A Message from the OHSAA

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 and since there are a few changes, I encourage you to read them AND provide them to coaches at your seed meeting. Each of you will attend your respective Fall Tournament Manager meeting held at a date and location each DAB determines.

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

Sincerely,

Emily Gates
Director of Sport Management, Volleyball

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.
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 June 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 print and read 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 at The Nutter Center at Wright State University on November 7–9. 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
Northeast District: www.ohsaa.org/NEDAB
Central District: www.ohsaa.org/CDAB
East District: www.ohsaa.org/EDAB
Southwest District: www.ohsaa.org/SWDAB
Southeast District: www.ohsaa.org/SEDAB
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 and selecting Volleyball from the Sports & Tournaments drop down menu.

2. Managing the finances of all OHSAA tournaments will be handled through the school district treasurer. Tournament Managers are instructed not to run finances through personal checking accounts.

3. **Complimentary Passes** are issued only 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. This pass is shown in this manual. **All passes admit cardholder and one guest.** In some cases, you may have officials at the pass gate stating that they should receive free admission—please know that the official observers of the game will receive a tournament pass from OHSAA. If they do not have a pass in hand, please do not provide free admission. **No other passes except those authorized by the District Athletic Board are to be honored.** Please notify your pass gate attendant of this policy.

4. Officials have been assigned by District Athletic Boards through procedures adopted by the Board of Directors. Please notify your officials in advance (not more than 10 days nor less than seven days) 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; 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.

5. Provide adequate number of law enforcement officers and/or security personnel where and when necessary to ensure protection of officials, players and spectators.

6. 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.

7. 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.

8. Along with providing adequate law enforcement (when necessary) and security personnel, please insure 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 insure 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.

9. Emergency/Crisis Management Plans are a necessity. Please familiarize yourself with the policies and insure 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. Each manager is provided information from Brenda Murray at the OHSAA for reporting the results of seeding meetings.

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. To assist and make your job as manager easier, Participation Forms are no longer required. Though this is a critical step in the tournament for next season, we now collect this information from tournament brackets.

4. It is no longer necessary to forward the OHSAA Entry Form after Sectional play. Teams are entered through myOHSAA and the paperwork is no longer necessary. See separate section in this manual on Tournament Entry Forms.

Specific District Manager Information

1. Please contact Sectional managers to arrange for any transfer of program materials, etc. for winning 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 page on the OHSAA website and any information that comes to you from the Regional Manager.

3. Please complete your bracket as instructed by Brenda Murray in the myOHSAA Tournament Management system.

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

5. Trophies and awards appropriate for the tournament will be shipped directly to the managers from Croton Craft, P.O. Box 257, Croton, Ohio 41013. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, contact Mr. Travis Nethers at Croton Craft 1-800-947-5521. 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.

6. Materials marked “District Champion” will be posted to the Volleyball page on the OHSAA website. In an effort to reduce paperwork and make tournament advancement more efficient, 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.
Volleyball Tournament Contact Information

Emily Gates  
Director of Sport Management  
Volleyball Sport Administrator  
egates@ohsaa.org

Diane Plas  
State Rules Interpreter/DOD  
Addresses Rules Inquiries  
jplas@prodigy.net

Beau Rugg  
Senior Director of Officiating  
Oversees Officials & Regional Assignments  
brugg@ohsaa.org

Dale Creamer  
SWDAB Secretary  
Coordinates SW District Tournaments  
dcreamer@ohsaa.org

Kevin Calver  
NWDAB Secretary  
Coordinates NW District Tournaments  
kcalver@ohsaa.org

Dan Brisker  
SEDAB Secretary  
Coordinates SE District Tournaments  
dbrisker@ohsaa.org

Doug Ute  
CDAB Secretary  
Coordinates C District Tournaments  
dute@ohsaa.org

Don Spinell  
EDAB Secretary  
Coordinates E District Tournaments  
spinell@minerva.sparcc.org

Larry Acker  
NEDAB Secretary  
Coordinates NE District Tournaments  
lacker@ohsaa.org

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 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.

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.

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, officials, 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 Brenda Murray at bmurray@ohsaa.org for account access.

It is important for all managers to access officials’ contracts through this system and record scores/winners at the conclusion of your game(s).
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 pass in addition to each District Athletic Board’s approved pass(es) is the Board of Directors Pass. You may see this at contests and is 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 particular athletic district.

Passes – Pass Lists

Pass is TAN Plastic w/ Photo and reflects current 2019-20 school year

Pass is Red/Blue Outline and reflects current 2019-20 school year

OHSAA Volleyball Tournament Ticket Prices

<table>
<thead>
<tr>
<th></th>
<th>Determined by each District Athletic Board</th>
<th>Not to exceed $6.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sectional/District:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional:</td>
<td>Determined by the OHSAA’s Board of Directors</td>
<td>$8.00 ($6.00 presale)</td>
</tr>
<tr>
<td>State:</td>
<td>Determined by the OHSAA’s Board of Directors</td>
<td>$9.00 ($8.00 presale)</td>
</tr>
</tbody>
</table>
Each District Athletic Board assigns officials to Sectional/District sites within the list of eligible tournament officials. Officials receive their contracts via Arbiter and are notified by District Athletic Board Secretaries of any change in date/time/location. 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 not be permitted in dressing room facilities (where they are available). Rates are:

**First Referee/Second Referee:**
- Sectional Tournament: $55.00 plus travel allowance
- District Tournament: $65.00 plus travel allowance
- Regional Tournament: $80.00 plus travel allowance

**Line Judge:**
- Sectional Tournament: $25.00 plus travel allowance
- District Tournament: $35.00 plus travel allowance
- Regional Tournament: $45.00 plus travel allowance

**Line Judge with 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:** No Fee is paid to the Official
- If the official is notified **en route to the site or after arrival & the contest has not started:** Official is paid Travel Allowance only (minimum $30.00 for Sectional/District, $40.00 for Regional)

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>Last date to enter/withdraw from Tournament w/out Penalty</td>
</tr>
<tr>
<td>October 6</td>
<td>Draw/Seed Meeting Date, 2:00 p.m.</td>
</tr>
<tr>
<td>October 14 – 19</td>
<td>Sectional Tournaments</td>
</tr>
<tr>
<td>October 21 – 26</td>
<td>District Tournaments</td>
</tr>
<tr>
<td>October 31 – Nov 2</td>
<td>Regional Tournaments</td>
</tr>
<tr>
<td>November 7 – 9</td>
<td>State Tournament at Wright State University</td>
</tr>
</tbody>
</table>
The OHSAA established date for ALL Volleyball seeding and drawing meetings in Ohio is **Sunday, October 6, 2019 at 2:00 pm**.

**ALL VOLLEYBALL TOURNAMENT SEED MEETINGS ARE TO BE HELD ON THE ESTABLISHED BOARD APPROVED DATES AND TIMES.**

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 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 19 games to date:
   
<table>
<thead>
<tr>
<th>Division</th>
<th>Wins</th>
<th>Losses</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
   
   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 the greatest number of votes shall be seeded “Number 1”, second highest #2, etc. until all teams are seeded. In the event of a tie, **only the tied teams will be re-voted upon.** Should a tie occur a second time, a flip of a coin shall determine the seeded team. **NOTE:** If electronic balloting is used in a District, the results shall be sent to the manager and made public by the manager at the seeding meeting.

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

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

   District Athletic Board websites are:
   
   Central: www.ohsaa.org/CDAB  
   Northwest: www.ohsaa.org/NWDAB
   East: www.ohsaa.org/EDAB  
   Southeast: www.ohsaa.org/SEDAB
   Northeast: www.ohsaa.org/NEDAB  
   Southwest: www.ohsaa.org/SWDAB

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

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

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

   **PLEASE NOTE THAT ALL BYE LINES ARE LISTED ON TOP, INDICATING THE HOME TEAM**
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 31 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.

If the decision is made to play the match, the warm-up time may be shortened to no less than 15 minutes. This decision shall be made by tournament management in consultation with representatives from the member schools competing and the contest officials.

Noisemakers, Signs & Pep Bands

Signs and any type of noisemakers are NOT permitted at Volleyball tournaments.

Pep Bands are not permitted at OHSAA Volleyball Tournament Contests.

Pre-Match Practice & Warm-Ups

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

The warm-up period between the end of the first match and the beginning of the next match shall not exceed 20 minutes. Adequate time for warming up shall be provided all competing schools. For Sectional and District Tournaments, a 20-minute warm-up on court by both teams is required. The 20-minute warm-up shall be divided into the following designated times in order. (Note: New protocol)

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.

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 matches will be shipped to the appropriate District Athletic Board Representative and distributed at your District Athletic Board Managers’ Meeting.
**Scorers & Timers**

The official scorer must wear a black and white striped garment. 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. The*

A visible scoreboard shall be provided.

The manager is responsible for changing the team names on the scoreboard at the completion of each match. The responsibilities of efficient, competent scorers and timers cannot be over-emphasized. 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.

**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.

**Players’ Bench**

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 NFHS VB Rule, teams shall occupy the bench located on the side of the net adjacent to their playing area throughout the match.

*NOTE: Teams do not change benches at the midway point of the deciding match.*

**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. The libero player rules have been placed into the NFHS volleyball rules. 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. Please go to www.ohsaa.org and click on the volleyball page to access more information about the libero player.
3. 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 the libero tracking sheet is enclosed with this mailing.
4. The issue of the length of match (LOM) has been a subject of many questions. 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.
5. *NOTE: 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? 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. Please note that dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
As you know, there is an increase in the number of Volleyball tournaments covered by area media. Media should receive admission and a copy of rosters/programs upon showing their media credentials as 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 http://www.ohsaa.org/Portals/0/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 & Video Webcast Rates

<table>
<thead>
<tr>
<th>Commercial Stations: Cincinnati, Cleveland, Columbus, And State/Regional Cable-over 750,001</th>
<th>Sectional/District</th>
<th>Regional</th>
<th>State Semifinal</th>
<th>State Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Stations</td>
<td>No Charge</td>
<td>$300.00</td>
<td>$400.00</td>
<td>NA</td>
</tr>
<tr>
<td>All Other Stations</td>
<td>No Charge</td>
<td>$150.00</td>
<td>$200.00</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

Rights fees for stations to resell video tapes/DVDs: $50 donation to the OHSAA Respect the Game Sportsmanship Program per sports season.

Additional Information/Fees:
- 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).

### OHSAA Volleyball RADIO/AUDIO Webcast Rates

<table>
<thead>
<tr>
<th>ALL Stations</th>
<th>Sectional/District</th>
<th>Regional</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Rights fees by educational access or non-commercial stations: $25 per contest or tournament.
**Event & Site Security**

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

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

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

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

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

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

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** ____________________

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

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

a. Every person who pays admission shall receive a serially numbered ticket.
b. Each ticket shall be collected at the gate and torn in two, with one part retained by the patron, the other part by tournament personnel.
c. Adherence to the above procedures will insure better control of gate proceeds and attendance.

PRE-SALE TICKETS AT REGIONAL LEVEL ONLY
All Regional Tournament managers will receive a packet of roll tickets to use for your gates for the Semi-Finals and Final games. There will be 2,000 in one color and 750 in the other color. The Semi-Finals are considered one session and a ticket may work for both Semi-Final games that evening. You may conduct a Regional pre-sale for the participating schools, depending on the demand from the schools. Pre-sale tickets are $6.00 per session. Tickets will be $8.00 at the door.

TICKETS FOR SCHOOL ADMINISTRATORS
We do permit 8 tickets for each school’s administration. You may either tear 8 tickets from the rolls provided or put them on your pass list at your pass gate.

Financial Reporting Information

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 Tournament Financial procedures can be directed to the District Athletic Board Treasurer or Jeff Jordan at jjordan@ohsaa.org, the OHSAA’s Chief Financial Officer or by calling to 614-267-2502.

District Athletic Board Treasurers

**Central District**
Jim Hayes
1790 Edgewood Drive
Circleville, OH 43113
C: (740) 207-1059

**East District**
Richard Hall
Mid-East CTC
400 Richards Rd
Zanesville, OH
C: (740) 541-5583

**Southeast District**
Rick Edwards
34621 Crew Rd
Pomeroy, OH 45769
B: (740) 667-6079
C: (740) 591-9427

**Northeast District**
Mark McGuire
373 Hamilton Circle
Elyria, OH 44035
B: (440) 349-6247

**Northwest District**
Bill Hanna
350 Mohawk Dr
Ottawa, OH 45875
H: (419) 523-0047

**Southwest District**
Bob Huelsman
2803 Silver Maple Ln
Beavercreek, OH 45431
H: (937) 473-3463
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 to shake hands.
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.

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. Include the libero player if one is designated.
Introduce Home Team Players – non-starters first followed by starting six. Include the libero player if one is designated.
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.
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-field 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.
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. An OHSAA Representative MAY be in attendance to present awards. Please locate the presenter, and the respective principal or athletic director 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 2019 Regional Runner-Up ___________________________, ending their season with a record of ____ wins and _____ losses. Great job ladies...your family and school are very proud of you!

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

**Regional Champion**

Would the captains for the ______________ please come forward as we recognize the team from ______________________ High School as the 2019 Regional Champions in Division _____ and the presentation of the Team Trophy

(After presenting)
Congratulations to the ______________________ 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.
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. 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.
### Official Match Roster and Starting Lineup

<table>
<thead>
<tr>
<th>School:</th>
<th>Division:</th>
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<th>Team:</th>
<th>Check One:</th>
<th>Serve</th>
<th>Receive</th>
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<tbody>
<tr>
<td>Team 1</td>
<td>Libero:</td>
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<tr>
<td>Serving Order</td>
<td>Player No.</td>
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<th>Check One:</th>
<th>Serve</th>
<th>Receive</th>
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<tr>
<td>Team 3</td>
<td>Libero:</td>
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<tr>
<td>Serving Order</td>
<td>Player No.</td>
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<th>Team 4</th>
<th>Check One:</th>
<th>Serve</th>
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<tr>
<td>Team 5</td>
<td>Libero:</td>
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<tr>
<td>Serving Order</td>
<td>Player No.</td>
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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.

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<th>NAME</th>
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SIGNATURE OF COACH

_____________________________________________________________________________
INSPECTION OF REGIONAL/STATE TOURNAMENT SITES - VOLLEYBALL

The Board of Control 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__________________________________________________________

DATE_____________________________

Location

DATE_____________________________

RETURN TO EMILY GATES AT THE OHSAA EMAIL AT egates@ohsaa.org
TOURNAMENT SITE AGREEMENT – REGIONAL VOLLEYBALL

THIS AGREEMENT made and entered into this _____ day of _____, 2019 by and between The Ohio High School Athletic Association (hereinafter “OHSAA”) and the ___________________________ (hereinafter “MANAGER”).

WHEREAS, the OHSAA will be conducting its 2019 Fall tournament in Regional Volleyball (season) (sport) beginning October 31, 2019 and ending November 2, 2019 (and any make-up dates) hereinafter “Tournament”; and

WHEREAS, the OWNER desires to provide its facilities to the OHSAA to host certain contests as part of the aforementioned tournament;

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other valuable consideration, the parties hereto agree as follows:

1. The OHSAA shall pay to OWNER the sum of ___________________________ Dollars ($__________) per day/per session for the exclusive use of the OWNER’s ____________________________ facilities including, but not limited to, the playing field/court, spectator stands, locker room, parking and press box facilities. Said payment shall be made on or before _____ days following the conclusion of the event described herein.

2. OWNER shall make available to the OHSAA the aforementioned facilities for the following dates:

   ___________________________________________________________________

The OHSAA, its employees, agents and/or representatives shall have the privilege of entering upon said facilities at all reasonable times prior to the contemplated use for the purpose of preparing said facilities for its intended use.

3. The OHSAA agrees to indemnify and save OWNER harmless against any and all claims arising from the OHSAA’s negligence and/or the negligence of the OHSAA’s employees agents, or representatives, which negligence occurs a) during the period of occupancy hereunder, and b) during the course and scope of said employee’s agent’s or representatives work for the OHSAA.

4. The OHSAA shall secure a policy of liability from a reputable insurance company authorized to do business in Ohio, for personal injury and property damage claims and shall have limits of not less than $1,000,000. Each party shall maintain a liability insurance policy naming the other party as an Additional Insured. Furthermore, each party shall be responsible for their own acts of negligence under the policies.

5. Notwithstanding the provisions of Paragraph 4 above, the parties hereto mutually waive the right to recovery against each other for any loss or damage to the extent that the payment therefore is made under fire or extended coverage insurance or similar insurance on any and all property, whether real or personal, at the aforementioned facilities.

6. In addition to the aforementioned facilities, OWNER agrees to provide the services, and the OHSAA agrees to pay for said services, in accordance with the “SCHEDULE OF ADDITIONAL SERVICES” attached hereto and incorporated herein.

THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

By ____________________________
Its Director of Sport Management

OWNER: ___________________________

By ____________________________
Its ____________________________
TOURNAMENT MANAGER AGREEMENT

THIS AGREEMENT made and entered into this _____ day of September, 2019 by and between the Ohio High School Athletic Association (hereinafter “OHSAA”) and __________________________ (hereinafter “MANAGER”).

WHEREAS, the OHSAA will be conducting its 2019 Fall tournament in REGIONAL VOLLEYBALL beginning October 31, 2019 and ending November 2, 2019 (hereinafter “Tournament”); and

WHEREAS, the MANAGER desires to provide his/her services to the OHSAA as manager of certain contests as part of the aforementioned Tournament at the aforementioned site;

NOW, THEREFORE, in consideration of the mutual promises herein contained, and for other valuable consideration, the parties hereto agree as follows:

1. COMPENSATION. The OHSAA shall pay to MANAGER the sum of One Hundred Eighty Five Dollars (per division) ($185.00/Division) for the services rendered in connection with the heretofore described “Tournament”. Payments will be made promptly to MANAGER within thirty (30) days following the conclusion of the “Tournament”.

2. INDEPENDENT CONTRACTOR. MANAGER’s relationship with OHSAA shall be that of an independent contractor and nothing contained in this Agreement shall be construed as establishing an employer/employee relationship, partnership, or joint venture between OHSAA and MANAGER. Accordingly, there shall be no withholding for tax purposes from any payment by OHSAA to MANAGER herein. Furthermore, MANAGER, as an independent contractor, shall be solely responsible for the payment of all Federal, State and local taxes and other liabilities arising out of payments received pursuant to Paragraph 1 above and shall save and hold the OHSAA harmless on the same.

3. MANAGER’S DUTIES. All facets of the games/contests which are the subject of the Tournament, shall be conducted in accordance with the “Tournament Manager’s Packet” provided by the OHSAA. Notwithstanding the aforementioned, MANAGER shall have sole discretion in determining the means and methods of discharging these duties including, but not limited to, the engagement of Tournament personnel, security and safety personnel, ticket takers, etc. in order to meet the desired results of the OHSAA to provide a wholesome competition experience and insure the maximum protection of the health and safety of the participants and spectators.

4. FINANCIAL REPORT(S). Within 30 days following the conclusion of the subject events, MANAGER shall submit to the OHSAA a “Financial Report” on the forms prescribed by the OHSAA. In the event MANAGER is unable to complete this Report in the time frame outlined herein, MANAGER may request in writing an extension for said deadline in which MANAGER shall identify any and all specific problems MANAGER is having with completing this Report.

5. NON-ASSIGNABLE. MANAGER may not assign MANAGER’s rights and obligations under this Agreement without first obtaining the written consent of the OHSAA.

THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

By Emily Gates __________________________

Its Director of Sport Management

Manager: __________________________

Your signature

(SSN/TIN) __________________________
2019 GIRLS VOLLEYBALL TOURNAMENT REGULATIONS

NOTE: The following regulations apply to all levels of tournament competition unless otherwise specified. These regulations have been adopted by the Ohio High School Athletic Association Board of Directors on August 8, 2019.

The Executive Director is authorized to modify these regulations when it is deemed necessary by the Executive Director, subject to ratification by the Board of Directors.

1. ORGANIZATION OF TOURNAMENTS
The District Athletic Boards organize and conduct Sectional and District Tournaments (Constitution 7-7-1) in their respective districts, subject to the rules and regulations adopted by the Board of Directors. The Regional and State Tournaments are under the control of the Executive Director’s office.

2. ELIGIBILITY OF STUDENTS
All participants must be eligible under the Bylaws and Sports Regulations of the OHSAA.

Only girls shall be eligible to participate in the OHSAA sponsored volleyball tournaments.

A student who uses anabolic steroids or other performance-enhancing drugs is ineligible for interscholastic competition until medical evidence can be presented that the student’s system is free of anabolic steroids.

3. DIVISIONS
There will be four divisions, I, II, III, IV, in the Girls Sectional, District, Regional and State Volleyball Tournaments.

4. TOURNAMENT ENTRY AND PAPERWORK REQUIREMENTS
   A. Tournament Entry/Withdraw
      Member schools wanting to participate in the 2019 OHSAA Volleyball Tournaments must indicate their intent to participate on their 2019-20 OHSAA Sports Participation Form in MyOHSAA. Tournament entry confirmation begins August 1, 2019 and ends October 1, 2019. Schools that change their tournament participation after October 1, 2019 will be subject to a $150 penalty.

5. OFFICIALS
   Referees shall hold an OHSAA Class 1 Volleyball permit in all OHSAA Regional and State sponsored tournaments. THE DECISIONS AND RULINGS OF THE OFFICIALS ARE FINAL.

   Referees shall hold an OHSAA Class 1 Volleyball permit in all OHSAA Sectional and District tournaments. Scorers, Timer-Scoreboard Operator and Line Judges should be trained, experienced adults (no high school students) in all OHSAA tournament series matches. OHSAA Class 1, 2 or 3 permit Volleyball officials should be used whenever possible. Match officials for the Regional Tournaments will be selected from guidelines established by the Board of Directors and assigned by the Executive Director’s office.

6. REPRESENTATION TO REGIONAL TOURNAMENTS – 2019

<table>
<thead>
<tr>
<th>Division</th>
<th>IV</th>
<th>III</th>
<th>II</th>
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<tbody>
<tr>
<td>Central District</td>
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<tr>
<td>East District</td>
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<tr>
<td>Northeast District</td>
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<td>6</td>
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<td>Northwest District</td>
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<td>Southeast District</td>
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<td>Southwest District</td>
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   * Combined with C

7. PLAYER CERTIFICATION
The names of the 15 players who are to participate must be given to the manager before each match. Any 15 eligible players in uniform will be permitted on the playing court or bench for any set. Names and numbers of the 15 to play must be given to the scorer by the coach (NFHS Rule 7-1-1) 10 minutes before the end of timed pre-match warm-ups and the six starting players designated. These 15 may be changed throughout the tournament. It is the responsibility of the coaches and the tournament manager to ensure that the number of players in uniform does not exceed 15 for each match. A player who exceeds the 15-player limitation for a match is an ineligible participant. If either team is over
the limit, it must be corrected at once. Failure to comply with the regulation at any time after notification by the manager shall result in the forfeiture of the match.

8. SCHOOL REPRESENTATIVE
No team or individual entry will be permitted to compete in a tournament unless accompanied by the coach or a person authorized by the Board of Education/governing board. Teams or individuals unaccompanied by such school representatives shall be disqualified. The school representative should be present throughout the tournament.

9. ADMISSIONS
SPECTATORS – Prices of admission are determined by the District Athletic Boards but shall not exceed $7.00 per session.

TEAM – Twenty-two persons including a maximum of 15 players shall be admitted at the pass gate by a list certified by the principal or principal’s designee. This list and all other tournament forms shall be completed electronically. Complimentary admission shall also be provided for the superintendent (2), principal (2), athletic administrator (2) and two others.

CHEERLEADERS – Six cheerleaders, or five cheerleaders and a mascot, and sponsor shall be admitted to the session in which their team plays by a pass list certified by the principal or designee. Click here to access the form.

10. TEAM AWARDS
Only awards furnished by the OHSAA may be presented at the Sectional, District, Regional or State Volleyball Tournaments.

DISTRICT – Team trophies will be presented to the winning and runner-up schools in each district. Awards will be presented to the individual team members, head coach and manager.

REGIONAL – A trophy and game ball will be presented to the Regional winner. A trophy will be presented to the Regional Runner-up.

Individual awards may be ordered by contacting Croton Craft at 1-800-947-5521

11. RULES OF PLAY
The 2019-2020 NFHS Volleyball Rules shall be used.

12. VOLLEYBALL
The official ball that shall be used for all volleyball tournament competition is the Molten IV58L-BKSV-OH Super Touch black, silver and white premium leather volleyball.

13. REQUIRED ELECTRONIC TOURNAMENT FORMS
Note: Failure to submit forms in the required format by the deadline established may result in a fine.

Sectional
All schools shall file the following forms electronically beginning with the first round of the tournament: Bench/Locker Room List, Team Pass List, Cheerleader Pass List (if applicable), and Match Roster/Lineup Form. The tournament manager will transmit these forms electronically to the next level of the tournament. These forms can be found on the volleyball page of the OHSAA web site (http://ohsaa.org/sports/volleyball).

District Champions shall send the following:

Program Information to the Regional manager and Tim Stried (tstried@ohsaa.org): Team Photo; Team Photo Identification Form; Team Roster Form, School Information Form and Season Record Form. These forms can be found on the volleyball page of the OHSAA web site (http://ohsaa.org/sports/volleyball).

14. TOURNAMENT SEEDING AND DRAWING PROCEDURES
NOTE: The established date for all volleyball seeding and drawing meetings in Ohio is Sunday, October 6, 2019 at 2:00 PM.

In the Sectional Tournaments that precede or do not precede District Tournaments, seeding is mandatory in the Sectional. (NOTE: This means that at least one seeding is to take place in either the Sectional or District Tournament.) THE FOLLOWING SEEDING METHOD SHALL PREVAIL FOR ALL OHSAA SPONSORED VOLLEYBALL TOURNAMENTS. All teams assigned to the first round of the tournament shall be seeded. For purposes of seeding, the last matches 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 the day of the drawing. The records will include the number of wins and losses in the divisions of the teams played, e.g., 18 team schedule – Division I school:
All matches played shall be recorded.

2. Voting on seeded teams: a. All head coaches shall vote via ballot which shall be made public, selecting their choice for the #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 only the tied teams will be revoted 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 District, the results shall be sent to the manager and made public by the manager at the drawing meeting.

3. Placement of Teams on Brackets: Each District Athletic Board shall determine placement of teams on brackets. Click here to go to the regulations for each Athletic District:

   Central: https://www.ohsaa.org/CDAB
   East: https://www.ohsaa.org/EDAB
   Northeast: https://www.ohsaa.org/NEDAB
   Northwest: https://www.ohsaa.org/NWDAB
   Southeast: https://www.ohsaa.org/SEDAB
   Southwest: https://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 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 $50.

Sample brackets will be distributed to each manager. Samples of brackets are included in the manager’s materials and can be found on the OHSAA web site.

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

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

15. MEDIA – SECTIONAL, DISTRICT AND REGIONAL
   Reservations are to be made directly with the tournament manager.

16. VIDEOTAPE REGULATIONS AND TELEVISION

Regular Season Contests:

   a) It is permissible for a school or a school representative to videotape or film regular season contests in which the school team is participating, but may not be used for coaching purposes until after the contest is completed.

   b) It is not permissible for a school or a school representative to videotape or film regular season or tournament contests of other school teams without the written consent of all schools participating in the contests.

OHSAA Tournament Contests

a) Videotaping or filming by participating schools.

   Videotaping or filming of tournament contests by one or more schools participating in the contest is permitted provided prior arrangements are made with the tournament manager and it is done at the expense of the school involved and a maximum of one individual per school is permitted. Managers shall post signage regarding this regulation using materials provided by the OHSAA and shall insure that regular public address announcements are made.

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’s 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
9. Managers shall post signage regarding this regulation using materials provided by the OHSAA and shall insure that regular public address announcements are made

c) Television: Tape-delayed broadcast requests shall be made to the Tournament Manager. Live broadcast requests shall be directed to the Executive Director’s office.

17. RADIO BROADCASTING APPLICATION
Application for radio broadcast shall be made directly to the tournament manager by the radio station.

If broadcasting space is limited, allocation of space shall be on a first come first serve basis. If no broadcasting space is available and regular admission seats are available and must be displaced to provide space for broadcasting, the radio station shall pay the adult admission price for each seat displaced. A maximum number of two seats may be provided for the working crew per contest.

After permission is granted to broadcast, the radio station is responsible for installation of lines and all expenses incurred. No radio station shall be issued complimentary tickets in addition to space in the radio section nor should complimentary tickets be issued to personnel from stations not broadcasting the tournaments.

No sponsorships that include beer, wine, liquor, tobacco, patent medicines, political parties or candidates or any other advertising not considered in agreement with the philosophy of the high school athletic program are acceptable. This includes all direct broadcasting as well as tape replays of games.

The District Athletic Boards and the OHSAA reserve the right to discontinue the broadcasting by any station considered to have been in poor taste of incompatible with the educational dignity and propriety of the Association.

18. PHOTOGRAPHERS
Flash pictures of the players shall not be taken during the progress of the sets and/or matches. This ruling is meant to protect the vision of the players. Photographers desiring to take pictures shall make previous arrangements with the respective tournament manager. The number of photographers and their locations shall be determined by the tournament management.

19. SIGNS AND BANNERS
Signs, school banners, balloons, pennants, shakers, debris such as confetti, noisemakers such as horns, bells sirens, drums, etc., are NOT PERMITTED! SCHOOL OFFICIALS ARE REMINDED TO EMPHASIZE THIS AT SCHOOL PEP RALLIES, ASSEMBLIES, BULLETINS AND ANNOUNCEMENTS.

20. WARM-UP PERIOD
The warm-up period between the end of the first match and the beginning of the next match shall not exceed 20 minutes.

Adequate time for warming up shall be provided all competing schools. For Sectional and District Tournaments, a 20-minute warm-up on court by both teams is required. The 20-minute warm-up 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.

21. PRACTICE (Sectional – District)
District Boards shall set up practice regulations for tournament floors to best control the situation in their districts.

22. OHSAA TOURNAMENT MATCH LIMITATIONS
In all OHSAA sponsored volleyball tournaments, teams will not be permitted to participate in more than two matches per day.

23. INTERRUPTED MATCHES
When a volleyball match is interrupted and cannot be resumed due to events beyond the control of the responsible administrative authority, the match shall be resumed from the point of interruption. The score and lineup will be the same when it is resumed as it was at the moment of suspension.
24. UNSPORTING CONDUCT PENALTY
During participation in OHSAA tournaments any student or coach ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for contests the remainder of that day as well as for all contests in volleyball until the next two regular season/tournament contests have been played.

Individuals ejected or disqualified for unsporting conduct or flagrant foul 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.

Participation in an athletic contest is a privilege. Each individual is expected to conduct him or herself in an exemplary manner while participating.

25. 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 Athletic 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.

26. SPONSORSHIP AND RIGHTS
The Ohio High School Athletic Association is the sponsoring association for the Sectional, District, Regional and State Volleyball 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 or District Tournaments and the OHSAA Executive Director for the Regional and State Tournaments.

27. 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.

28. RAFFLES PROHIBITED
There shall be no raffles or any type of games of chance permitted at the site of tournament contests during the period beginning one hour prior to the tournaments and ending one hour after the tournaments have ended.

29. 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.

30. SPECTATOR ATTIRE
Shirts/appropriate attire shall be worn by all spectators at all OHSAA indoor tournaments.

31. FAILURE TO APPEAR
If a volleyball team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of the tournament match, the space on the bracket may be declared vacant. A “no contest” shall be declared, and the opposing team shall advance into the next round of competition. See “No Contest” under Section 31 of the General Sports Regulations. All decisions relative to this regulation shall be made by a member of the respective District Athletic Board or the OHSAA Executive Director’s office.

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

2019 GIRLS REGIONAL VOLLEYBALL TOURNAMENT INFORMATION
THURSDAY AND SATURDAY, OCTOBER 31 and NOVEMBER 2, 2019

1. REGULATIONS
The Regulations for Girls Volleyball Tournaments shall apply to the Regional Volleyball Tournaments in addition to those listed below.

2. ADMISSION
SPECTATORS
The admission fee for Regional tournaments will be $8.00 per session at the door and $6.00 per session presale at participating schools. The semifinals will be one session and the finals one session.

NOTE: Children under the age of five are not to be charged admission.

30
TEAM AND SCHOOL PERSONNEL
Twenty-two persons including a maximum of 15 players in uniform shall be admitted at the pass gate by a list certified by the principal or principal’s designee. Following the completion of the District Tournament, this pass list and all other tournament forms shall be transmitted electronically to the regional tournament manager. Complimentary admission shall also be provided for the superintendent (2), principal (2), athletic administrator (2) and two others.

BANDS
No bands shall be permitted.

3. EXPENSES
   Travel: $4.00 per mile one way, each day.
   Meals: Meal costs are permitted based on the following requirements:
   a. For schools that travel 50 miles or more from their school location, meal costs will be calculated at the basic rate of $15.00 per individual up to a maximum of 18.
   b. For schools that travel less than 50 miles from their school location, a receipt for that meal must be provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the following conditions:
      • The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the match or after the conclusion of the match.
      • The receipt must not include alcohol consumed by coaches or other members of the school traveling party.
      • The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach’s name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
      • Amount paid will be the lesser of the receipt amount and the calculated amount in the tournament regulations.
   Lodging: Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the Regional site up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. Reimbursement will be $30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office.
   Bonus: 12.5% of school’s advance ticket sales.
   Incidental: A one-time payment of $200.00, regardless of the number of matches played.
   The OHSAA Columbus office will pay all team expenses directly and does not require a team expense form to be submitted.

4. MEDIA CREDENTIALS
   All requests for space shall be directed to the Tournament Manager. Proper credentials must be presented for admission at pass gate.
   High school radio, press and photographers must purchase a ticket or receive a pass from one issued to the school personnel.

5. LIVE TELEVISION
   Requests to televise any Regional match LIVE should be directed to the Ohio High School Athletic Association, 4080 Roselea Place, Columbus, Ohio 43214. Telephone (614) 267-2502, Fax (614) 267-1677.

6. WARM-UP PERIOD
   There will be a 20-minute warm-up on playing court by both teams. The 20-minute warm-up 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.

   The 20-minute warm-up shall be conducted at all Regional Tournaments.

7. PRACTICE SESSIONS
   A team that has not played a match on a Regional floor during the 2019 Sectional or District Volleyball Tournament may arrange for one practice session. Arrangements are to be made with the tournament manager, after the Regional drawing, provided its opponent has played a match on the floor during the 2019 Sectional or District Tournaments. If neither team has played a match on the Regional floor during the Sectional or District Tournaments or if both teams have played a match on the Regional floor during the Sectional or District Tournaments, then there shall be no practice allowed on the Regional floor for either team. There shall be no expenses allowed for such practice.

8. AWARDS
   A team trophy and the game ball will be presented to the Regional Champion. The Runner-up team will receive a trophy.
9. **OFFICIALS**

Officials for the Regional Tournaments will be selected from guidelines established by the Board of Directors and assigned by the Executive Director’s office. The names of the officials assigned to the Regional Tournament will not be announced until match time. The assignment of officials and the decisions of the officials will be final.

10. **MEETING OF REGIONAL SEMIFINALISTS**

A meeting of representatives from schools that qualified for the Regional Tournaments may be held on Sunday, October 27, at the discretion of the manager, at each Regional site to receive final instructions. The Regional Manager shall notify teams of the time and place of the meeting, if held.

11. **REQUIRED ELECTRONIC TOURNAMENT FORMS**

*Note: Failure to submit forms in the required format by the deadline established may result in a fine.*

Regional qualifiers shall transmit electronically the following Program Information and Tournament Forms to the OHSAA to the attention of Tim Stried at tstried@ohsaa.org: Team Photo, Team Photo Identification; Team Roster/Pass List Form, School Information Form; Season Record Form; Official Match Roster and Starting Lineup Form and Cheerleader Pass List. These forms can be found on the volleyball page of the OHSAA web site at [http://www.ohsaa.org/sports/volleyball/tournament-info](http://www.ohsaa.org/sports/volleyball/tournament-info)

45th ANNUAL GIRLS STATE VOLLEYBALL TOURNAMENTS

THURSDAY, FRIDAY and SATURDAY, NOVEMBER 7, 8 and 9, 2019

Nutter Center, Wright State University, Dayton, Ohio

1. **REGULATIONS**

The same regulations for Sectional, District, Regional Volleyball Tournaments shall apply to the State Volleyball Tournaments in addition to those listed below.

2. **MANAGER**

The State Volleyball Tournaments are under the supervision and sponsorship of the OHSAA with Wright State University cooperating.

3. **INFORMATION FOR STATE FINALISTS**

There shall be no meeting for state finalists in Columbus. All qualifying schools shall receive an overnight delivery on Monday morning that will include all tournament information, tickets for presale and a link to an online presentation with further instructions. Staff liaison Emily Gates will be available for questions by contacting them Monday AM.

4. **STATE TOURNAMENT DRAW**

A tournament draw was conducted by Director of Sport Management, Emily Gates, with assistance from Director of Sport Management, Kathleen Coughlin.

5. **ADMISSION**

SPECTATORS

The admission fee for State Tournaments will be $9.00 per session at the door and $8.00 per session presale at participating schools. Both Thursday’s and Friday’s semifinal matches and Saturday’s final matches are each one session. **NOTE:** Children under the age of five are not to be charged admission.

TEAM AND SCHOOL PERSONNEL

Twenty-two persons including a maximum of 15 players in uniform shall be admitted at the pass gate by a list certified by the principal or principal’s designee. This list and all other tournament forms shall be completed electronically and transmitted to the OHSAA by the Regional Tournament Manager. Click here to access a copy of all forms. Eight tickets for all sessions shall be issued via the State Finalist packet (superintendent (2), principal (2), athletic administrator (2) and two others.

CHEERLEADERS – Six cheerleaders in uniform or five cheerleaders and a mascot, and sponsor shall be admitted to the session in which their team plays by a pass list certified by the principal or designee. Click here to access the form.

BANDS

No bands shall be permitted.

6. **EXPENSES FOR STATE TOURNAMENT PARTICIPATION**

Travel: $4.00 per mile one way, each day.

**Meals:** Meal costs are permitted based on the following requirements:

- For schools that travel 50 miles or more from their school location, meal costs will be calculated at the basic rate of $15.00 per individual up to a maximum of 18.
- For schools that travel less than 50 miles from their school location, a receipt for that meal must be provided to the OHSAA within 14 days of the tournament event. The meal receipt must meet the following conditions:
• The receipt must be dated the day of the tournament contest to be eligible for reimbursement and can be prior to the match or after the conclusion of the match.
• The receipt must not include alcohol consumed by coaches or other members of the school traveling party.
• The receipt must clearly identify the school requesting reimbursement by including the name of the school and the school Athletic Director or coach’s name on the receipt or on an attached piece of paper from the school. This is done to ensure proper identification of the receipt and credit to the right school.
• Amount paid will be the lesser of the receipt amount and the calculated amount in the tournament regulations.

**Lodging:** Lodging reimbursement will be provided for teams that stay overnight and that have traveled more than 50 miles from their school to the Regional site up to two nights. For any school that has traveled between 51 miles and 100 miles, lodging reimbursement will be provided for ONE night. For schools traveling more than 100 miles, reimbursement will be provided for TWO nights. Reimbursement will be $30.00 per individual. The hotel receipt must be submitted to the OHSAA Columbus office.

**Bonus:** 12.5% of school’s advance ticket sales.

**Incidentals:** A one-time payment of $200.00, regardless of the number of matches played.

The OHSAA Columbus office will pay all team expenses directly and does not require a team expense form to be submitted.

7. **OFFICIALS**
Officials for the State Tournaments will be selected from guidelines established by the Board of Directors and assigned by the Executive Director’s office. The names of the officials assigned to the State Tournaments will not be announced until match time. The assignment of officials and the decisions of the officials will be final.

8. **AWARDS**
Team trophies will be presented to the State Champion and Runner-up. In addition, awards will be presented to individual members, the head coach and manager of both teams. Additional individual awards may be ordered by contacting Croton Craft at 1-800-947-5521.

10. **VOLLEYBALL**
The official ball that shall be used for all volleyball tournament competition is the Molten IV58L-BKSV-OH Super Touch black, silver and white premium leather volleyball.

11. **PHYSICIAN**
A physician and athletic trainer will be on duty at all times during the tournaments.

12. **WARM-UP PERIOD**
Teams may not be on the match court until 20 minutes prior to their contest start. Main clock will start at 20 minutes. There will be an auxiliary gym available for warm-up prior to each match.

13. **MEDIA CREDENTIALS**
Reservations and requests for credentials are to be submitted to Tim Stried, OHSAA, 4080 Roselea Place, Columbus, OH 43214. Phone: 614-267-2502; Fax: 614-267-1677; Email: tstried@ohsaa.org

14. **LIVE TELEVISION**
Requests shall be directed to the Executive Director’s office for live telecasts.

15. **NO PRACTICE SESSIONS**
There will be no volleyball practice on the playing area during the 2019 State Tournaments other than pre-match practice.
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 “Healthy Lifestyles and Sports Medicine” webpage at http://www.ohsaa.org/medicine/default.asp. Additional information relative to various equipment and rules relative to medical issues can be found throughout this manual as well.

- 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 on page nine of the NFHS 2009-10 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

**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 [http://ohsaa.org/medicine/AuthorizationToReenter.pdf](http://ohsaa.org/medicine/AuthorizationToReenter.pdf) to retrieve the OHSAA’s Medical Authorization to Return To Play (RTP) form.

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

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

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

COACHES REQUIREMENTS

All coaches, paid and volunteer, must possess a current Department of Education-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete an online concussion education course as stipulated in the section entitled **Approved Online Concussion Education Course**. This course is valid for three years 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: [http://www.healthyohioprogram.org/~/media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Player%20Information%20Form.pdf](http://www.healthyohioprogram.org/~/media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Player%20Information%20Form.pdf)
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 - What you Need to Know:**
(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.

**Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line 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.

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:

<table>
<thead>
<tr>
<th>SIGNS OBSERVED BY OTHERS</th>
<th>SYMPTOMS REPORTED BY ATHLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Appears dazed or stunned</td>
<td>- Headache</td>
</tr>
<tr>
<td>- Is confused about assignment</td>
<td>- Nausea</td>
</tr>
<tr>
<td>- Forgets plays</td>
<td>- Balance problems or dizziness</td>
</tr>
<tr>
<td>- Is unsure of game, score, or opponent</td>
<td>- Double or fuzzy vision</td>
</tr>
<tr>
<td>- Moves clumsily</td>
<td>- Sensitivity to light or noise</td>
</tr>
<tr>
<td>- Answers questions slowly</td>
<td>- Feeling sluggish</td>
</tr>
<tr>
<td>- Loses consciousness</td>
<td>- Feeling foggy or groggy</td>
</tr>
<tr>
<td>- Shows behavior or personality changes</td>
<td>- Concentration or memory problems</td>
</tr>
<tr>
<td>- Cannot recall events prior to hit</td>
<td>- Confusion</td>
</tr>
</tbody>
</table>

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

QUICK LINKS FROM THE OHIO DEPARTMENT OF HEALTH
Ohio Department of Health Concussion Information Sheet
http://www.healthyohioprogram.org/~/media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx


Ohio’s Return to Play Law: Frequently Asked Questions -
http://www.healthyohioprogram.org/~/media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Frequently%20Asked%20Questions%20Updated%202013.ashx

Ohio’s Return to Play Law: What Coaches and Referees Need to Know -
Ohio’s Return to Play Law: What Parent/Guardians Need to Know -

ADDITIONAL CONCUSSION RESOURCES
Ohio Department of Health, Violence and Injury Prevention Program - Sports/Recreation Traumatic Brain Injuries -
http://www.healthyohioprogram.org/vipp/child/tbi.aspx

CDC Heads Up: Concussion in Youth Sports

Nationwide Children’s Hospital – Concussion Information Toolkit - http://www.nationwidechildrens.org/concussion-toolkit

CDC Materials on Returning to School for Parents, School Nurses and Educators -
http://www.cdc.gov/concussion/HeadsUp/schools.html

Ohio Legislative Service Commissioner HB 143 Bill Analysis - http://www.lsc.state.oh.us/analyses129/12-hb143-129.pdf

Brain Injury Association of Ohio – www.biaoh.org
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 to Andrea Heiberger at the OHSAA within 48 hours.
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.

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.
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 personnel 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.

- **In football, if schools decide NOT to play a contest, it becomes an open date for both.** If one school desires to play but the other does not, there are no forfeits involved. Again, it would become an open date for both schools. However, schools do have the option to reschedule contests, and OHSAA regulations do permit schools to play more than one contest per week. There also are no OHSAA regulations that prohibit games from being played on Sundays. The same concepts apply to all other OHSAA sports.

- **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: (ACSM’s Guidelines for the Team Physician, 1991)

  Below 64 - Unlimited activity
  65-72 - Moderate risk
  74-82 - High Risk
  82 plus - Very high risk
One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

- **Under 60°F**: Safe but always observe athletes
- **61-65°F**: Observe players carefully
- **66-70°F**: Caution
- **71-75°F**: Shorter practice sessions and more frequent water and rest breaks
- **75+°F**: Danger level and extreme caution

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.**