2019

Sectional/District Softball Tournament Manager’s Manual

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
WWW.OHSAA.ORG
A Message from OHSAA Director of Sport Management, Lauren Prochaska

Thank you once again for your willingness to serve as a manager for the OHSAA Softball Tournaments! This is the traditional ‘Managers’ Manual’ provided to all managers of Sectional and District 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.

Previously these manuals were mailed to you via US Mail. However, in a continuing effort to be cost efficient, these are now being distributed at your annual District-wide Tournament Managers’ Meeting conducted by the District Athletic Board.

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

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

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

Each District Athletic Board is given the task of organizing tournaments at the sectional and district level in their respective athletic districts under the adopted tournament regulations.

Though nearly all of your communication will be with the District Athletic Board member in your district that oversees softball, if I can be of any service to you, please do not hesitate to contact me via email at lprochaska@ohsaa.org. Thanks for your efforts and making this year’s tournament a reality!

Sincerely,

Lauren Prochaska
Director of Sport Management

The OHSAA Mission Statement

The Ohio High School Athletic Association’s mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of interscholastic athletics as an integral part of a student’s educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of its participants, good citizenship and lifelong values as the foundation of interscholastic athletics.
The OHSAA sponsors Softball Tournaments in 4 divisions. Each of the state's District Athletic Boards are empowered by the OHSAA Constitution to organize and conduct the softball tournaments at the Sectional and District levels. They are conducted according to the tournament regulations adopted by the Board of Directors at their January meeting. The 4 divisions for 2018-19 are determined by the EMIS reports from the August 2017 count. Divisional alignments are determined every year with Competitive Balance now in effect. Divisional Breakdowns are based upon the following enrollments:

<table>
<thead>
<tr>
<th>Division</th>
<th>Girls Enrolled</th>
<th>Total Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>355 and more</td>
<td>184</td>
</tr>
<tr>
<td>II</td>
<td>204 - 354</td>
<td>186</td>
</tr>
<tr>
<td>III</td>
<td>121 - 203</td>
<td>187</td>
</tr>
<tr>
<td>IV</td>
<td>120 and less</td>
<td>191</td>
</tr>
</tbody>
</table>

748 Teams will enter Sectional play at sites determined by their respective District Athletic Boards. You can follow the “Road to Akron” through the OHSAA’s website (www.ohsaa.org) as each team continues their dream to make it to the “Final Four” at Firestone Stadium.

**Tournament Draw Date**

The draw date for all Sectional/District tournaments is established by the Board of Directors. The approved date for 2019 is:  
Sectional/District Draw: April 28, 2019  2:00 p.m.

**State Tournament Dates**

May 30-June 1, 2019  Firestone Stadium, Akron

**Order of State Tournament Games***

Division III, Division II, Division I, Division IV  
*Subject to change by the Executive Director

**Athletic Districts**

Representation to the Regional tournament (the number of Regional ‘qualifiers’) from District winners is determined by a formula based upon the number of teams participating in the previous year’s tournament. Tournament regulations were adopted by the Board of Directors at its’ April meeting and can also be read in their entirety by logging on to www.ohsaa.org and navigating to the Softball site under the “Sports and Tournaments” pull down menu. With a few exceptions, most schools in the counties listed below are assigned sites from the respective District Athletic Boards. You are encouraged to visit their websites for additional information.

Central: www.ohsaa.org/cdab  
Northwest: www.ohsaa.org/nwdab  
East: www.ohsaa.org/edab  
Southeast: www.ohsaa.org/sedab  
Northeast: www.ohsaa.org/nedab  
Southwest: www.ohsaa.org/swdab
1. All Districts have meetings for placement on brackets. This MUST be conducted on **April 28, 2019 at 2:00** in every district.

2. Though ALL Tournament Regulations should be reviewed, each of the following MUST BE COVERED with coaches in attendance:
   - There is no guarantee that travel will be the same for both teams to a sectional, district OR regional game.
     - Given the structure of OHSAA Sectional/District & Regional Tournaments, travel is **not considered a competitive advantage or disadvantage for teams**.

3. Game SITES may be reassigned (locations moved) at the discretion of the OHSAA Executive Director or his designee.

4. Game TIMES may be reassigned (moved) at the discretion of the OHSAA Executive Director or his designee.

5. Teams are permitted the following with NO exceptions:
   - 22 Players in Uniform (these may change from game to game). ONLY those 22 are permitted on the field for pre-game and in the dugout.
   - Any and ALL coaches in the dugout MUST BE IN REQUIRED ATTIRE. For softball, this means Coaches shall be attired in school uniform or jersey/coaching shirt with coaching shorts/slacks or warm-up suits in school colors or colors of khaki, black, white or gray. Cut-offs or any type of jeans are prohibited. Coaches not appropriately dressed remain on the bench or in the dugout and are not permitted in the coaches’ box.

6. Agreeing to participate in the OHSAA Tournament (by the school’s Athletic Director) is an agreement to abide by all the conditions of the OHSAA Softball Tournament Regulations.

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

**Tournament Entry Forms**

All schools submit their Tournament Entry ONLINE – eliminating the need for any paper entry forms. Teams will NOT be required to submit a Tournament Entry Form at the Seed/Draw meeting. The Entry Forms submitted online by the school’s Athletic Director contains emergency contact information and the myOHSAA System (see below) is set up to permit YOU the ability to pull off necessary information. There is no need to collect separate ‘contact information’, etc. at your draw meeting.

Now that the OHSAA Tournament Entry Form requires the Coaches’ Name and Pupil Activity Permit number, **it is not the responsibility of the Tournament Manager to insure compliance**. This would be nearly impossible for you to do. This is achieved through the OHSAA’s auditing process and any consequence or fine (required by the OHSAA’s Bylaws) will be administered by the OHSAA.
myOHSAA is an internet based software that allows schools, officials, OHSAA District Athletic Boards and the OHSAA office to access and share important information with each other. Tournament managers will use the purple “Trophy” icon on their myOHSAA accounts to access the tournament management portion of the system.

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

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

**CONTRACTING TOURNAMENT OFFICIALS:**
The contracting of tournament officials for all tournament contests, at all levels of play, will be done through ArbiterSports. Officials will no longer be contracted through myOHSAA.

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

**OHSAA TOURNAMENT BRACKETS AND RESULTS**

**Sectional Managers - Entering Games/Teams: COMPLETE ASAP FOLLOWING THE DRAW**
Enter all teams on the appropriate line of the brackets for each game as it appears on your brackets. Teams receiving a bye in Round 1 and not playing until Round 2 must be entered in Round 1. Simply enter the bye team on the top line of the preceding game and check the “Is Bye” box for that game in round 1. This will advance the “bye” team to the next round.

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

**Security Issues**

*PLEASE pay special attention to all security issues.*   Hire adequate security/oversight as each District Athletic Board will advise. **No doubt softball is different from basketball but always be prepared!** NFHS Softball Rules now REQUIRE oversight for umpires returning to their vehicles after a game so please be diligent in that regard. Take the time to review and communicate any and all potential issues with coaches AND school administrators prior to the contest. Try hard 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. All go a long way to eliminating problems BEFORE they occur.

There is a section providing a sample “Crisis Management Plan” later in this manual. Most schools do have one in place, but in the event you do not, this will serve as a valuable resource to eliminate many potential problems.
Each District Athletic Board issues its own approved pass for admission to Sectional and District tournaments. No school passes, Golden Buckeye Cards, Faculty Passes, League Passes, or senior citizen discounts are permitted at any tournament contest. The only state-wide approved passes in addition to each District Athletic Board’s approved pass(es) is the Board of Directors Pass and the Official’s Observer Pass. You MAY see these at contests and are permitted for entry along with one guest. DAB’s will provide the approved District Athletic Board Pass for respective Districts. Each “DAB” also provides Sectional and District tournament Managers with the approved Pass List for that particulate athletic district.

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

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

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

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

**Umpire Information**

Umpires are assigned and contracted through the respective District Athletic Boards following state-wide guidelines. Fees are currently set at $65.00 for Sectional games and $80.00 for District games. An important aspect of umpire fees involves Suspended games and Rained Out games. The following is state-wide policy regarding payment of umpires relative to suspended or cancelled games:

- If an umpire is notified of a cancellation or rescheduling prior to departure, the official will not receive any compensation.
- If an umpire is notified en route, or after the official arrives and the tournament has not started, the official will receive the travel stipend, but not game fee. The minimum travel payment for Sectional/District games is $30.00, $40.00 for Regional and $50.00 for State.
- An official completing an interrupted contest on another day will receive full payment.
- In extraordinary cases, due to weather or other unanticipated occurrences, the District Athletic Boards (Sectional and District) or State Office (Regional and State) may approve payments to officials to compensate them for expenses incurred.

ALL UMPIRES must have completed one of the approved “Concussion Courses” in order to have received their officiating permit so there is no need to do any checking of this requirement.
The following is ‘General Information’ for ALL MANAGERS relative to Sectional and District tournament play.

1. All sites and assignments to respective sectional tournaments are available online at www.ohsaa.org by selecting “Softball” from the “Sports and Tournaments” drop-down menu.

2. The “Double First Base” is mandatory at all levels of tournament play.

3. The following are permitted in the dugout and on the field of play during warm-up:
   - 22 players in uniform
   - Board approved Coaches
   - 3 Additional Personnel identified as Trainer, Scorekeeper, BatBoy, or Manager
   - No other individuals are permitted in the dugout

4. Financial Reports are available online at www.ohsaa.org/financial/reports.htm. Additional information is within this booklet titled “Financial Reporting Information” with specifics about completing your financial reports.

5. Complimentary Passes are issued by District Athletic Boards in accordance with their policies. Additionally, each staff member of the OHSAA and District Board members have been issued a Board of Director’s Pass which is good for admission. There is also an officials’ observer pass distributed by the OHSAA Office. All passes admit cardholder and ONE guest and pictures of these passes are outlined previously in this manual. No other passes (league, senior citizen, etc. except those authorized by the District Athletic Board are to be honored. Please notify your pass gate attendant of this policy.

6. Umpires have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your umpires in advance of the contest to remind them of their assignment time and location. Please give them the names of the other officials they will be working with that day/night allowing for travel together when possible. Please also provide them reserved parking and provide them directions to your site. Officials are permitted ONE guest. NOTE: The assignment of umpires is confidential information and shall not be disclosed until game time.

7. Provide adequate security personnel to ensure protection of umpires, players and spectators. If uniformed police are necessary and/or required at your site, please conform to that need. Remember to insure the safety of umpires to their vehicles after the contest.

8. Arrange for a Certified Athletic Trainer to be present at your site. Please also have ambulance service available on call for emergencies and maintain an adequate Crisis Management Plan.

9. Provide efficient and competent pressbox personnel. Scorers and Public Address Announcers should be experienced individuals. A public address should be available. Public address announcers are to remain neutral and professional in their duties as an announcer. The growing trend to include “sound effects” generally are not done in good taste and should be avoided. Of special concern is the fact that many schools play on home sites in softball and affects the philosophy of tournament play.

10. The RAWLINGS softball is the official OHSAA tournament ball and shall be used for all tournament play. Each manager will have received the appropriate number of game balls through their respective District Athletic Boards.

11. Pre-Game Practice: Regulations regarding pre-game practice are established by each District Athletic Board. It is recommended that each team be permitted a 10-minute warm-up prior to the beginning of the game.

12. Batting Practice: Batting practice is permitted prior to OHSAA tournament games but is not mandatory on the game field. In Sectional and District Tournaments, teams are permitted to have batting practice IF they have the time available.

13. Please review the Softball Tournament Regulations at www.ohsaa.org and pay special attention to the Student Participation Conduct Penalty. Additionally, please copy these regulations, distribute at your seed/draw meeting and remind coaches to Review these regulations.
1. Please pay close attention to the OHSAA approved SEEDING and DRAWING PROCEDURES. It goes without saying that the seeding and placement of teams on brackets must be done correctly. These seed procedures are listed on the following pages.

2. For Districts that are playing on Home Sites throughout the tournament – it is imperative that all tournament regulations be carefully adhered to even though it may appear to many as a “home game”. This has been an increasing challenge for teams that are playing on home fields in the first couple of rounds of the tournament. All tournament regulations must be followed and administered regardless of whether it is played on the higher seed’s site or on a neutral site.

3. Please note that “Tournament Entry Forms” are no longer necessary. Teams enter the tournament entry form ONLINE making these unnecessary for TEAM sports such as softball.

4. Umpire fees for Sectional games are $65.00 plus travel allowance. Payment should be made to umpires the night of the contest. In the event of suspended/cancelled games, please see section related to ‘Umpires’.

5. All Tournament Management, including ‘ bracketing ’ is done through myOHSAA. The OHSAA issues tournament manager login’s and passwords. If you forget a password or login information, contact Brenda Murray (bmurray@ohsaa.org) at the OHSAA Office.

6. Bracket Templates are provided by the District Athletic Boards. Please use those templates to insure that ‘bye’ teams are listed on the proper lines, etc. Please note: The top line of a bracket is always the HOME team. ‘Bye’ lines are located on the TOP of a bracket to provide the ‘advantage’ of being a “Home” team in the event a higher seeded team takes a ‘bye’.

7. Please remember to change dates on brackets when RAINOUTS occur. Hopefully, we will have great weather but it is important for others viewing your tournament to view correct dates of games. This also is done through myOHSAA.

8. Immediately following the completion of the Sectional Tournament, please notify the District Tournament Manager of the team or teams that qualify to the District Tournament. District managers will be in contact with you for the transfer of information (roster information, etc.). Please assist this process by providing the name and contact information to your Sectional winner.
The 2019 Board of Directors established date for ALL seeding and drawing meetings in Ohio is Sunday April 28 @ 2:00 p.m. for all Softball Sectional tournaments.

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 Softball tournaments.** For purposes of seeding, the last games to be counted will be those played on the date established by the District Athletic Board.

**Softball Tournament Seeding Procedure**

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

   Example: in a schedule that has played 18 games to date:
   
   Division I: 12 wins 2 losses
   Division II: 2 wins 1 loss
   Division III: 1 win 0 losses
   Overall Record: 15-3

   All games played to date shall be recorded.

2. Voting will be done for seeded teams.
   a. All head coaches shall **vote via ballot which shall be made public,** selecting their choice for the number 1 seeded team. The team with the greatest number of votes shall be seeded “Number 1”, second highest #2, etc. until all teams are seeded. In the event of a tie, **only the tied teams will be re-voted upon.** Should a tie occur a second time, a flip of a coin shall determine the seeded team.
   
   Note: If electronic balloting is used in a District, the results shall be sent to the manager and made public by the manager at the seeding meeting.

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

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

   Central: [www.ohsaa.org/cdab](http://www.ohsaa.org/cdab)
   Northwest: [www.ohsaa.org/nwdab](http://www.ohsaa.org/nwdab)
   East: [www.ohsaa.org/edab](http://www.ohsaa.org/edab)
   Southeast: [www.ohsaa.org/sedab](http://www.ohsaa.org/sedab)
   Northeast: [www.ohsaa.org/nedab](http://www.ohsaa.org/nedab)
   Southwest: [www.ohsaa.org/swdab](http://www.ohsaa.org/swdab)

4. Tournament managers will distribute brackets to representatives of the participating teams.

5. All brackets shall designate date and time of game with the **HOME TEAM** being listed on the top of the bracket.
1. Please contact Sectional Managers to arrange for the transfer of program materials, etc. for winning teams advancing from the Sectional Tournament to the District Tournament. In the event a District site is different from a Sectional site (this varies by Athletic District) please make sure you provide any and all information to those advancing from the Sectional tournament.

2. District Managers should also provide the Regional Qualifier packet to their winner or direct the winner to download the forms online and complete them. Regional managers will need all this information in a timely manner. This can be found on the OHSAA’s website at www.ohsaa.org (SPORTS tab > Softball > Sectional, District & Regional Tournament Information > Regional Softball Qualifier Packet).

3. The Regional Qualifier packet contains very time sensitive information for District Winners, it is important you provide this envelope to the District Champion. Please remind your District Champion to look at this material as soon as possible as there are many things time sensitive for the Regional and State tournament.

4. Umpire fees for District Softball games are: $80.00 plus travel allowance. Payment should be made to umpires the night of the contest. In the event of suspended/cancelled games, please see section related to ‘Umpires’.

5. There will be a District Championship Ceremony at the conclusion of all District Final games. These are coordinated by the respective District Athletic Boards, however, please cover with coaches prior to the game of the expectations at this ceremony, most notably:
   a. Teams are to remain on the field at the conclusion of the game and respectfully honor the other team
   b. Teams are expected to accept their medal, shake hands with the OHSAA member, DAB member or representative.

6. Trophies and awards appropriate for the tournament will be shipped directly to the managers from Croton Craft, P.O. Box 257, Croton, Ohio 41013. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Mr. Travis Nethers at Croton Craft 1-800-947-5521. Often times, coaches, parents or athletic administrators wish to order additional medals. They may do so quickly and easily by calling Travis Nethers at the above Croton Craft number.
Please locate the presenter, and the respective principal or athletic director assisting with the presentation. Ask the presenter in advance if he/she would like to briefly speak upon the presentation of awards. District Athletic Board procedures may possibly NOT include the principal and/or athletic director in the presentation of awards. District Athletic Board members should inform you of this prior to the presentation.

**District Runner-Up**

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

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

First, for the 2019 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 2019 District Champion in Division _____, the _________________.

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

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

*(After presenting)*

Congratulations to the ________________ who will now advance to the Regional Semi-Final at ______________________ on _____________________.

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

You are encouraged to follow the tournament trail at [www.ohsaa.org](http://www.ohsaa.org) for Regional sites and game times.
Welcome to ______________________ (site name). Ladies and Gentlemen to honor America, would you please rise, gentlemen remove your caps and join in singing our National Anthem; The Star Spangled Banner.

Play National Anthem

After National Anthem: Good afternoon/evening, on behalf of The Ohio High School Athletic Association and __________________________ (host school) welcome to ______________________________ (site name) for today’s OHSAA Tournament Game between _______________ High School and ______________ High School.

The OHSAA takes great pride in the conduct of all student-athletes, promoting good sportsmanship among them, our coaches and spectators. We encourage you to cheer for your favorite team during this competition and to show both teams the same respect you’d like them to display. Spectators are reminded that unruly behavior may result in immediate ejection from the premises. The OHSAA and __________________(site) appreciate your cooperation.

Now let’s meet the starting line-ups for today’s game:

<table>
<thead>
<tr>
<th>Visiting Team:</th>
<th></th>
<th>Home Team:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Head Coach for _______________ (visiting team) is ___________________ and they are assisted by ________________________________

The Head Coach for _______________ (home team) is ___________________ and they are assisted by ________________________________

The umpires for today’s game are selected by a system approved by the OHSAA’s Board of Directors’ that includes input from the softball coaches in Ohio. Today’s umpires are:_____________________ with _____ years of Umpiring experience, ______________________ with _____ years of Umpiring experience, and, ______________________ with _____ years of Umpiring experience.
As you know, more and more stations are including softball in their radio coverage. Though it is sometimes difficult to provide media press box accommodations, please do your best to accommodate them the best you can. Each step in the tournament creates increased media coverage.

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://ohsaa.org/Portals/0/News/Media/MemoDelayedPayBroadcast.pdf](http://ohsaa.org/Portals/0/News/Media/MemoDelayedPayBroadcast.pdf)

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 [http://ohsaa.org/news-media](http://ohsaa.org/news-media)

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 Softball Radio/Audio Webcast Rates

<table>
<thead>
<tr>
<th></th>
<th>Sectional/District</th>
<th>Regional</th>
<th>State Tournament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Stations</td>
<td>no charge</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Non-Commercial &amp; Educational Access stations</td>
<td>$25.00/contest at Regional and State</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OHSAA Softball Television/Video Webcast Rates

#### Tape Delayed#

- **State/Regional Cable – Over 750,000**

  *Only available through Parameters listed below*

### Commercial Stations

<table>
<thead>
<tr>
<th>Location</th>
<th>Sectional/District</th>
<th>Regional</th>
<th>State Semifinal</th>
<th>State Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stations in Cincinnati, Cleveland, Columbus</td>
<td>no charge</td>
<td>$300.00</td>
<td>$400.00</td>
<td>Contact OHSAA</td>
</tr>
<tr>
<td>All other stations and Internet-only webcasts</td>
<td>no charge</td>
<td>$150.00</td>
<td>$200.00</td>
<td>Contact OHSAA</td>
</tr>
</tbody>
</table>

Rights fees for tape-delayed coverage by educational access (non-commercial) stations: $50 per contest.

### Additional Information/Fees:

(*) Indicates telecasts by state/regional cable companies with over 750,000 subscribers are only available through a negotiated secondary rights package or through consent of the OHSAA.

Tape-delayed contests may not begin prior to 10:00 p.m. the day of the contest. Approval for delayed telecasts/video webcasts permit companies the right to show the contest an unlimited number of times for two weeks following the date of the contest. Additional airing of contests following the two-week period shall result in additional rights fees assessed at rates to be negotiated/determined by the OHSAA Executive Director’s office.

(#) The OHSAA may grant to a company/companies exclusive rights for live or tape-delayed coverage of the state tournament and/or finals and the first right of refusal for live or tape-delayed coverage of all other OHSAA tournament events. Should exclusivity be granted, approval for other companies to broadcast a tournament contest must be granted by procedures approved by the OHSAA 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).

If approved by the OHSAA, rights fees for live telecasts of tournament contests when exclusivity has not been granted are to be negotiated/determined by the OHSAA Executive Director’s office.

Rights fees for stations to resell video tapes/DVDs: $50 donation to the OHSAA Respect The Game Sportsmanship Program per sports season.
This form is **NOT REQUIRED**, however, is included to assist you with your placement of media when space is an issue.

School: ___________________________________________  Site: ___________________________

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

### Newspapers (name/city)

<table>
<thead>
<tr>
<th>Covered During</th>
<th>Covered During</th>
<th>Covered During</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>4. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
</tbody>
</table>

### Radio Stations (name/city)

<table>
<thead>
<tr>
<th>Covered During</th>
<th>Covered During</th>
<th>Covered During</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>4. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
</tbody>
</table>

### Television Stations (call letters/city)

<table>
<thead>
<tr>
<th>Covered During</th>
<th>Covered During</th>
<th>Tape Delay Broadcast?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>4. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
</tbody>
</table>

### Internet Websites (name/affiliation/city)

<table>
<thead>
<tr>
<th>Covered During</th>
<th>Covered During</th>
<th>Tape Delay Broadcast?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>Regular Season?</td>
<td>Tape Delay Broadcast?</td>
</tr>
</tbody>
</table>
RECOMMENDED TOURNAMENT BROADCAST ANNOUNCEMENT

This softball 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.

Today's/Tonight's tournament is one of many being played throughout the State leading to the State
Championship. The OHSAA and the participating schools reserve all broadcasting rights to tonight's game and
no delayed or rebroadcast is authorized without the written permission of the Ohio High School Athletic
Association.
All Tournament finances are required to meet OHSAA Financial Accounting requirements. **ALL INSTRUCTIONS for these procedures will be outlined by District Athletic Board Treasurers (listed below) at the respective District Athletic Board Managers’ Meetings.**

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

Any questions surrounding these new procedures can be directed to the Director of Finance of the OHSAA, Jeff Jordan at jjordan@ohsaa.org or by calling to 614-267-2502.

### District Athletic Board Treasurers

<table>
<thead>
<tr>
<th>Central District</th>
<th>East District</th>
<th>Southeast District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Hayes</td>
<td>Richard Hall</td>
<td>Rick Edwards</td>
</tr>
<tr>
<td>1790 Edgewood Dr.</td>
<td>57881 Marlatt Rd.</td>
<td>34621 Crew Rd.</td>
</tr>
<tr>
<td>Circleville, OH 43113</td>
<td>Cambridge, OH 43725</td>
<td>Pomeroy, OH 45769</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Northeast District</th>
<th>Northwest District</th>
<th>Southwest District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark McGuire</td>
<td>Bill Hanna</td>
<td>Bob Huelsman</td>
</tr>
<tr>
<td>373 Hamilton Cir.</td>
<td>350 Mohawk Dr.</td>
<td>2803 Silver Maple Ln.</td>
</tr>
<tr>
<td>Elyria, OH 44035</td>
<td>Ottawa, OH 45875</td>
<td>Beavercreek, OH 45431</td>
</tr>
</tbody>
</table>
Attention Ladies & Gentlemen,

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

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

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

Thank you for following this important regulation.
TO: SECTIONAL/DISTRICT TOURNAMENT MANAGERS

RE: INSPECTION OF TOURNAMENT SITES

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 and not found wanting in safety factors.

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 mail to the secretary of the District Athletic Board.**

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 game of the tournament has been played.

________________________________________________

________________________________________________

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

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

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

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

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

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but 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 or 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.
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 bloody dressings, mouth guards and other articles containing body fluids.
10. The OHSAA’s Board of Directors approved the following policy with advice from the Ohio Department of Health and shall observe this policy in the event of an H1N1 Influenza outbreak.
   • 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.
   • In the event schools remain open, competitors and teams shall be expected to play tournament contests on the dates scheduled.
   • 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.
   • Please watch the OHSAA web site home page at www.ohsaa.org and the specific sport page on the web site for more information.
Event & Site Security

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

1. **Review Changes** – during pre-planning, review any changes to be made from the previous events.

2. **Head of Security** – prepare to meet with the head of security for the event and host management. Written materials outlining needs, location hours to work and responsibilities should be prepared.

3. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area. Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable. Discuss crowd management and foot traffic flow in and out of the field.

4. **Written Emergency Plan** – review the facility plan for emergency situation and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.

5. **Who Needs to Know** – host administration should work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc. may need to be involved. A few key reminders:
   - Obtain the Cell Phone numbers of all coaches competing at your tournament
   - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament
   - Obtain the Cell Phone numbers of the District Athletic Board Secretary at the Sectional/District level
   - Obtain the Cell Phone number of the District Board member(s) overseeing your tournament at the sectional/district level; OHSAA Director if a Regional or State Tournament
   - Obtain contact information for major media outlets for helping convey messages of cancellations

6. **Public Relations** - In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Director.

7. **Contingency Plan** – Have all plans in place in the event a contest cannot be played. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.

8. **Entry/Exit Plan** – Crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.

9. **Parking & Traffic Flow** – many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic. This may require involvement from your local law enforcement agency.

10. **Crowd Expectations** – carefully study match-ups, communicate with competing administrators to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site. **KEEP FANS OFF THE FIELD BEFORE, DURING AND AFTER THE CONTEST!** Prevent “tunnels” made by fans for introductions.

11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.
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: ________________

<table>
<thead>
<tr>
<th>Name of Designated Person</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attends to injured athlete(s) or spectator(s) and controls immediate scene.</td>
</tr>
<tr>
<td></td>
<td>Telephones 911 or other pre-determined emergency number, maintains procedures for calling 911.</td>
</tr>
<tr>
<td></td>
<td>Supervises team and/or other athletes</td>
</tr>
<tr>
<td></td>
<td>Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys to critical entry points</td>
</tr>
<tr>
<td></td>
<td>Calls Parents/Guardians/School Personnel if necessary</td>
</tr>
<tr>
<td></td>
<td>Accompanies injured person(s) to hospital</td>
</tr>
<tr>
<td></td>
<td>Telephones security</td>
</tr>
</tbody>
</table>
NOTE: The following regulations apply to all levels of tournament competition unless otherwise specified. They were adopted by the Ohio High School Athletic Association Board of Directors on January 17, 2019. The Executive Director is authorized to modify these regulations when deemed necessary, subject to ratification by the Board of Directors.

GENERAL – SECTIONAL/DISTRICT TOURNAMENTS

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

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

III. TOURNAMENT ENTRY AND PAPERWORK REQUIREMENTS
   A. Tournament Entry/Withdraw
      Member schools wanting to participate in the 2019 OHSAA Softball Tournament must indicate their intent to participate on their 2018-19 OHSAA Sports Participation Card. Schools that change their tournament participation after April 22, 2019 will be subject to a $50 penalty per sport.
   B. GAMES PER DAY
      No team or individual shall play more than two tournament games per day.
   C. FAILURE TO APPEAR
      If national playing rules do not address failure to appear, the following regulations will apply.
      If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of the tournament game, the space on the bracket may be declared vacant. A “forfeit” shall be declared, and the opposing team shall advance to the next round of competition. See Failure to Appear under Section 16.4 of the General Sports Regulations.
All decisions relative to this regulation shall be made by a member of the respective district athletic board or the OHSAA Executive Director’s office.

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

D. SECTIONAL AND DISTRICT TOURNAMENT DATES
The Sectional Tournaments may begin on Saturday, May 4 and scheduled to be completed by May 11. The District Tournaments will be conducted during the following week, ending May 18. Sectional and District tournament managers should build in make-up dates knowing the Regional will NOT be pushed back due to postponements at the Sectional/District level.

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

F. Umpires
a. Only OHSAA Class 1 officials shall be used in Sectional, District, Regional and State Tournament games.

b. Officials for Sectional and District Tournaments shall be selected as directed by the respective District Boards.

c. The officials for the Regional and State Tournaments shall be assigned by the Executive Director’s office according to the procedure adopted by the Board of Directors in proportion to the number of Class 1 officials in the district. The names of the officials assigned to the Regional and State Tournament will not be announced in advance.

d. All OHSAA licensed tournament officials shall possess either a current Department of Education issue Pupil Activity Program/Coaching Permit or show evidence of completing an approved concussion education course.

G. REPRESENTATION TO REGIONAL TOURNAMENTS
The number of representatives from each of the 6 Athletic Districts is determined by a formula. The representation from each District to the Regional in Divisions I, II, III, and IV for 2019 shall be:

<table>
<thead>
<tr>
<th>District</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>East</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Northeast</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Northwest</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Southeast</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Southwest</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

H. TOURNAMENT SEEDING AND DRAWING PROCEDURES
NOTE: The established date for all seeding and drawing meetings is April 28, 2019. The meeting is to be held at 2:00 p.m.

a. Posting and Recording Team Records
Tournament managers will post the records of all teams in their tournament. It is the responsibility of each school to have its records compiled as shown below and given to the tournament manager prior to the start of seed voting. The records will include the number of wins and losses in the divisions of the teams played.

For Example: A Division I team with 22 games played at the time of the draw:
Division I opponents: 14 wins 3 losses
Division II opponents: 4 wins 1 loss
*All games played shall be recorded

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

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

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

- Central District Athletic Board: [www.ohsaa.org/cdab](http://www.ohsaa.org/cdab)
- East District Athletic Board: [www.ohsaa.org/edab](http://www.ohsaa.org/edab)
- Northeast District Athletic Board: [www.ohsaa.org/nedab](http://www.ohsaa.org/nedab)
- Northwest District Athletic Board: [www.ohsaa.org/nwdab](http://www.ohsaa.org/nwdab)
- Southeast District Athletic Board: [www.ohsaa.org/sedab](http://www.ohsaa.org/sedab)
- Southwest District Athletic Board: [www.ohsaa.org/swdab](http://www.ohsaa.org/swdab)

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

Sample brackets are distributed to each manager. Samples of brackets are included in the manager’s materials and can also be found at [www.ohsaa.org](http://www.ohsaa.org). The tournament manager will distribute brackets to representatives of participating teams.

All brackets shall designate date and time of game with the home team being listed on the top of the bracket. Brackets which include a ‘bye’ will have that ‘bye’ drawn on a bracket to represent it as a “Home” team.

I. **GAME RULES**

The [2019 National Federation Softball Rules](http://www.ohsaa.org) published by the National Federation of State High School Associations will be the Official Rules in all tournament games. In situations where the OHSAA has not adopted NFHS rules (e.g. tie breaker), OHSAA rules shall prevail. THESE RULES MUST BE FOLLOWED EXPLICITLY, AND COACHES, SCHOOLS, OFFICIALS AND UMPIRES CANNOT MUTUALLY AGREE TO MODIFY OR CHANGE THESE RULES IN ANY WAY WHATSOEVER.

A. All tournament games shall be played to completion. Suspended games shall be resumed from the point of suspension. A game shall end any time after five innings, or after 4½ innings when a team is 10 or more runs behind and has completed its term at bat. This is a completed game and is not considered a suspended game.

B. If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of a tournament game, the space on the bracket may be declared vacant. A forfeit will be declared, and the opposing team shall advance to the next round of competition.

C. Bylaw 8-3-1. The OHSAA Constitution and Bylaws does NOT permit Protested Games.

**INTERPRETATION:** In the event a rule is misinterpreted or misapplied, the correction must be made by the umpires and coaches on the field at the time it occurs. Umpires and coaches are urged to carry rule books, to confer using rule books and to make a correction where warranted. If the coaches and umpires cannot agree, the final decision will be made by the umpire-in-chief.

J. **TOURNAMENT BALL**

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

K. **BATTING PRACTICE**

Batting practice is permitted prior to all OHSAA tournament games but is not mandatory on the game field. In sectional and district tournaments, teams are permitted to have batting practice if they have the time available.

L. **COACHES ATTIRE**

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

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

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

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

O. MEDIA

Credentials may be obtained by contacting the tournament manager. All media arrangements are to be made prior to the game. Arrangements for telecasting/broadcasting sectional or district games are to be made with the tournament manager as well. Arrangements for telecasting/broadcasting regional or state games are to be made with the Executive Director’s office. Note that the OHSAA prohibits live television or video streaming of tournament contests unless prior permission has been obtained. Media credential requests for the state tournament shall be directed to Tim Stried, OHSAA Director of Information Services.

P. FILMING OF CONTESTS

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

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

Q. UNSPORTING CONDUCT PENALTY

a. During participation in OHSAA tournaments, any student or coach ejected for unsporting conduct shall be ineligible for the remainder of that day as well as for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection.

b. Individuals ejected for unsporting conduct shall be reported to the OHSAA Executive Director by the tournament manager. The Executive Director will investigate the situation and may impose additional penalties in accordance with Bylaw 11 if the situation warrants it.

c. Participation in an athletic contest is a privilege. Each individual is expected to conduct himself or herself in an exemplary manner while participating.
R. PROPERTY DAMAGE

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

S. SPONSORSHIP AND RIGHTS

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

T. PROHIBITED ADVERTISING

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

U. RAFFLES PROHIBITED

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

V. PROHIBITED SALES

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

W. DRONES – UNMANNED AREAL VEHICLES

The use of drones is prohibited for any purpose by any persons at OHSAA tournament contests. Tournament managements shall remove anyone attempting to use a drone and/or confiscate the drone until the event has been completed. 

Note: An exception to this policy may be made in specific cases for OHSAA broadcast partners, provided the management of the tournament facility permits the presence of drones for broadcast purposes under the control of the OHSAA.

X. LIGHTNING AND INCLEMENT WEATHER

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

Recognition:

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

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

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

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

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

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

Y. CONCUSSION MANAGEMENT

Ohio law effective April 26, 2013, indicates that if a student is removed from practice or competition due to a suspected concussion or head injury, the coach or contest official who removes the student shall not permit the student, ON THE SAME DAY THE STUDENT IS REMOVED, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest official shall not permit the student to return to practice or competition until both of the following conditions are satisfied.

1) The student’s condition is assessed by either of the following:
   a. A physician, who is a person authorized under the Chapter 4731 of the Ohio Revised Code (ORC) to practice medicine and surgery or osteopathic medicine or surgery (MD or DO).
   b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered public school, authorizes to assess the student who has been removed from practice or competition.

2) The student received written authorization that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance.

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

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

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

REFERENCE INFORMATION

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

- Heat Stress and Athletic Participation
- Recommendations for Hydration to Prevent Heat Illness
- Suggested Guidelines for Management of Head Trauma in Sports
- Communicable Disease Procedures (can also be found in the front of the NFHS Rules Book)
- Links to the following sites:
  - Joint Advisory Committee on Sports Medicine
  - Ohio Athletic Trainers Association
  - American Medical Society for Sports Medicine
  - Ohio Parents for Drug Free Youth
  - National Athletic Trainers Association (NATA)
  - Gatorade Sports Science Institute News
I. REGULATIONS
The applicable regulations for District Softball Tournaments shall apply to the Regional tournaments in addition to any listed below.

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

III. ADMISSION – REGIONAL
All tickets $7.00.

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

V. POSTPONED OR SUSPENDED GAME
If games are postponed or suspended, they will be rescheduled in the original order. If the first round games are not completed on Wednesday, they will be played on Thursday or the next playable day, with the finals on Saturday. If the semifinals are played on Saturday, the final may be played on Sunday. Sunday games may not start before 1:00 P.M.

VI. PRESS, RADIO AND TELEVISION
Requests for credentials must be sent, in writing, to the Tournament Manager. Arrangements for live telecasting must be made with the Executive Director’s office.

VII. PASSES – TEAM AND SCHOOL PERSONNEL
Twenty-two players, manager, coach, assistant coach, scorekeeper plus two others will be admitted at the pass gate by the Official OHSAA Pass List certified by the principal of the high school. This pass list will be used at the pass gate for all sessions of the Regional tournament. The Official Pass List, will include space for admission for the principal, superintendent, athletic administrators, bus driver and one guest.

VIII. TOURNAMENT DRAWS
Tournament draws were conducted by the OHSAA Staff. All semifinal games will be played Wednesday at times TBA and the final game will be played Saturday, May 25 at times TBA. The top team on the bracket will be the home team.
42nd ANNUAL STATE FASTPITCH SOFTBALL TOURNAMENT
May 30 and 31, June 1, 2019
Firestone Park - Akron, Ohio

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

II. TOURNAMENT DRAW
Tournament draws are conducted by a member of the OHSFSCA and/or the Executive Director’s Office.

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

MEETING OF STATE FINALISTS
The Ohio High School Athletic Association invites principals, coaches and/or athletic administrators (limit of two persons per school) of state qualifying teams to a meeting and luncheon at the OHSAA office, 4080 Roselea Place, Columbus, OH 43214, at 12:00 P.M., Tuesday, May 28, 2019. Program information is to be submitted at the Tuesday meeting. Players are not permitted to attend.

IV. PRACTICE
There shall be no softball practice on the softball fields that will be used during the 2019 State Fast Pitch Softball Tournaments other than usual pre-game practice.

V. EXPENSES
Each school shall be paid for State Tournament participation $5.00 per mile, one way, and $400.00 per day for each day of participation.

VI. PROGRAM
The price of the official printed program for the State Fast Pitch Softball Tournaments will be $4.00.

VII. ADMISSION
The admission cost for the state tournament will be $8.00 per day.

VIII. MANAGERS OF TOURNAMENT
The State Fast Pitch Softball Tournaments are under the supervision and sponsorship of the OHSAA with the City of Akron Sports and Athletic Division cooperating. The tournament manager is Melvin Blake, 220 S. Balch St., Rm. 200, Akron, OH 44302. Phone: 330-322-4690; Email: mblake@akronohio.gov

IX. POSTPONED GAMES
If inclement weather causes postponement of state softball tournament games on Thursday, Friday or Saturday, the Board of Directors has authorized the Executive Director to schedule postponed games on Sunday. Postponed games will be played in the original order.

X. PASSES – TEAM AND SCHOOL PERSONNEL
A. Twenty-two players, manager, coach, assistant coach, scorekeeper and two others (30 total) will be admitted at the pass gate via commemorative credentials issued by Firestone Park. These are the individuals permitted in the team dugout. Credentials will provide admission for any of the 12 games of the state tournament.
B. Eight passes will be distributed at the finalists meeting – two for the principal, two for the superintendent, two for the athletic administrator, and two additional passes. The bearers of these passes will receive complimentary admission.

XI. NEWS MEDIA
Reservations and arrangements should be made in advance by contacting Tim Stried, Director of Information Services, 4080 Roselea Pl., Columbus, OH 43214. Phone: 614-267-2502 Ext. 124; Email: tstried@ohsaa.org