

# **Athletic Directors Manual 2010 Football**



Ohio High School Athletic Association  
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# From the desk of Henry Zaborniak...

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6/15/2010

2010 Football

To: High School Athletic Directors & Principals of 7<sup>th</sup>-8<sup>th</sup> Grade Football Schools,

I realize that most of you have just finished an exhausting, and hopefully rewarding year. We have prepared a "Reader's Digest" version of the football information that is sent to coaches and officials. I understand how full your plate is, therefore I have attempted to give you only that information which will help you succeed. If you desire to see the information sent to your coach in a separate mailing, go to <http://www.ohsaa.org/sports/ft/boys/default.asp> and go to the bottom of the page under "2010 Football Information". Click on "2010 Football Preseason Manual" in order to download the entire manual. The manual includes information important to the conduct of OHSAA interscholastic football. Please review these important items with the appropriate staff members.

May the ball bounce right!

This mailing should include:

Athletic Directors Football Manual

Weight Charts

## Quick Highlights

1. Concussion Rule Revised (3-5-10b): This change stipulates that any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game. In addition, clearance to return to play must be issued by an appropriate health care professional. A health care professional in Ohio is: 1) MD or DO; 2) Athletic Trainer Licensed.
2. Concussion Recognition and Management: Adolescent athletes are particularly vulnerable to the effects of concussion. A Concussion is a brain injury that disrupts normal brain function. Most concussed athletes do not lose consciousness. Common symptoms include headache, fogginess, difficulty concentrating, confusion, nausea, poor balance, mood changes and thought/thinking difficulty.  
Refer your coaches, parents and athletes to the OHSAA website for concussion information.
3. Heat Illness and Hydration: Since 1995, 31 high school football players have died from heat-related causes. This tragic figure includes three high school athletes who died in 2009. The vast majority of heat-related deaths are preventable. Following are suggested steps to be taken by coaches and administrators:
  1. Meet with local Emergency Medical Services personnel and develop an Emergency Action Plan which accounts for all practices and game venues in the event of a medical emergency.
  2. Strict adherence to the five day acclimatization period at the beginning of football season.
  3. Educate coaches and athletes on the signs and symptoms of heat-related illness.

4. Rest periods during practice and free access to water are necessary.
5. Alter the length, intensity or type of practice in the event of extreme heat or humidity, or a high heat index. Practices should be scheduled at times during the day that minimize exposure to heat and humidity.

As a reminder, coaches must require athletes to weigh in and out of each “two-a-day” practice. Weigh charts and instructions are enclosed.

4. Team Uniforms: Beginning in 2012 players of the visiting team must wear white jerseys and players of the home team must wear dark jerseys.
5. Playing Fields: Playing fields should be marked in accordance with NFHS rules (diagram enclosed).
6. State rules meetings may be attended online this year.

### **Officiating Topics**

1. There are 3400 OHSAA football officials. Here are some quick stats:
  - Average age - 50
  - 80% have some college
  - 50% are college grads
  - 64% officiate only one sport
  - Top reasons to officiate
    - 77% Enthusiasm for sports
    - 66% Values taught to athletes through participation
    - 63% Challenging and exciting
    - 36% Extra income
  - Top Concerns for Officials
    - 58% Politics
    - 49% Job conflicts
    - 47% Spouse/ family conflicts
    - 37% Travel
  - Most Negative Aspects
    - Poor fan behavior
    - Feeling unappreciated

We can use your help in keeping good people in the officiating business. Please have someone in authority- you, your principal or superintendent- stop by before or after the game and thank the officials for their services. Secondly, provide refreshments- even a simple bottle of water- at half-time and after the game. When you do these two gestures you are showing appreciation.

2. To improve football officiating training, education and consistency, the OHSAA has employed a Director of Officiating Development-Football. Dr. Bruce Maurer, retired NFL official and current associate director of recreation and intramurals at The Ohio State University will fill this part time position. To learn more about the Directors of Officiating Development visit the OHSAA website.

3. Officials are required to obtain an OHSAA permit. The permit costs an official \$50 for the first sport and \$22 for each additional sport. Permit fees generate over \$1 million. Officiating related expenses (not including tournament game fees) are paid entirely from these fees. Officials are enrolled in an insurance program that includes a \$1 million liability policy, an accidental medical policy of \$50,000, and a \$7,500 accidental death policy. An OHSAA official also receives a membership in the NFHS Officials Association which provides training and education benefits. Of course all officials annually receive rules, case, mechanics books and other print material.

## OHSAA Finances

The OHSAA has an annual operating budget of just over \$12 million. The five week football tournament generates between \$4.2- \$4.8 million. Boys' basketball generates \$2.3 million and the next highest revenue producing tournament is wrestling at just under \$700,000. The OHSAA collects no fees from member schools. So where does the money go? Tournament expenses account for more than 50% of all OHSAA expenses. Items such as facility rental, ticket bonuses, tournament personnel all fall into this category. Insurance costs, including catastrophe insurance for athletes, eat up another 10%. OHSAA staff salaries and benefits come in at a little less than 20% of the annual budget. The remainder of the budget is made up of everything from printing and postage to professional fees. Every attempt is made to be good stewards with every dollar earned.

As you can see, the OHSAA football tournament is vital in supporting our 24 state championships.

## Points of Emphasis

### Online Information

The OHSSA is promoting the use of its website and myOHSAA. Through the website and myOHSAA, officials and coaches are able to find tournament regulations, general sports regulations, state rules meetings, local association meetings and directories of schools and officials. Listed below are directions on how locate the information through our website:

**Tournament Regulations-** Tournament regulations are available at [www.ohsaa.org](http://www.ohsaa.org) On the web site, under "Sports &Tournaments" select football. The tournament regulations are listed under "Tournament Information" on the left side.

**OHSAA General Sports Regulations-** General Sports Regulations are available at [www.ohsaa.org](http://www.ohsaa.org) Under "Sports & Tournaments" select football. The General Sports Regulation are listed under 2010 Football Info on the left side.

**OHSAA Local Association Meetings-** OHSAA Local Association Meetings are available at [www.ohsaa.org](http://www.ohsaa.org) Under "Officiating" select Local/State Rules Meetings. Select Local Rules Meetings on the left side, sport: football.

**OHSAA State Rules Interpretation Meetings-** OHSAA Rules Interpretation Meetings are available at [www.ohsaa.org](http://www.ohsaa.org) Under "Sports & Tournament" select football. Select State Rules Interpretation Meetings.

**Football Results-** Game results must be posted on myOHSAA by 9:00 a.m. on the Monday following the game. Failure to comply may result in a \$150 fine. See the OHSAA Tournament Regulations for additional information.

## **Coach Ejection**

Any coach disqualified (ejected) for unsportsmanlike conduct will face the following penalty:

1. Ineligible to coach or participate in all games at all levels of play until he/she sits out one game at the level ejected.
2. Pays a \$100 fine within 10 days of the ejection.
3. Complete the NFHS "Teaching and Modeling Behavior" online class within 30 days of ejection.

\* The Principal or Athletic Director are required to respond.

## **First Friday**

The Ohio High School Football Coaches Association and the OHSAA Foundation have partnered to present "First Friday – Tackling Prostate Cancer One Play at a Time". For this campaign to be a success we need your support. More information will follow regarding this cancer awareness campaign.

## 2010 FOOTBALL CALENDAR

June 1 - July 31	Coaching Contact - 10 days 7 on 7 non-contact permitted Uniform and Equipment may be distributed prior to first day of practice
August 2 & 3	First Day of Coaching & Practice - "Two a days" Helmets, Shoes, Shorts - No Contact
August 4 & 5	Helmets, Shoulder Pads, Shoes, Shorts - No Contact
August 6	Full Equipment - No Contact
August 7	First Day of Contact Practice
August 8 & 15	Mandatory Day Off
August 10	First High School Scrimmage Permitted * Note - Maximum length is - 3 hours for 9-12 <sup>th</sup> grades
August 12	First 7 <sup>th</sup> -8 <sup>th</sup> Grade Scrimmage Permitted (after 10 days of practice) * Note- Maximum length is - 2 hours for 7-8 <sup>th</sup> grades
August 21	Final High School Preseason Contest Permitted * Note - Scrimmage or Preview or Jamboree
August 23 (Mon)	Regular Season Begins

Note 1 – 7-8<sup>th</sup> grade teams may have ONE scrimmage this year. 7-8<sup>th</sup> grade teams may play EIGHT regular season games.

Note 2 – High school teams are permitted a third preseason contest. The third contest must be a Jamboree. Please review the enclosed information and application. Please consider hosting or playing in a Jamboree.

## ADDITIONAL REGULATIONS

## **1. Coach Certification**

- A. In order to coach an interscholastic football team – whether as a volunteer or paid coach – every coach must complete CPR and sports medicine certification.
- B. Every coach must be appointed by the school board of education or similar governing body.
- C. Every coach must have a valid Pupil Activities Supervisor Validation (ODE)
- D. All coaches must complete the NFHS Coaching Education class prior to obtaining their next Activities Validation certificate.

## **2. Conduct of Practice and 2010 Schedule**

- A. Practice sessions may begin August 2, 2010.
- B. Weight Charts are strongly suggested to be used. Every player shall weigh in before and after each summer practice session. A trainer, manager or other responsible person should be designated to oversee the weigh-ins. The OHSAA has included weight charts for you to pass onto your coaches for use.
- C. Five days of acclimatization are required of all football players. Acclimatization simply means getting used to (acclimate) to the temperature and humidity during physical activity. During the first two days of practice (August 2 & 3) players may wear shirts, shorts, helmets and shoes. Pads are prohibited as well as contact drills. On the third and fourth practice days shoulder pads may also be worn. Sundays, August 8 and 15 are Mandatory Days OFF. Full pads may be worn on August 6, but contact continues to be prohibited. Contact may occur on August 7.
- D. Practice sessions should be revised when environmental conditions – heat index – warrant. High heat and humidity should alert coaches to health concerns of their athletes. When the temperature – humidity factor, commonly referred to as the heat index, is elevated revision in practice sessions shall occur. Such revisions could include: Shortening practice sessions; holding practices in the morning or evening; altering the amount of equipment worn; reducing the intensity of practice sessions. (See item 5)
- E. 7<sup>th</sup> & 8<sup>th</sup> grade teams may begin practice on August 2 and follow the same schedule as the high school. Whenever 7<sup>th</sup> & 8<sup>th</sup> grade teams begin, they must follow an acclimatization program at least as vigorous as the high school.
- F. 7<sup>th</sup> & 8<sup>th</sup> grade teams are permitted one scrimmage after completing 10 days of practice.
- G. The first 7<sup>th</sup> & 8<sup>th</sup> grade game may be held after 15 days of practice.



# Football Governing Policies

## 1. OHSAA General Regulations

- A. Following are selected General and Football Specific Sports Regulations. You may find a complete set of OHSAA sports regulations at [www.ohsaa.org](http://www.ohsaa.org) or in the OHSAA Handbook.

## 2. Game Ball

- A. Regular Season – Each team shall provide one or more new or nearly new legal football(s) for use during the game. Ideally, varsity officials should be provided the game ball(s) one hour before the kickoff. Junior and Senior high school teams are encouraged to use Wilson products.
- B. OHSAA Tournament – The official football of the OHSAA tournament is the Wilson GST. Each team shall provide at least three new or nearly new Wilson footballs (any model) for use during the game. Note: The penalty for a team that uses a football other than a Wilson in tournament play is the forfeiture of all expense reimbursement and ticket bonus, but not to exceed \$5,000.

## 3. Pre-game & Half-Time

- A. The Host school management shall work with home and visiting bands, head coaches and officials to coordinate pre-game and half-time warm-ups. The mid-field area (45-45) should be clear 20 minutes prior to kick off in order to conduct the coin toss.
- B. Half-time intermission for varsity games shall be 20 minutes. An additional three minutes shall be put on the game clock at the conclusion of the 20 minute half-time intermission. Teams must be in the stadium for the mandatory three minute warm-ups.
  - \*Lower level games will have a 10 minute half time followed by a three minute warm-up period.
- C. Officials shall notify each head coach when the teams must leave the locker rooms.
- D. When both teams refuse to enter the field first, the home team must be the first to enter.  
**Note: Half-time intermission may be shortened at any level of play by mutual agreement of the competing coaches.**

## 4. Bands

- A. It shall be the responsibility of the host school's Athletic Director to notify the visiting school's Athletic Director whether the visiting school's band will be permitted at its homecoming.
- B. The half-time intermission shall be limited to 20-minutes. The clock will start immediately when both teams and the game officials clear the field. At the conclusion of 20-minutes, a three-minute warm-up period is required for both teams and will be timed on the game clock.
- C. If the bands of both competing schools are to perform at half-time, no more than 9-minutes shall be allotted to the host schools band for its performance and no more than 9-minutes shall be allotted for the visiting schools band performance.
- D. A full band is not permitted to play through amplified microphones during the football game.

- E. Bands shall assemble and stay outside the field of play and end zone until the first half has been completed before coming onto these areas. The same shall be repeated at the end of the game.
- F. The home team's band shall not be seated behind the visiting team's restraining area which is commonly referred to as the 25 to 25 yard lines.
- G. Bands shall not play music at football games while the ball is in play, or while signals are being called by the quarterback. This means that it is not permissible to use either:
  - 1. Drum roll or beat
  - 2. Cymbals clashing
  - 3. Horn sounds, or
  - 4. Any other kind of musical instrument while the play is underway in football.
- H. Roving bands shall be allowed to participate at the discretion of the host Athletic Director. However, such bands shall not perform while the ball is in play or while signals are being called by the quarterback.  
Also, the roving band shall not perform behind the visiting team's bench area. If a roving band is found in violation of this agreement, that band shall be suspended from roving the remainder of that season at any football games.

**5. School Administrator at Varsity Football Games**

OHSAA Bylaw 3-2-1 requires a school representative (administrator) in addition to the coaches to be present during every varsity football game and remain throughout the entire contest. The visiting administrator in attendance shall introduce him/herself to the home management, upon arrival so that if necessary he/she can be contacted to assist with game management



## APPENDIX A

### (1)

#### **OHSAA INCLEMENT WEATHER POLICY**

Coaches, certified athletic trainers, athletes, game officials and administrators must be aware of potential inclement weather and the signs which indicate thunderstorm development. Every year there are several deaths due to lightning strikes. Last year there were a number of athletes in the United States killed by lightning. There are specific guidelines on handling contests during lightning disturbances. It is recommended that similar guidelines be followed for practices. Whenever lightning is seen or thunder heard, the contest shall be suspended. Individuals should move to a safe area until the storm has moved away.

Weather can be monitored using methods including:

\* **Local Weather Forecasts** -- Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the competition and by scanning the sky for signs of potential thunderstorm activity.

\* **National Weather Service** -- Weather can be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

### (2)

#### **WHO DOES WHAT?**

Host game administration is always primarily responsible for the welfare and safety of spectators as well as participants, coaches, and officials. Once game officials assume authority for the contest, they **share** responsibility for recognizing inclement weather and reacting to it. If game officials fail to recognize inclement weather, home management is authorized to direct the officials to suspend the contest.

Officials assume authority for a football game when they arrive on the field. For most varsity contests, officials will arrive on the field 30 minutes prior to the kick off. Their authority extends through all playing time and intermissions and until they leave the field area at the conclusion of the game.

When the officials recognize inclement weather they are duty bound to suspend the game. Furthermore, they (specifically the referee) are prohibited from restarting the game until 30 minutes after the last lightning flash has been observed or thunder heard. When a game is suspended, host management and the visiting school administration should meet with the referee. It is the responsibility of the opposing school administrators to cooperatively determine if, after an extended suspension, the game should be restarted that day/night. If it is determined the game cannot be restarted then those administrators shall determine if or when the game will be completed. All football games must be played to conclusion unless the opposing schools' (administrators) agree to end the game with the existing score. Please review the OHSAA suggested policy on curfew.

Prior to the officials assuming authority, it is the sole responsibility of host management to recognize inclement weather and move teams to safety.

## APPENDIX B

### GUIDELINES FOR FOOTBALL PUBLIC ADDRESS ANNOUNCERS

#### A.) GENERAL GUIDELINES AND SUGGESTIONS

1. Speak slowly, clearly, and distinctly at all times.
2. Be professional and unbiased. The P.A. announcer can play a major role in ensuring sportsmanship. If he or she has been “hot-dogging it” over the P.A., spectators will pay no attention to special announcements attempting to keep things under control.
3. Say only what is necessary.
4. Do not panic on public service or emergency announcements—they need to be easily understood. Take time to organize the announcement so that there will be no confusion or misunderstanding about it; do not take a chance at miss communicating improper information (another four or five seconds before it is made will not make a difference).
5. Make only those announcements that are necessary.
6. Be organized: prepare all special announcements and promotions so that they may be easily made during time-outs, quarter changes, etc.
7. Do not attempt to do play-by-play.
8. Do not editorialize about or comment on any aspect of the game. This includes not making comments about the officials’ calls, the quality of play or plays called by the coaches, or trying to make jokes about car lights being left on, etc.
9. Always check equipment to be sure it operates properly.
10. YOU ARE NOT THE ENTERTAINMENT – The spectators came to watch the game, to support the cheerleaders, and to hear the band—not to listen to you!

#### B.) SPECIFIC APPLICATIONS OF GUIDELINES – PRE-GAME:

1. Line-up Sheets:
  - a.) use special forms
  - b.) try not to bother head coach; work with assistant coach
  - c.) call or use FAX when appropriate (e.g., playoff games)
  - d.) make use of your spotter: get line-ups (“Visitors”); name pronunciations
2. Band Pre-Game Show:
  - a.) synchronize with Home Band Director
  - b.) special (separate) announcements
  - c.) National Anthem: who directs, etc. (league policy?)
3. Toss of the Coin
  - a.) spotter’s assignment
  - b.) know Officials’ signals (e.g., defer until second half)
4. Starting Lineups:
  - a.) ask Visitor’s coach his preference
  - b.) suggestion: Kick team: Defense; Receive Team: Offense
  - c.) coach not sure of who starts: announce both as “alternating”
5. Introduction of Officials – as per the “card” they send to the press box.
6. Special Game Announcements:
  - a.) prepare ahead of time: proofread and/or rewrite
  - b.) do only what is necessary or appropriate; clear with Athletic Director ahead of time

C.) SPECIFIC APPLICATIONS OF GUIDELINES – GAME ITSELF:

1. Offense – announce:
  - a.) ball carrier only, or...
  - b.) passer and intended receiver
2. Defense – announce:
  - a.) tacklers
  - b.) as many as possible (two or three for sure)
3. Specialty Teams – announce:
  - a.) Punt: punter and deep receiver(s)
  - b.) Kickoff: kicker and deep receiver(s)
  - c.) PAT/FG: kicker, holder, (and long center)
4. Penalties:
  - a. wait for the second – not the “preliminary indication” – signal from the Referee
  - b. make use of the signals chart to cross reference the Referee’s signal
  - c. announce only: the school, the violation, the yardage, and loss of down (if applicable)
5. Special Concerns
  - a.) give both first and last names of athletes
  - b.) work closely with scoreboard operator (e.g., yardage to go)
  - c.) no editorial comments
  - d.) no attempts at humor
  - e.) apply general guidelines (from above)
  - f.) if possible, do not announce during the offensive huddle
  - g.) do not announce during the quarterback’s snap call

D. SPECIFIC APPLICATIONS OF GUIDELINES – POST-GAME:

1. Appropriate “wrap-up”:
  - a.) no editorializing about the game
  - b.) don’t “rub it in”
2. Reminder of schedule (upcoming games)
3. “Drive Safely” promotion

APPENDIX C

**FOOTBALL**

**PRE-GAME PUBLIC ADDRESS ANNOUNCEMENT**

**WELCOME AND OPENING REMARKS**

**The Board of Education, Superintendent, Principal and Athletic Council of the**

\_\_\_\_\_ **High School extend to each of you a cordial welcome. We are pleased that you are here (today) (tonight).**

**The \_\_\_\_\_ High School and the**

\_\_\_\_\_ **High School are members of the Ohio High School Athletic Association and abide by high standards of conduct, competition and relations with member schools.**

**The athletes in this game are friendly rivals. While play may be fierce, all in attendance (today) (tonight) are reminded that this is a game between youngsters and that sporting behavior is expected.**

**The officials assigned to this game have been selected and assigned according to the procedures adopted by the (Ohio High School Athletic Association) \_\_\_\_\_ (League) (Conference).**

**The officials are:**

**Referee** \_\_\_\_\_

**Umpire** \_\_\_\_\_

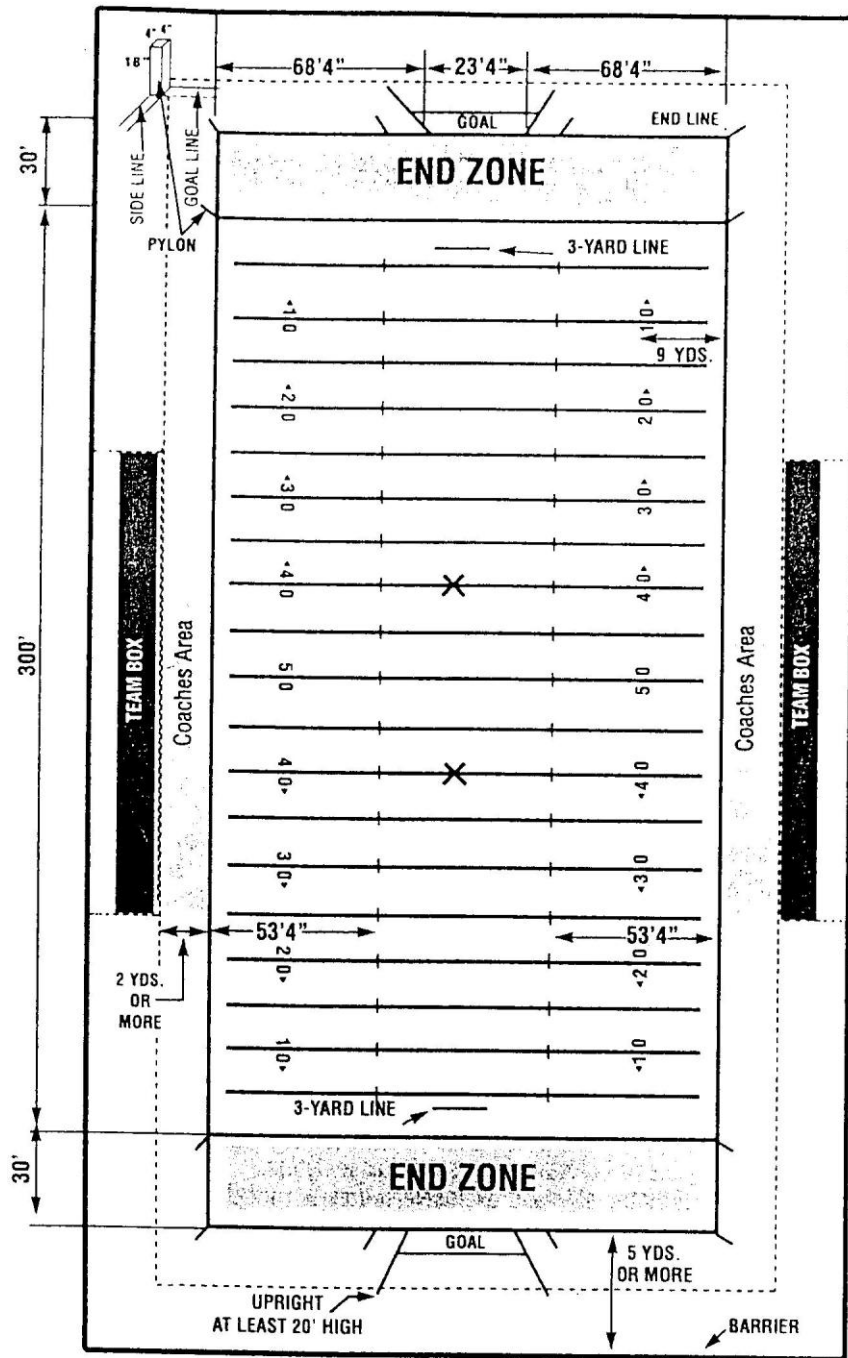
**Linesman** \_\_\_\_\_

**Line Judge** \_\_\_\_\_

**Back Judge** \_\_\_\_\_

**And now the introduction of the players for each team.**

APPENDIX D





OHIO HIGH SCHOOL ATHLETIC ASSOCIATION  
4080 Roselea Place, Columbus, OH 43214  
Telephone: 614/267-2502  
Fax: 614/267-1677  
Web site: [www.ohsaa.org](http://www.ohsaa.org)

To: Directors, High School Marching Bands  
From: Henry Zaborniak, OHSAA Assistant Commissioner  
Date: 6/15/2010  
Re: Upcoming Football/Marching Band Season  
CC: Athletic Directors

Many of you are already preparing for the upcoming school year; you are planning band camp, summer practices and performances. We hope that you will find some time to enjoy your family and “recharge” your batteries. I hope this memo and the information about marching band as related to football games will be helpful.

The marching band is an exciting and important part of the high school experience. High school football teams and marching bands go together like peanut butter and jelly.☺ No one that thinks about the Friday night experience can do so without appreciating the excitement and entertainment generated by the marching band.

Several seasons ago, game management regulations were adopted by the OHSAA Board of Controls. A complete copy of the regulations can be found on the OHSAA website. Go to [www.ohsaa.org](http://www.ohsaa.org) Under “Sports &Tournaments” select football. The General Sports Regulations are listed under “Football Info” on the left side of the screen. The portion of the regulations specific for marching bands is below. Your cooperation in adhering to them is appreciated. Be aware that schools may be penalized for intentional disregard of any football or general management regulations.

Best wishes for a great 2010 Marching Band season!

➤ **Bands**

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- C. If the bands of both competing schools are to perform at half-time, no more than 9-minutes shall be allotted to the host schools band for its performance and no more than 9-minutes shall be allotted for the visiting schools band performance.



- D. A full band is not permitted to play through amplified microphones during the football game.
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