomes magnified when the team advances to another level and is required to follow a regulation that should have been followed from the first game of the Sectional Tournament.

Managers are able to download the information necessary (including contact numbers) through their *myOHSAA* Tournament login. This is addressed early in this manual. As a tournament manager, **please** make certain you utilize the *myOHSAA* system for all tournament management.

Each District Athletic Board is given the task of organizing tournaments at the Sectional and District level in their respective athletic districts under the Tournament Regulations adopted by the OHSAA's Board of Directors. These Tournament Regulations are located at the end of this Manual—we encourage you to read them and provide them to coaches at your seed meeting.

If I can be of any service to you, please do not hesitate to contact me via email at emason@ohsaa.org or by cell phone at (479) 236-5901. Thank you for your efforts and making this year's tournament a reality!

Sincerely,



Emily Mason
Senior Sport Administrator, Volleyball
E: emason@ohsaa.org
B: (614) 267-2602 x 107
C: (479) 236-5901

The OHSAA Mission Statement

The Ohio High School Athletic Association's mission is to serve our member schools and enrich interscholastic opportunities for students.



VOLLEYBALL TOURNAMENT SITES & ASSIGNMENTS

Each of the state’s District Athletic Boards are empowered by the OHSAA Constitution to organize and conduct the volleyball tournaments at the Sectional and District levels. They are conducted according to the Tournament Regulations adopted by the Board of Directors at the August meeting. Representation to the Regional Tournament from District winners is determined by a formula based upon the number of teams participating in the previous year’s tournament.

The complete Tournament Regulations that were adopted by the Board of Directors meeting can be read in their entirety by going to www.ohsaa.org and navigating to the Volleyball site under the *Sports and Tournaments* pull down menu. You are encouraged to review these Tournament Regulations. Each District Athletic Board formulates its own instructions based on these approved regulations and will provide these and *cover them* with you at their Tournament Manager Meeting.

With a few exceptions, most schools in the counties listed below are assigned sites from the respective District Athletic Boards. You are encouraged to visit their websites for additional information.

The volleyball tournaments conclude with the State Volleyball Tournament, November 7 – 9, 2024. The Athletic Districts that ultimately feed into the Regional Tournaments are indicated on the map below.

Athletic Districts

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

With a few exceptions, most schools in the counties listed below are assigned sites from the respective District Athletic Boards. You are encouraged to visit their websites for additional information.

Northwest District: www.ohsaa.org/NWDAB

Central District: www.ohsaa.org/CDAB

Southwest District: www.ohsaa.org/SWDAB

Northeast District: www.ohsaa.org/NEDAB

East District: www.ohsaa.org/EDAB

Southeast District: www.ohsaa.org/SEDAB

TOURNAMENT CONTACT INFORMATION

Emily Mason Jim Hammar	Senior Sport Administrator State Rules Interpreter/DOD	Volleyball Sport Administrator Addresses Rules Inquiries & Regional Assignments	emason@ohsaa.org jhammar@ohsaa.org
Jill Logan Gina Franks Heather Beck Brenda Frankart Mark Rose Phil Poggi	CDAB Volleyball Coordinator EDAB Volleyball Coordinator NEDAB Volleyball Coordinator NWDAB Volleyball Coordinator SEDAB Volleyball Coordinator SWDAB Volleyball Coordinator	Coordinates C District Tournaments Coordinates E District Tournaments Coordinates NE District Tournaments Coordinates NW District Tournaments Coordinates SE District Tournaments Coordinates SW District Tournaments	jill_logan@hboe.org franksg@dovortornadoes.com beckheather@elyriaschools.org bfrankart@nwdab.org rosem@claylocalschools.org SWDAB-sec@ohsaa.org

IMPORTANT DATES

September 23	Last date to enter/withdraw from Tournament w/out Penalty
October 6	Draw/Seed Meeting Date, 2:00 PM
October 14 – 19	Sectional Tournaments/First Round for DIII-DVII
October 21 – 26	District Tournaments/First Round for DI & DII
October 31 & November 2	Regional Tournaments
November 7 – 9	State Tournament

TOURNAMENT INFORMATION PAGE/FORMS

The Volleyball Tournament Information page can serve as your one-stop-shop for all things related to the postseason tournament. This includes but is not limited to, team forms that they need to fill out and provide to you (Travel Party List, etc.), statewide tournament brackets, links to tickets and many more. The Volleyball Tournament Information webpage is:

<https://www.ohsaa.org/sports/volleyball/tournament-info>

OHSAA VOLLEYBALL TOURNAMENT GENERAL INFORMATION

The following is general information for **all managers** relative to Sectional, District and Regional Tournament play. Please note the following sections with additional information specific to the level of tournament.

1. All sites and assignments to respective Sectional Tournaments are available online at www.ohsaa.org and selecting Volleyball from the *Sports & Tournaments* drop down menu.
2. **Should a District Athletic Board conduct their tournaments in a home/higher-seeded host format, it is important to note it is a tournament match and should be neutral. It should not feel like a home game for the host site—this includes senior nights, recognitions, or special events occurring at the site.**
3. Managing the finances of all OHSAA tournaments will be handled through the School District Treasurer. Tournament Managers may not run finances through personal checking accounts.
4. Only passes created by the state office in Columbus will be permitted at 2024 OHSAA Tournaments, typically with a QR code to scan with Hometown Ticketing. There should be no paper passes or passes created by the District Athletic Boards and/or leagues/conferences. Officials are permitted one guest. Please notify your pass gate attendant of this policy.
5. Officials have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your officials in advance of the contest to remind them of their assignment time and location. Please give them the names of the other officials they will be working with that day/night allowing for travel together when possible.

Please also provide them reserved parking and provide them directions to your site. Officials **are permitted one guest who should arrive with the working official**; however, they are to remain away from their dressing facilities.

NOTE: The assignment of officials is confidential information and shall not be disclosed to others (including participating teams) until game time.

6. Provide adequate number of law enforcement officers and/or security personnel where and when necessary to ensure protection of officials, players and spectators.
7. Arrange for a Physician and/or licensed Athletic Trainer to be present at your site. Maintain an adequate Crisis Management Plan and keep EMS contact information handy.
8. Provide efficient and competent scorers, timers and public-address announcers. A public-address system shall be available. Public address announcers are to remain neutral and professional in their duties as an announcer.
9. Along with providing adequate law enforcement (when necessary) and security personnel, please ensure the **court is kept clear during and at the conclusion of a match**. Emotions run high at the conclusion of any tournament contest, and you must ensure the security of the players and officials. Please **do not** allow fans to rush the court at the conclusion of a match. Security guidelines are provided in this manual to assist you.
10. Emergency/Crisis Management Plans are a necessity. Please familiarize yourself with the policies and ensure the plans are followed in the event of any unforeseen emergency.

SPECIFIC SECTIONAL MANAGER INFORMATION

1. Please pay close attention to the OHSAA approved seeding and drawing procedures. Seeding and placement of teams on brackets must be done correctly. These seeding procedures are listed on the following pages. Tournament draw/seed meetings may be conducted in-person or virtually.
2. Immediately following the completion of the Sectional Tournament, notify the District Tournament manager of the team or teams that qualify to the District Tournament. In Districts where District sites are different from Sectional sites, District managers will be in contact with you for the transfer of information (roster information, etc.). Please assist this process by providing the name and contact information to your Sectional winner.
3. OHSAA Tournament Entry is conducted online through myOHSAA and is **not** a responsibility of the tournament manager.

SPECIFIC DISTRICT MANAGER INFORMATION

1. Please contact Sectional managers to arrange for any transfer of program materials, etc. for teams advancing from the Sectional Tournament to the District Tournament.
2. Please make sure you provide the District Champion with the packet of information provided to you from the Volleyball Tournament Information page on the OHSAA website and any information that comes to you from the Regional Manager.
3. Complete your bracket in the *myOHSAA* Tournament Management system and **report scores by the end of the day/evening**.
4. There shall be a District Awards Ceremony at the conclusion of all District Final games. These are coordinated by the respective District Athletic Boards, however, please cover with coaches and school administrators prior to the game of the expectations at this ceremony, most notably:
 - a. Teams are to remain on the court at the conclusion of the game and respectfully honor the other team.
 - b. Teams are expected to accept their medal, shake hands with the OHSAA member, DAB member or representative.

5. Trophies and awards appropriate for the tournament will be shipped directly to the District Athletic Board from *Croton Craft, P.O. Box 257, Croton, Ohio 41013*. The DAB will be responsible for distributing awards to the managers. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Mr. Travis Nethers at Croton Craft at crotoncraft@gmail.com or (740) 504-3228. Additional medals may be purchased by contacting Croton Craft.
6. Materials marked *District Champion* will be posted to the Volleyball Tournament Information [webpage](#) on the OHSAA website. Please refer coaches to the Volleyball Tournament Information page and remind the coach and school administrator to complete these forms. Many Regional managers will provide you additional site-specific information to provide to the District Champion.

SPECIFIC REGIONAL MANAGER INFORMATION

1. Materials marked *Regional Champion/State Finalist* will be posted to the Volleyball Tournament Information webpage on the OHSAA website. Please refer coaches to the Volleyball Tournament Information page and remind the coach and school administrator to complete these forms. Many Regional managers will provide you additional site-specific information to provide to the District Champion.

USING THE myOHSAA DATA MANAGEMENT SYSTEM

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

To use this system, each tournament manager maintains a tournament account with a username and password. If you have served as a tournament manager in any sport at any level, you will utilize the username and password provided to you as a tournament manager. Please contact membershipservices@ohsaa.org for account access.

It is important for all managers to access this system and record scores/winners at the conclusion of your contest(s).

OHSAA TOURNAMENT BRACKETS AND RESULTS

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

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

SECTIONAL MANAGERS – EMAILING BRACKETS:

On the Sunday following your draw, email a hard copy of the bracket including teams, dates, times and seed position of the teams to the Emily Mason at emason@ohsaa.org. We simply use that information to double check the bracket entered in myOHSAA for accuracy.

SECTIONAL/DISTRICT/REGIONAL MANAGERS – ENTERING SCORES:

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

PASSES/TRAVEL PARTY LIST

All attendees must have a ticket. The only passes permitted are those created and distributed by the OHSAA office—no passes created by DABs or passes created by leagues and/or conferences should be admitted at the past gate at any level of the postseason tournament(s).

Officials are permitted one guest and they must enter with the official. All Head Volleyball Coaches are permitted to receive 2 complimentary tickets through the protocol established in the *Ticketing Procedures* section.

All managers must use the Travel Party List as the pass list for the travel party—15 uniformed players, plus the additional 7 team personnel. The OHSAA approved Travel Party List is located on the Volleyball Tournament Information page [HERE](#).

VOLLEYBALL TOURNAMENT TICKET PRICES

The following are determined by the OHSAA Tournament Regulations, which were approved by the OHSAA Board of Directors. Please review the *Ticketing Procedures* section on the following page. All tickets may be purchased on the OHSAA Ticketing website, utilizing Hometown Ticketing. Please note that Ticketmaster (through Wright State University) will be used at the State Tournament level only. Fees are included in all prices listed below.

NOTE: Children under five are permitted free admission.

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
<i>Sectional Tournaments</i>	\$5.00	\$8.00
<i>District Tournaments</i>	\$5.00	\$8.00
<i>Regional Tournaments</i>	\$5.00	\$11.00
<i>State Tournaments</i>	<i>See table below</i>	<i>See table below</i>

**Due to Ohio state law, high school venues are required to accept cash at the gate*

STATE TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
<i>State Tournament Semi-Finals</i>	\$10.00	\$16.00
<i>State Tournament Finals</i>	\$10.00	\$16.00

TICKETING PROCEDURES

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

- Tickets will be available for purchase online at www.ohsaa.org/tickets for both adults and students.
- Venue agrees to sell tickets at the gate for cash at the OHSAA published prices and maintain accurate records of all gate tickets sold. Venue further agrees to accurately and completely record all gate tickets sales into the OHSAA Hometown Ticketing box office and other financial reporting systems of the OHSAA as instructed.
- All attendees must have a ticket which must be scanned for entry by the venue.
- Venue agrees to scan all electronic tickets for the event. Venue that scans fewer than 70% of tickets sold will not receive the flat fee payment.

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

Claudia Markoff

E: cmarkoff@ohsaa.org

B: 614-549-6973

SECTIONAL, DISTRICT & REGIONAL TICKET PRICES

The Sectional and District Volleyball Tournament ticket price will be sold for \$5.00 for students, \$8.00 for adults

The Regional Volleyball Tournament ticket price will be sold for \$5.00 for students, \$~~11~~¹².00 for adults

ONLINE/DIGITAL TICKETING INFORMATION

Fans can visit www.ohsaa.org/tickets to purchase tickets.

COMP TICKETS FOR SCHOOL ADMINISTRATORS

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

SCOUTS

As a usual part of a postseason tournament, coaches would prefer to attend tournament events to scout their opponents. Scouting tickets will be available for head coaches and done digitally as well. Each head coach will be emailed a digital pass that will provide entrance for up to two (2) people per event. There will be 1 QR code that be scanned twice to allow two people in. This will be emailed out approximately one week before the postseason tournament begins.

There will not be additional tickets provided.

SECTIONAL/DISTRICT FINANCIAL REPORTING INFORMATION

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

Any questions surrounding Sectional and District Tournament Financial procedures can be directed to the District Athletic Board Treasurer. Regional Financial questions should be directed to the OHSAA Accounting Department at lvermilya@ohsaa.org or (614) 267-2502 x103 or x118.

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

REGIONAL FINANCIAL REPORTING INFORMATION

The flat fee established for the 2024 Regional Tournament is \$750/semifinal match and \$850/final match, for a total of \$2,350 with the two semifinals and finals on the weekend. The flat fee is to be used at the discretion of the tournament manager to cover site use and game day workers—we do not have set rates to pay the tournament staff. Please make sure to include a Tournament Manager's rate as well.

Any incidental fees beyond the amounts listed need to be approved in advance—please send those to Emily Mason (emason@ohsaa.org) and copy lvermilya@ohsaa.org.

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

In order to receive the flat fee for hosting Regional Volleyball, please complete the Google Doc questionnaire found on the Financial Reports webpage at www.ohsaa.org/financial/reports.

To be paid a hosting fee, all questions of the Google Doc must be completed timely and accurately, including tickets sold at the gate.

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

If you have radio or streaming revenue, there are 3 situations that you may encounter. If the radio station gave you a check made payable to your site, you will deposit the check and fill the amount of the check in under the "FEE PAID TO SITE" column. If the radio station gave you a check made payable to OHSAA, you will send the check to OHSAA (L-4256, Columbus, OH 43260-4256) put the amount of the check under the "FEE PAID TO OHSAA" column. If the radio station broadcasted your game but did not give you a check, you will put the amount they owe under the "FEE OWED TO OHSAA" column.

Please send completed reports to accounting@ohsaa.org.

OFFICIALS' RATES & FEES

Each District Athletic Board assigns officials to Sectional/District sites within the list of eligible tournament officials. The OHSAA assigns (and pays) officials to Regional and State sites. All managers should notify officials in advance to secure any contact numbers in the event of last-minute postponements, unforeseen circumstances, etc. Officials' names are not to be provided to participating teams/coaches prior to a contest.

Officials **are permitted one guest**, however, that guest is not permitted in dressing room facilities.

Rates are:

First Referee/Second Referee:

Sectional Tournament:	\$75.00 plus travel allowance
District Tournament:	\$80.00 plus travel allowance
Regional Tournament:	\$90.00 plus travel allowance

Line Judge (with or without PAVO Certification):

Sectional Tournament:	\$40.00 plus travel allowance
District Tournament:	\$50.00 plus travel allowance
Regional Tournament:	\$60.00 plus travel allowance

*The travel allowance is figured at \$1.00/mile **one way beginning at mile 51 from the official's home zip code to the tournament site zip code**. In the event of cancellation, the following policies apply:*

If the official is notified **prior to departure from home:**

If the official is notified **en route to the site or after arrival & the contest has not started:**

No Fee is paid to the official
Official is paid travel allowance only (minimum \$30.00 for Sectional/District, \$40.00 for Regional)

OHSAA SEED & DRAWING PROCEDURES

The OHSAA established date for all Volleyball seeding and drawing meetings in Ohio is **Sunday, October 6, 2024** at 2:00 PM.

All Volleyball Tournament Seed Meetings are to be held on the established Board approved date and time. Should your DAB need to choose different times for the meeting(s), please inform the Sport Administrator.

In all Sectional Tournaments that precede District Tournaments, seeding is mandatory in the Sectional. In District Tournaments not preceded by Sectional Tournaments, seeding is mandatory. This is interpreted that at least one seeding is to take place in either the Sectional or District Tournament. **All teams assigned to the first round of the tournament shall be seeded.** The following seeding method **shall prevail for all OHSAA sponsored volleyball tournaments.** For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

Volleyball Tournament Seeding Procedure

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

EXAMPLE: in a schedule that has played 19 games to date:

Division I: 9 wins 2 losses

Division II: 6 wins 1 loss

Division III: 1 win 0 losses

Overall Record: 16-3

All games played to date shall be recorded

2. Voting will be done for seeded teams.
 - a. All head coaches shall vote via ballot which shall be made public, selecting their choice for the number 1 seeded team. The team with greatest number of votes shall be seeded #1, second highest #2, etc, until all teams are seeded. In case of a tie, the team with most votes at the better seed wins the tie breaker. If there is still a tie, a coin toss shall be conducted.

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

NOTE: In the event no representative is in attendance from the school, placement of teams on brackets will be done by the manager in accordance with District Athletic Board policy (see #3)

3. After teams are seeded, placement of teams on brackets shall occur. The method for placement of teams on brackets is determined by each District Athletic Board. Please log on to each District Athletic Board website to obtain each District's procedure. District Athletic Board websites are:

Central: www.ohsaa.org/CDAB

Northwest: www.ohsaa.org/NWDAB

East: www.ohsaa.org/EDAB

Southeast: www.ohsaa.org/SEDAB

Northeast: www.ohsaa.org/NEDAB

Southwest: www.ohsaa.org/SWDAB

If a school fails to have a representative present (physically or virtually) at the seeding and drawing meeting, the manager shall place the school (s) on the bracket in accordance with procedures adopted by the District Athletic Board. Schools that fail to send a coach or administrator to a mandatory draw/seed meeting or fail to seed as instructed will be fined **\$150**.

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

Sample brackets can be obtained, if necessary, from your District Athletic Board.

PLEASE NOTE THAT ALL BYE LINES ARE LISTED ON TOP

FAILURE TO APPEAR

When national playing rules do not address failure to appear, the following regulations will apply. If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of a tournament game, the space on the bracket may be declared vacant. A “no contest” will be declared, and the opposing team will advance into the next round of competition. See **No Contest** under Section 21 of the General Sports Regulations.

All decisions relative to this regulation shall be made by a representative of the respective District Athletic Board or the OHSAA Executive Director’s office.

TOURNAMENT GAME BALL

The OHSAA has adopted the *Molten IV58L-BKSV-OH* (black, silver and white) volleyball as the Official Ball of the OHSAA. All volleyballs for Sectional and District matches will be shipped to the appropriate District Athletic Board Representative and distributed at the discretion of your District Athletic Board.

NOISEMAKERS/SIGNS/PEP-BANDS

Signs, noisemakers and pep bands are not permitted at Volleyball Tournaments.

PRE-MATCH PRACTICE & WARM-UP PROTOCOL

Regulations regarding pre-match *practice* should be established by each District Athletic Board.

See the following warm-up protocol:

Adequate time for warming up shall be provided all competing schools. There will be a 30-minute warm-up on the playing court by both teams. Once the coin toss has been conducted, teams shall be provided 10 minutes of ball handling on their side of the net, followed by the remaining 20-minute warm-up that shall be divided into the following designated times in order:

1. 2 minutes – both teams ball handling on their side of the net
2. 6 minutes – the serving team has the whole court*
3. 6 minutes – the receiving team has the whole court*
4. 3 minutes – the serving team has the whole court*
5. 3 minutes – the receiving team has the whole court*

***NOTE:** There may be no use of volleyballs in the facility while team is not on the court for the designated time. This includes, but is not limited to, auxiliary gyms and hallways.

The 30-minute warm-up **shall** be conducted at all levels of the OHSAA Volleyball Tournaments.

SCORERS & TIMERS

The libero tracker, who is considered an assistant scorekeeper shall sit next to the official scorer and may also wear a black and white striped garment. The official scoresheet or scorebook shall remain at the scorer’s table throughout the match including all intermissions. It is permissible to use the scoring software VolleyWrite* to score the tournament matches. The second referee must be provided a line-up sheet for each game.

***NOTE:** Should the host site use the VolleyWrite system, **there must be a spotter in addition to the scorer.**

A visible scoreboard shall be provided.

The manager is responsible for changing the team names on the scoreboard at the completion of each match. It is recommended that experienced school personnel be used and that they serve throughout the tournament. Be sure that scorers and timers are provided with signals that can be heard. If possible, a public-address system should be available at all Sectional and District Tournament Sites. At Regional Tournaments, a public-address system shall be utilized. Courtesy scorekeepers representing each school shall be requested at the scorer's table, if the table can accommodate them with social distancing guidelines being followed.

LINE JUDGES

Flags for line judges are required for all OHSAA Tournaments. Managers should be prepared to provide flags for line judges or clearly communicate with officials to provide their own flags.

District Athletic Boards are responsible for assigning line judges at the Sectional/District Tournament level. The OHSAA is responsible for assigning line judges at the Regional Tournament level.

If you are struggling to find available line judges that meet the specifications, the following is approved in order listed:

- 1) Use a player who is listed on the volleyball eligibility list;
- 2) Use no line judges. The R1 and R2 will adjudicate the match including the line judges' duties.

NOTE: This is a last option only.

TEAM BENCHES

Benches for players of both teams shall be placed along that side of the court on which the scorer's and timer's table is located, placed no closer to the sideline than six feet and no closer to the out-of-bounds of the extension of the center line than 10 feet. Rules provide for a maximum of 15 players dressed for each match. In accordance with the NFHS Volleyball Rules, teams shall occupy the bench located on the side of the net adjacent to their playing area throughout the match.

NOTE: Based on Ohio state adoption provided by *NFHS Rule 9-2-1*, teams shall not switch benches. OHSAA member schools shall remain on the same team benches throughout the match, unless there is a clear disadvantage present, as determined by the match official(s). Shall a present disadvantage be determined, this will be communicated prior to the start of the match and no later than the pre-match conference, and teams will switch benches in between sets.

SPECIFIC PLAYING RULE & TOURNAMENT REGULATION NOTES

1. Please note that under rally scoring, which is the system provided in the NFHS Volleyball Rules, all matches shall be a best 3 of 5 format. All sets are played to 25 with no cap (must win by 2), with the fifth and deciding set (when necessary) played to 15 (no cap).
2. Rules regarding the use of a libero in a match are addressed in the NFHS Volleyball Rules Book. Schools may choose not to use this player, but if they do, the player must wear a uniform jersey that is clearly contrasting to the uniform jersey worn by the other players. Officials and coaches have received information about how this is interpreted.
 - a. The use of the libero requires the appointment of a libero tracker who will function in that capacity. The official scorer cannot handle this task. A copy of a libero tracking sheet is enclosed with this manual.
3. National data from eight years of rally scoring at the high school level indicate that the average length of match is 72 minutes. We suggest that you plan for a rolling start on dates in which you plan to conduct multiple matches.
4. No more than 15 players in uniform may be on the bench for any match. Players in excess of 15 are considered ineligible athletes and must be removed from the bench immediately. As tournament manager, it is your responsibility, along with that of both coaches, to verify compliance with this Tournament Regulation. If a player, once notified, remains on the bench or enters the contest, *the match shall be forfeited*.

SERVICE ANIMALS

According to the Americans with Disabilities Act, 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 shall allow these service animals to accompany people with disabilities in all areas of our facilities. 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 those cases, the individual must maintain control of the animal.

When it is not obvious what service the animal provides, only limited inquiries are allowed. Your staff may ask two questions:

1. Is the dog a service animal required because of a disability?
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. Please note that dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

SECURITY ISSUES

Please pay special attention to all security issues. Hire adequate security/oversight as each District Athletic Board will advise. No doubt each sport differs in the amount of security required, but always be prepared! Most situations occur before and after games. Take the time to review and communicate any potential issues with coaches and school administrators prior to the contest. Work to eliminate all problems before they occur—consult with competing schools prior to the contest, have adequate entry points, communicate with your staff to greet people properly.

There is a section providing a sample *Crisis Management Plan* below. Most schools do have one in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.

EMERGENCY/CRISIS MANAGEMENT

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 shall 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. **Event Personnel** – During meetings with site reps and security, review:
 - a. Number of security officers and their locations.
 - b. Event personnel assignments and any supervisory responsibilities.
 - c. Provide, in writing, specific policies you have which would prohibit specific actions.
 - d. Be certain to plan carefully for entrance and exit to the playing area.
 - e. Crowd management and foot traffic flow.
 - f. Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable.

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 to obtain contact information of:
 - All coaches competing at your tournament
 - Athletic Administrators of teams competing in your tournament
 - District Athletic Board Secretary at the Sectional/District level
 - District Board member(s) overseeing your tournament at the Sectional/District level
 - OHSAA Sport Administrator of 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 change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – Carefully review matchups and communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site.
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

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: _____

Location of AED _____

If locked, keys are located _____

Individual on site who can operate the AED _____

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 & BROADCAST RATES

Media should receive admission and a copy of rosters/programs upon showing their media credentials at the Pass Gate. Please make sure they have power and space necessary to conduct their work.

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

Also included is the Recommended Broadcast Announcement to be provided each broadcast media outlet. Complete Media Regulations, Broadcast Rights' Fees, etc., are also available on the web at <https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>

Please direct media requesting credentials to the above link for important information. This site will often answer any media related questions you or the media may have.

OHSAA Volleyball Delayed Television Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
<i>Commercial Stations: Cincinnati, Cleveland, Columbus,</i>	No Charge	\$300	\$700	\$900
<i>All Other Stations</i>	No Charge	\$175	\$350	\$500
<i>State and Regional Cable (more than 750,000 subscribers)</i>		<i>Only available through negotiation</i>		

OHSAA Volleyball Live Television Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
<i>State and Regional Cable (more than 750,000 subscribers)</i>	\$400	\$700	NA	NA
<i>Commercial Stations: Cincinnati, Cleveland, Columbus,</i>	\$800	\$1,200	NA	NA
<i>All Other Stations</i>	\$200	\$400	NA	NA

OHSAA Volleyball Live/Delayed Video Streaming Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State Semifinal</u>	<u>State Final</u>
<i>Greater Metro Areas of Cincinnati, Cleveland and Columbus</i>	\$125	\$175	Delay only: \$300	
<i>Greater Metro Areas of Akron, Canton, Dayton, Toledo, Youngstown</i>	\$100	\$150	Delay only: \$250	
<i>All Other Stations</i>	\$75	\$125	Delay only: \$200	
<i>Educational Access, Non-Commercial & Fan/Booster Websites</i>	\$25	\$50	Delay only: \$50	
<i>Student Broadcasts, School Websites or School-Controlled Webpage</i>	No Charge	No Charge	Delay only: No Charge	

Live video coverage permitted for contests that are not carried by Spectrum News or the NFHS Network.

Additional Information/Fees:

Tape-delayed contests may not begin prior to the end of the match.

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

OHSAA Volleyball Radio/Audio Webcast Rates

	<u>Sectional/District</u>	<u>Regional</u>	<u>State</u>
ALL Stations	No Charge	\$60.00	\$80.00

Rights fees by educational access or non-commercial stations: \$25 per contest or tournament.



INTRODUCTIONS & NATIONAL ANTHEM

The OHSAA shall use the protocol, for team introductions and presentation of the national anthem.

1. At the end of timed warm-up, both referees and the two line judges walk across the court.
2. The first referee and one line judge shall be on the left side of the net (looking from the officials' table), with the first referee closer to the net.
3. The second referee and the other line judge shall be on the right side of the net (looking from the officials' table), with the second referee closer to the net.
4. The line judge flags shall be placed on the referee's stand.
5. All four officials shall face the flag and stand at attention during the National Anthem.
6. All four officials shall face the court during player introductions.
7. At the completion of player introductions, the R1 shall take a step toward the court, whistle and beckon both teams onto the court for players to shake hands. If a team(s) is not comfortable shaking hands, an agreed upon option at the pre-match conference shall be determined.
8. The line judges shall go to their respective corners with their flags.
9. The R1 shall take a position on the referee's platform while the R2 shall cross the court to check the lineups.



OPENING REMARKS & INTRODUCTIONS OF TEAMS



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 these freedoms, you are invited to stand and sing our National Anthem, The Star-Spangled Banner.

Playing of the National Anthem

The Executive Director, the Board of Directors and the _____ District Athletic Board of the Ohio High School Athletic Association extends to each of you a cordial welcome to this Division _____ Volleyball Tournament game between _____ High School and _____ High School.

The officials assigned to this game have met all requirements set forth by the Ohio High School Athletic Association and have been selected for their important role through a system approved by the Board of Directors and includes the involvement of coaches and Athletic Administrators at participating schools.

The officials for this game are:

- _____ - 1st Referee
- _____ - 2nd Referee
- _____ - Line Judge
- _____ - Line Judge

The student-athletes, coaches AND officials are guests of the Ohio High School Athletic Association and you are requested to treat them with respect in keeping with the ideals of good sportsmanship.

Now, let's meet the coaches who have led their teams to this match:

- Introduce Visiting Team Coaches
- Introduce Home Team Coaches
- Introduce Visiting Team Players (*non-starters first followed by starting six and include the libero player if one is designated*)
- Introduce Home Team Players (*non-starters first followed by starting six and include the libero player if one is designated*)



Pre-Game Public Address Announcement

Spectators Taking Photos and Videos



Please pull out and provide to Public Address Announcer

(Please read prior to the beginning of the match and various points where time allows)

Attention Ladies & Gentlemen

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

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

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

Thank you for your attention.



District Championship Awards Announcement



Please Provide to Public Address Announcer

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. Many District Athletic Board members will be present to assist with awards presentations. Please locate the presenter, and the respective principal or athletic director assisting with the presentation. District Athletic Board procedures may possibly not include the principal and/or athletic director in the presentation of awards. District Athletic Board members should inform you of this prior to the presentation.

District Runner-Up

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

When your name is called, please step forward to be recognized.
First, for the 2024 District Runner-Up _____.

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

Would the captains for the _____ please come forward for the presentation of the team trophy.

District Champion

And now, the 2024 District Champion in Division _____, the _____.

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

Would the captains for the _____ please come forward for the presentation of the team trophy.

(After presenting)

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

Thanks to _____ (site name) and _____ (manager) for serving as a host for the District Championship. Thank you for your attendance and support of Ohio High School Student-Athletes and please travel home safely.

Regional Championship Awards Announcement

Please Provide to Public Address Announcer

We always encourage the inclusion of school administrators for the presentation of awards. An OHSAA Representative may be in attendance to present awards. Please locate the presenter, and the respective school administrator assisting with the presentation.

Regional Runner-Up

Ladies & Gentlemen, please direct your attention to center court. _____, representing the _____ OHSAA will present *today's/tonight's* Regional Runner-Up and Regional Championship trophies along with _____ and _____, the *Principal/Athletic Directors* of the respective schools.

First, for the 2024 Regional Runner-Up _____, ending their season with a record of _____ wins and _____ losses.

When your name is called, please step forward to be recognized. First, for the 2024 Regional Runner-Up team, _____ . *(read players names, followed by coaching staff)*

Would the captains for the _____ please come forward for the presentation of the team trophy. Your community and school are very proud of you!

Regional Champion

Would the captains for the _____ please come forward as we recognize the team from _____ High School as the 2024 Regional Champions in Division _____ and the presentation of the team trophy.

When your name is called, please step forward to be recognized. First, for the 2024 Regional Championship team, _____ . *(read players names, followed by coaching staff)*

Congratulations to the _____, ending their season with a record of _____ wins and _____ losses, who will now advance to the State Semi-Final at The Nutter Center on the campus of Wright State University next weekend.

Thanks to _____ (site name) and _____ (manager) for serving as a host for the Regional Championship. Thank you for your attendance and support of Ohio High School Student-Athletes and please travel home safely.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place, Columbus, Ohio 43214

Phone: 614-267-2502 Fax: 614-267-1677

www.ohsaa.org



Recommended Radio/Television Broadcast Announcement

This game between _____ High School
and _____ High School is being broadcast through the cooperation of the
Ohio High School Athletic Association.

The Ohio High School Athletic Association is a voluntary, non-profit, educational organization through which member schools work cooperatively to adopt the standards and regulations that guide their interscholastic activities. The upholding of these standards and the adherence to the regulations helps to provide more wholesome and educationally worthwhile activities for high school youth.

The schools participating in this contest consider interscholastic athletics an integral part of the educational program and primarily for the purpose of making better men and women out of their students. Unless it accomplishes this, it cannot be justified in the high school program.

Tonight's tournament is one of many being played throughout the State leading to the State Championship.

OHSAA Volleyball Tournament - 2024

Official Match Roster and Starting Lineup

School:	Division:
----------------	------------------

1	Team:	Check One:
	Libero:	Serve <input type="checkbox"/> Receive <input type="checkbox"/>
	Serving Order	Player No.
	I	
	II	
	III	
	IV	

2	Team:	Check One:
	Libero:	Serve <input type="checkbox"/> Receive <input type="checkbox"/>
	Serving Order	Player No.
	I	
	II	
	III	
	IV	

3	Team:	Check One:
	Libero:	Serve <input type="checkbox"/> Receive <input type="checkbox"/>
	Serving Order	Player No.
	I	
	II	
	III	
	IV	

4	Team:	Check One:
	Libero:	Serve <input type="checkbox"/> Receive <input type="checkbox"/>
	Serving Order	Player No.
	I	
	II	
	III	
	IV	

5	Team:	Check One:
	Libero:	Serve <input type="checkbox"/> Receive <input type="checkbox"/>
	Serving Order	Player No.
	I	
	II	
	III	
	IV	

Hand to Official Scorer. Only 15 players may be certified for any one match. Names of the 15 to play must be given to the OHSAA representative or the official scorer at least 10 minutes prior to the end of timed warm-ups. To facilitate preventative officiating, please submit the roster 30 minutes prior to the match.

	NAME	NUMBER
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

SIGNATURE OF COACH _____

4080 Roselea Place, Columbus, Ohio 43214

614-267-2502

www.ohsaa.org

INSPECTION OF REGIONAL/STATE TOURNAMENT SITES | VOLLEYBALL

The Board of Directors of the Ohio High School Athletic Association has ruled that all tournament sites should be thoroughly inspected by the manager and/or other competent individuals so as to insure that the facility is safe for tournament participation. This precaution should take place within the week prior to the first tournament game.

After your facilities have been carefully inspected, sign the report and send to the OHSAA.

.....

We the undersigned, hereby certify that we have carefully inspected the floor, premises and facilities of the tournament site and found no apparent defects before the first match of the tournament has been played.

TOURNAMENT SITE _____
Location

DATE _____

RETURN TO EMILY MASON AT THE OHSAA EMAIL AT emason@ohsaa.org

Volleyball Regional Facility Rental Agreement

This agreement between [redacted] ("Venue") and the Ohio High School Athletic Association ("the OHSAA") located at 4080 Roselea Pl, Columbus, OH 43214 for the rental of the Venue facilities to hold a Track & Field Regional Tournament (the "Event").

The Premises

The OHSAA is renting the following locations from Venue (the "Premises"):

- List facilities here
- Sufficient parking to accommodate Event attendees.

Period

The OHSAA will have the exclusive use of the Premises beginning at 7:00 AM on Wednesday, October 30 and/or Thursday, October 31 and Saturday, November 2, 2024 and ending at 11:00 PM on both dates (the "Rental Period").

Rental Amount

The Flat Fee for the use of the facility is \$750/semi-final match and \$850/final match. (the "Rent").

The OHSAA shall pay a deposit of 10% of the Rent within 7 days of the execution of this agreement, and the balance 7 days before the Rental Period.

Termination

The Rent is fully refundable up to 1 month prior to the beginning of the Rental Period. If the OHSAA terminates this agreement after that date, Venue will retain the deposit. Venue will seek to re-lease the Venue for the Rental Period and refund to the OHSAA any rents collected up to the amount of anything paid by the OHSAA.

Ancillary Support

Venue will provide the following to the OHSAA during the Rental Period: cleaning staff, facility manager, clean and stocked restroom facilities, equipment sufficient to use the Premises for the Event,

Facility Manager (if needed):

Security (if needed):

Custodial:

Tournament Workers:

Equipment:

Other Incidental Costs (please specify):

Venue takes no responsibility for personal effects and possessions left on Premises during or after any Event. Venue will maintain a lost and found and will hold recovered items up to 30 days. Venue will communicate with the OHSAA to attempt to return any recovered item to its rightful owner.

Use of Premises

The Premises will be in a clean condition at the beginning of the Rental Period. At the conclusion of the Rental Period, the OHSAA will vacate the Premises in the same clean condition in which it was found.

Venue has the right to have personnel at the Premises and to inspect all areas of the Premises upon reasonable notice.

OHSAA agrees that this agreement is for transient occupancy, and that OHSAA does not intend to make the property a residence or household.

OHSAA and its invitees agree to behave in a civilized manner and be good neighbors respecting the rights of the surrounding property owners.

OHSAA and its invitees are prohibited from entering any areas not included the Premises, as well as any other areas at the Premises that are blocked off.

The OHSAA shall be permitted to: sell concessions, charge admission to the Premises, charge for parking, and otherwise generate revenues from its use of the Premises. All revenues generated by the OHSAA shall be the sole property of the OHSAA.

The OHSAA and its invitees agree to use the property for legal purposes only. Other use, such as but not limited to, drug use, abuse of any person, etc. are prohibited.

Intellectual Property

Venue licenses its logos, name, image, and likeness to the OHSAA for purposes of promoting the Event.

Maintenance and Repairs

The OHSAA and its invitees agree to maintain the Premises in a good, clean, and ready to rent condition, and use the Premises only in a careful and lawful manner. The OHSAA and its invitees agree to leave the premises in a ready to rent condition at the expiration of the Rental Period, defined as being immediately habitable by other guests. The OHSAA agrees to pay for maintenance and repairs should the Premises be left in a lesser condition upon presentation of documentation supporting damages.

Insurance

The OHSAA agrees to maintain insurance for the Event and its invitees with minimum limits for bodily/personal injury and property damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Force Majeure

This agreement and performance thereof by the parties is in all respects be subject to delay or inability to perform all or any portion thereof by reasons of strikes, lockouts, market shortages of labor or materials, acts of God, war, public health crises, terrorism, accidents arising out of circumstances and conditions not directly due to negligence of the parties, or which may affect the parties' suppliers, or subcontractors; and without limitation by reason of any of the foregoing, by reason of any cause, condition or circumstances beyond the control of the parties, including but not limited to the intervention of any rules, law or regulation of any government, or any bureau or department, or any sovereign act, and the term of this agreement or any obligation of the parties hereunder will be extended by the period of such delay or terminated with a full refund of all Rents paid.

Governing Law

This agreement shall be governed in accordance with Ohio law. Each party consents to the exclusive jurisdiction and venue of the courts located in Franklin County, Ohio, in connection with any dispute arising hereunder, and further submits to the personal jurisdiction of those courts.

Waiver, Modification, Etc.

No waiver, modification, or cancellation of any term or condition of this Agreement will be effective unless signed in writing by the party charged therewith.

Ohio High School Athletic Association

Name of site

By: Laura Vermilya

By: _____

Its: Chief Financial Officer

Its: _____

Date: _____

Date: _____



SPORTS MEDICAL INFORMATION

The safety of our student-athletes is of utmost concern at all times. Information regarding the following important topics can be found at the OHSAA's Sports Medicine webpage [HERE](#). Additional information relative to various equipment and rules relative to medical issues can be found throughout this manual as well. Additionally, click [HERE](#) for the full Sports Medicine Regulations.

- Heat Stress and Athletic Participation
- Recommendations for Hydration to Prevent Heat Illness
- Suggested Guidelines for Management of Head Trauma in Sports
- Communicable Disease Procedures
- Links to the following sites:
 - Joint Advisory Committee on Sports Medicine
 - Ohio Athletic Trainers Association
 - American Medical Society for Sports Medicine
 - Ohio Parents for Drug Free Youth
 - National Athletic Trainers Association (NATA)
 - Gatorade Sports Science Institute News

CONCUSSION MANAGEMENT

DATE OF IMPLEMENTATION – APRIL 26, 2013

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

Notwithstanding the leading role that the Ohio High School Athletic Association has played in the area of developing policies concerning concussion prevention, recognition and management, in December of 2012, Ohio's Governor Kasich signed into law legislation that was passed by Ohio's 129th General Assembly which incorporated much of what the OHSAA regulations previously mandated. This law adds several aspects to previous OHSAA regulations. Therefore, in order to be fully compliant with this law as signed by our Governor, modifications have been made to OHSAA policy. These modifications are set forth in these updated 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 OHSAA Board of Directors adopted a Sports Regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013 for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

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

- 1) The individual who is serving as the student's coach during that practice or competition.
- 2) An individual who is serving as a contest official or referee during that practice or competition.

RETURN TO PLAY PROTOCOL

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, **ON THE SAME DAY THE STUDENT IS REMOVED**, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

1. The student's condition is assessed by either of the following:
 - a. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)
 - b. Any other licensed health care provider that the school district Board of Education, or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.
2. The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Click [HERE](#) for 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 and expires at the time the Pupil Activity Program/Coaching Permit expires.

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. The Concussion Information Sheet can be found [HERE](#).

APPROVED ONLINE CONCUSSION EDUCATION COURSES

The following free online training courses have been approved by the Ohio Department of Health for coaches and contest officials:

National Federation of State High School Associations Concussion in Sports

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

(This free online course is available through the NFHS. Click the "order here" button, and complete a brief registration form to take the course.

Follow these steps to complete the course:

1. Click on the button that says "Please Login to Order." In the window that appears, click "Register Now."
2. When your registration is complete, you may "order" the free concussion course offered along the left-hand side of the page. Continue following prompts. Although it may look like you will be charged for the course, there is no cost.
3. Once you've completed "Checkout," you will be able to take the free online course.
4. When you have completed and passed the course, you have the option of printing a certificate of completion.
5. All Ohio Officials should select this option to print, retain a copy of the certificate and carry it with them to all contests.

Center for Disease Control and Prevention Heads Up Concussion in Youth Sports Online Training Program

http://www.cdc.gov/concussion/HeadsUp/online_training.html -

PLEASE NOTE: Both courses offer a “certificate of completion” upon successful passage. The NFHS course allows organizations to search for and [track coaches and other individuals such as contest officials who have completed the course](#), while the CDC course does not.

Coaches' Tool Chest

<https://coachestoolchest.com>

Coaches' Tool Chest provides annual training that meets the concussion training requirement and other training requirements necessary for a coach to obtain or maintain their required Pupil Activity Permit.

FREQUENTLY ASKED QUESTIONS

1. **What are the “signs, symptoms, or behaviors consistent with a concussion?”** The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Health and Human Services, Centers for Disease Control and Prevention has published the following list of signs, symptoms and behaviors that are consistent with a concussion:

SIGNS OBSERVED BY OTHERS	SYMPTOMS REPORTED BY ATHLETE
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness • Shows behavior or personality changes • Cannot recall events prior to hit • Cannot recall events after hit 	<ul style="list-style-type: none"> • Headache • Nausea • Balance problems or dizziness • Double or fuzzy vision • Sensitivity to light or noise • Feeling sluggish • Feeling foggy or groggy • Concentration or memory problems • Confusion

2. **Who is responsible for administering this rule?**
All individuals who have responsibilities and duties in the interscholastic athletics environment are responsible: coaches, contest officials, administrators, students, parents and medical personnel.
3. **What is the role of coaches in administering this rule?**
 - Coaches are to review and know the signs and symptoms of concussion and to prohibit any athlete who displays these signs or symptoms from participating in a practice or a contest.
 - Coaches are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The coach is responsible for insuring that the student’s parents are notified and the student is referred to a medical professional.
 - Coaches shall be aware that any student removed from a practice or a contest due to a suspected concussion or head injury **shall not return to participation on the same day as the removal.**
 - Coaches shall possess a current Pupil Activity Program/Coaching Permit and shall take one of the approved online concussion courses upon renewal of the permit.
4. **What is the role of contest officials in administering the rule?**
 - Officials are to review and know the signs and symptoms of concussion and to direct immediate removal of any student who displays these signs or symptoms. When informing the head coach about removal of an athlete, the official shall be accompanied by another (second) official if possible.
 - An official **shall not permit the athlete who has been removed under this rule to return to competition that same day.**
 - If a contest official is aware that a student has been permitted to return to competition on the same day as removal, that official shall immediately stop play and remove that student from competition and report the incident to the OHSAA.
 - Note that officials are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The official is responsible for directing removal when he or she observes signs and symptoms that may indicate a student is concussed.
 - All officials shall possess either a current Pupil Activity Program/Coaching Permit or shall complete one of the online concussion courses which are valid for three years from the date of completion.
 - At initial licensure or renewal of the OHSAA officiating permit, the official shall indicate that he or she has either a current Pupil Activity Program/Coaching Permit or has completed one of the approved online concussion courses.
 - All officials should carry with them evidence of completion of one of these options at all times while officiating a contest.
 - Officials are required to submit to the OHSAA the “OHSAA Concussion Report” within 48 hours whenever a student has been removed from a contest under this regulation.
5. **What are the expectations of student-athletes in concussion management?**
 - While all individuals involved in the interscholastic athletics program have a responsibility to recognize the potential for catastrophic injury and even death from concussions, it is also the responsibility of student-athletes to recognize the signs, symptoms and behaviors consistent with a concussion.

- Student-athletes who exhibit symptoms such as loss of consciousness, headache, dizziness, confusion or balance problems, have the responsibility to report these immediately to their coach and/or health care professional. Teammates also share the responsibility to report these symptoms when they are exhibited by a fellow student-athlete.
- Student-athletes shall review and sign, on an annual basis, along with their parents or legal guardians, the Ohio Department of Health's Concussion Information Sheet found on the OHSAA website and at this link <http://www.healthyohiprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

6. Who decides if an athlete has not been concussed and/or who has recovered from a concussion?

Only an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), or another health care provider approved by the school's Board of Education or other governing body who is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:

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

is empowered to make the on-site determination that an athlete has **not** received a concussion. **Even if that determination has been made, however, the student may not return to practice or competition on the same day he/she has been removed from a practice or competition** (see No. 7 below).

- If any one of these physicians or authorized medical providers has answered that "yes" there has been a concussion, that decision is final.

7. Can an athlete return to play on the same day as he/she has been removed from a practice or competition for a suspected concussion?

- No, under no circumstances can that athlete return to play that day.
- No coach or contest official shall allow a student to return to practice or to competition on any day after the initial removal until that student has been assessed and cleared for return with **written authorization** by a physician or licensed health care provider authorized by the school.
- If the event continues over multiple days, then the designated event physician has ultimate authority over return to play decisions.

8. Once the day has concluded, who can issue authorization to return to practice/competition in the sport for a student who has diagnosed with a concussion?

- Once a concussion has been diagnosed by a physician or other approved health care provider, only a physician or approved provider can authorize subsequent Return To Play (RTP), and such authorization shall be in writing to the administration of the school. This written **RTP authorization shall be kept at the school indefinitely** as a part of that student's permanent record. Click [HERE](#) to access the OHSAA "Medical Authorization to Return to Play" Form.
- School administration shall then notify the coach as to the permission to return to practice or play.

9. What should be done after the student is cleared by an appropriate health care professional?

- After a clearance has been issued, the student's actual return to practice and play should follow a graduated protocol.
- The National Federation of State High School Associations has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports: (**Note:** This is simply a suggested protocol. The appropriate health care professional who issues the clearance may wish to establish a different graduated protocol.)

NFHS SUGGESTED MEDICAL CLEARANCE RETURN TO PLAY PROTOCOL

1. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
2. Initiate aerobic activity fundamental to specific sport such as running or skating, and may also begin progressive strength training activities.
3. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
4. Full contact in practice setting.
5. 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.)

Visit our Concussion webpage on our website for more resources!



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OHSAA CONCUSSION REPORT

State Law, NFHS Rules and OHSAA policy require a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from a contest and not permitted to reenter competition that same day. This form shall serve to document that a student has been removed from a contest in accordance with State Law, NFHS and OHSAA rules due to exhibiting signs, symptoms and/or behaviors consistent with a concussion. The contest official must complete this form and forward it to the OHSAA within 48 hours after the conclusion of the contest. It is recommended that the official keep a copy of this report. In addition, if required by NFHS rule, an appropriate entry shall be made in the scorebook or other document as prescribed.

Student's Name _____ **Date** _____

School Name _____

Sport _____

Level of Contest (Circle One) 7th 8th 9th JV Varsity

Official's Name _____ **OHSAA Permit #** _____

Comments: _____

Please forward the OHSAA within 48 hours.

COMMUNICABLE DISEASE PROCEDURES

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

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

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

H1N1 INFLUENZA POLICY

The OHSAA's Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy at tournament time in the event of an H1N1 Influenza outbreak.

1. The Ohio Department of Health has advised that it will be the decision of each local health authority in Ohio as to whether or not to close a school or university due to an influenza outbreak; however, at this time the Centers for Disease Control are not recommending closures except in extreme circumstances.
2. In the event schools remain open, competitors and teams shall be expected to play tournament contests on the dates scheduled.
3. In the event schools are closed, the OHSAA, in conjunction with our District Athletic Boards and tournament personnel, shall reschedule the tournament contest for the schools thus affected.
4. Please watch the OHSAA web site home page at www.ohsaa.org and the specific sport page on the web site for more information.

HEAT STRESS & ATHLETIC PARTICIPATION

The following information should be reviewed with coaching and sports medicine staff prior to any interscholastic practice where there is a risk of exertional heat illness. Please remember that there are four OHSAA sports which have a required acclimatization period prior to the commencing of any contests or physical contact, in the case of football. The sports of boys and girls cross country and 7-8th grade track and field require a minimum of 10 days of interscholastic practice prior to any competition for a student. The following is the regulation that addresses the mandatory five day period in football.

Five Days of Acclimatization Required — *Acclimatization is a period when players can become accustomed to the heat and humidity. Health professionals recommend at least a five-day period. All football candidates must participate in five days of pre-season non-contact acclimatization prior to any physical contact. No pads may be worn on the first two days. Shorts, helmets, shoes may be worn. Shoulder pads may be added on day three and four, but no contact is permitted. Full equipment may be worn on the fifth day, but contact is prohibited. Candidates reporting late must participate in five days of non-contact acclimatization. This rule applies to all school teams grade 7-12.*

All coaching and medical staff shall observe the following precautions for **all sports competed outdoors and/or in a hot, humid environment.**

- **Stress to participants the importance of properly hydrating** during the day leading up to the contest/training, and to drink 8-to-12 ounces of water or sport drinks 20 minutes prior to the contest or any training session. This procedure can help prevent problems during practice and contests.
- **Schools shall have unlimited amounts of water** and sport drinks on hand during practices and contests, and coaches in team sports should be prepared to play a lot of players rather than just the starters.
- **Contest officials are permitted to establish predetermined breaks** during contests, such as halfway through each period. At that time, players can drink water and remove their equipment, which should also take place at halftime (the more skin that is exposed, the more cooling that can take place). **This provision also applies to all sports.**
- **NFHS football playing rules allow the referee to shorten periods** per mutual agreement by the opposing coaches. In addition, by mutual agreement a game may be terminated at any time.
- **Contest managers are advised to monitor conditions** for others affiliated with the contest, like cheerleaders, band members, coaches, officials and especially spectators.
- **Please review the OHSAA policy on inclement weather and lightning.** In short, upon the first indication that thunderstorm development is within 15 miles of the game site, the activity shall be suspended until 30 minutes after the storm has left this 15-mile zone. Individuals should move to a safe area until the storm has moved away.
- **Know both the Temperature and Humidity.** The greater the humidity the more difficult it is for the body to cool itself. **Test the air prior to practice or a game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement and is the recommended standard of care for assessing risk of exertional heat illness.** The following precautions are recommended when using the WBGT Index:

WBGT	Recommendation
<79.7°F	Normal activities Three separate 3 minute breaks per hour
79.8-84.6°F	Three separate 4 minute breaks per hour Helmets and other equipment should be removed when the athlete is not directly involved with the competition, drill or practice and it is not otherwise required
84.7-87.6°F	Maximum practice time of 2 hours Four separate 4 minute breaks per hour FB: Limit to helmet, shoulder pads, and shorts during practice Considering postponing practice to later in the day Allow athletes to change to dry shirts and shorts at defined intervals
87.8-89.7°F	Maximum of 1 hour of training with four separate 5 minute breaks in that hour No additional conditioning allowed FB/LAX: No helmets, shoulder pads, or other equipment is permitted Consider postponing practice to later in the day Allow athletes to change to dry shirts and shorts at defined intervals
> 89.8°F	No outdoor workouts No indoor workouts unless air conditioned

The OHSAA advises careful monitoring of the weather and plans to modify training and competition including:

- 1) Modification of equipment, if applicable to the sport
- 2) Allowance for more frequent rest breaks and the use of shaded areas for those breaks
- 3) Modification of practice time
- 4) Availability of water always
- 5) Availability of cold-water immersion tubs for onsite cooling
- 6) If exertional heat stroke is suspected, immediate onsite cooling using cold water immersion before transport by EMS
- 7) *Review and practice of the OHSAA's recommended Emergency Action Plan, "Anyone Can a Save A Life," or similar plan for all sports teams with special emphasis on the heat illness section.*