

2012 Football Manual



For Coaches & Athletic Administrators



Ohio High School Athletic Association

4080 Roselea Place

Columbus, Ohio 43214

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From Assistant Commissioner Henry Zaborniak

6/18/2012

2012 Football Information

The OHSAA Football Manual is published as an addendum to the OHSAA Football Regulations. Enclosed in your mailing you will find an OHSAA football manual and NFHS rules materials. Please take time to review this information. The health and safety of each student-athlete will be enhanced if coaches, officials, and administrators work cooperatively.

Challenging times are with us. School budgets are stretched to the limit. Superintendents and School Boards are under tremendous public pressure. It is easy for them to view interscholastic sports programs as an activity to cut. We need to clearly spell out the importance of education-based sports in the lives of our student-athletes and for the well-being of our school communities. Coaches, athletic administrators and sports officials must speak out on the values learned and lived through athletic participation. Students involved in education-based athletics have higher grade point averages than their non-engaged peers. Student-athletes have healthier lifestyles and they are better citizens.

Education-based athletics allow students to learn and practice values such as sportsmanship, community involvement, teamwork, hard work and integrity. Our business is about helping student-athletes to prepare for life. Interscholastic football is not about preparing kids to play “at the next level”. All but a few of the 76,000 Ohio students that play interscholastic football will play their final game as a high school senior. Only about 3% of seniors will play beyond high school!

As coaches, you have the opportunity to sculpt young people into being tomorrow’s great Americans. You have to tell the stories of why football – and all education based activities - are important for young people and important to the life of our country. If you don’t speak for kids, who will?

Remember that participation in interscholastic football is one of the most exciting experiences in a young person’s life! Coaches and athletic administrators are role models for these young men. Through interscholastic football participation student-athletes can learn that “every moment is a chance for greatness.”

All OHSAA Football related information can be found at www.ohsaa.org/sports/ft/boys/default.asp.

REQUIRED MEETING ATTENDANCE

Each Head Football Coach or one of his assistants is required to attend a state rules interpretation meeting. The state meeting may be attended online at www.ohsaa.org Under "Sports & Tournament" select football. Select State Rules Interpretation Meetings. There is no fee for any meeting (drive in or online) prior to August 15. From August 20 to 24, a make-up meeting will cost \$50. After August 24, special permission to make up a meeting must be requested. When a coach fails to attend a state meeting, that team is ineligible for state tournaments.

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- To receive credit for the drive in meeting a person must arrive on time and stay until the conclusion. In order to take advantage of the free online option, the individual will need to complete the entire meeting and the registration protocol.

To participate in the online meeting go to

www.ohsaa.org/sports/ft/boys/default.asp beginning July 30.

Seventh and eighth grade coaches are also invited to participate in a state rules meeting.

ADMINISTRATIVE INFORMATION

1. Coach Certification

In order to coach an interscholastic football team – whether as a volunteer or paid coach – every coach must:

- A. Be appointed by the school board of education or similar governing body.
- B. Every coach must have a valid (ODE) Pupil Activities Supervisor Validation which includes the NFHS “Fundamentals of Coaching” class. Completion of the course is a one time requirement and can be accessed on the OHSAA website by clicking on the “Coach Education” logo.
- C. The OHSAA will conduct random audits of schools and coaches. When a school allows a non-ODE certified coach on the field it will be fined \$250 per occurrence. The coach may also be fined \$250.

2. Coach in Charge

During every interscholastic football practice a coach is required to be present for the entire session. Coaches are reminded that in addition to teaching proper football technique, player health and hygiene must be a concern.

3. Conduct of Practice Sessions

- A. Practice may begin July 30, 2012 (August 5, 2013)
- B. All schools must respect a five-day acclimation period during the first five days of practice. All athletes joining the team prior to September 25th must participate in a five-day acclimation period prior to any contact drills. There must be an adequate recovery period between practice sessions.
- C. During practices within the acclimation period, players may wear helmets only on the first two days. On days three and four, helmets and shoulder pads are allowed. From day five onward, full pads are allowed. Prior to the sixth day of practice no full contact is permitted. During the first five days of practice, athletes may engage in conditioning, speed, strength, agility drills and may use “dummies” for drills and walk throughs.
- D. Sundays, August 5, 12 and 19 are mandatory days off.
- E. Any practice or workout including two or more school teams or partial teams is a scrimmage.
- F. Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken at the site.
- G. The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling

psychrometer that calculates the Heat Index, that number may be used to apply to the table.

- H. If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.
- I. Using the following scale on page 4, activity should be altered and/or eliminated based on this Heat Index as determined.

Under 95 degrees Heat Index	<ul style="list-style-type: none"> ➤ Water should always be available and athletes should be able to take in as much water as they desire. ➤ Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group ➤ Have towels with ice for cooling of athletes as needed ➤ Watch/monitor athletes carefully for necessary action. ➤ Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.
95 degrees to 99 degrees Heat Index	<ul style="list-style-type: none"> ➤ Water should always be available and athletes should be able to take in as much water as they desire. ➤ Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group ➤ Have towels with ice for cooling of athletes as needed ➤ Watch/monitor athletes carefully for necessary action. ➤ Helmets and other equipment should be removed when athlete not directly involved with competition, drill or practice and it is not otherwise required by rule. ❖ Reduce time of outside activity. Consider postponing practice to later in the day. ❖ Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index
100 degrees (above 99 degrees) to 104 degrees Heat Index	<ul style="list-style-type: none"> ➤ Water should always be available and athletes should be able to take in as much water as they desire. ➤ Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group ➤ Have towels with ice for cooling of athletes as needed ➤ Watch/monitor athletes carefully for necessary action. ➤ Alter uniform by removing items if possible and permissible by rules ➤ Allow for changes to dry t-shirts and shorts by athletes at defined intervals. ➤ Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. ➤ Postpone practice to later in day. ➤ If helmets or other protective requirement are required to be worn by rule or normal practice, suspend practice or competition immediately ❖ Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.
Above 104 degrees Heat Index	<ul style="list-style-type: none"> ➤ Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

J. This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity.

4. **7-8th Grade**

- A. 7th & 8th grade teams may begin practice and follow the same schedule as the high school. Whenever 7th & 8th grade teams begin, they must follow an acclimatization schedule at least as vigorous as the high school.
- B. 7th & 8th grade teams are permitted to scrimmage after completing 10 days of practice.
- C. The first 7th & 8th grade game may be held after 15 days of practice.
- D. Football players in the 7-8th grade may not practice with, participate on the same team with, or compete against 9th – 12th grade football players.
- E. Students below the 7th grade may not practice with or participate with 7th – 12th grade students.
- F. Games will consist of four eight-minute quarters. A 10 minute half time intermission with a three minute warm-up will be utilized.
- G. 7-8th grade teams may play a maximum of 8 games and one scrimmage OR a maximum of 7 games and two scrimmages. Athletes are limited to either 28 or 32 quarters in a season.
- H. In games involving players below the ninth grade, teams will not free kick. In place of a free kick, the receiving team will put the ball in play by a snap. The snap will be made at the yard line 25-yards in advance from what would be the kicking team's restraining line.

5. **Hydration**

- A. Athletes should be educated on hydration techniques. Athletes should drink 17-20 ounces of water or sports drink 2-3 hours before exercise and an additional 17-20 ounces 10-20 minutes prior to exercise.
- B. During practice athletes should be allowed unrestricted fluid replacement. A general guide is to drink 7-10 ounces of water/sports drink every 15 minutes. Water must be available during practice.
- C. After exercise athletes should drink 20-24 ounces of water/sports drink for each pound of weight lost and the re-hydration should occur within two hours of the completion of practice.

6. **Use of Weight Charts**

- A. Every player shall weigh in before and after each summer practice session. The OHSAA provides weight charts for this purpose. A trainer, manager or other responsible person should be designated to oversee the weigh-ins.

- B. During two-a-days, athletes should gain back at least 90% of the weight lost in the first practice before being allowed to participate in the second practice.
- C. Weight monitoring must begin with the first practice and may be discontinued when two a day practice sessions end and the regular season begins.

2012 FOOTBALL CALENDAR

June 1 - July 31	Coaching Contact - 10 days 7 on 7 non-contact games permitted Uniform and Equipment may be distributed prior to first day of practice
July 30	First Day of Coaching & Practice - "Two a days"
July 30 - 31	Helmets, Shoes, Shorts - No Contact
August 1 & 2	Helmets, Shoulder Pads, Shoes, Shorts - No Contact
August 3	Full Equipment – No Contact
August 4	First Day of Contact Practice
August 5, 12 & 19	Mandatory Days Off
August 7	First High School Scrimmage Permitted * Note - Maximum length is - 3 hours for 9-12 th grades
August 10	First 7 th -8 th Grade Scrimmage Permitted (after 10 days of practice) * Maximum length is - 2 hours for 7-8 th grades
August 18	Final High School Preseason Contest Permitted * Scrimmage, Preview or Jamboree
August 20 (Mon)	Regular Season Begins

Note 1 - 7th-8th grade teams may have ONE scrimmage and EIGHT regular season games or TWO scrimmages and SEVEN regular season games regular season games.

Note 2 – High School teams are permitted a third preseason contest. The third contest must be a Jamboree. Please review information and application found on the football homepage at www.ohsaa.org/sports/ft/boys/2012/JamboreeExplanation.pdf. Please consider hosting or playing in a Jamboree.

Note 3 – 7-8th grade players may participate in a maximum of four quarters per day and 32 quarters per season.

Note 3 – 9-12th grade players may participate in a maximum of four quarters per day and 50 quarters per season.

7. Concussion Management

You are reminded that when a player has been removed because the symptoms/signs of a concussion were present, the player can return to the contest **ONLY** with the written permission of a physician, osteopath or licensed athletic trainer.

Playing rule 3-5-10b regarding concussion has been modified in Ohio to read:

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared **with written authorization** by an appropriate health care professional.

In Ohio, an “appropriate health care professional” shall be a **physician**, (MD or DO) and an **athletic trainer, licensed**.

8. Sideline Safety

The sideline SHALL be clear of all players and coaches from the sideline to six feet outside the sideline. Please review rules 2-3-g and 10-8-3. As a practical application – when the center touches the ball, the restricted area will be clear. Officials are expected to enforce this rule. Coaches are reminded to appoint someone to assist the official in keeping the team back and the restricted area clear.

9. Coach Ejection

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

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 Principles of Coaching online class within 30 days of ejection.

10. Player Equipment

In 2010 there were too many instances when players, sometimes entire teams, wore illegal equipment. We did much better in 2011. The equipment rules are in place for a number of reasons: player safety, uniformity, sportsmanship. Here are some of the equipment violations that were reported: knees not covered by knee pads, players wearing “Live Strong” bands (jewelry), clear or white tooth/mouth guards, decorative sweatbands, colored or tinted eye shield. National playing rules require that knee pads COVER the knee. Playing rules prohibit wearing ANY and ALL jewelry with the exception of a medical alert item. Tooth and mouth protectors must be a color NOT white or clear. Sweatbands shall be worn within 3 inches of the base of the thumb. Eye shields must be clear (100% light transmission), but sunglasses or tinted glasses are permitted. Coaches certify prior to the game that players are legally equipped and will wear that equipment legally. A 15 yard unsporting conduct penalty is assessed to the coach when the official finds illegal equipment during the game.

POINTS OF EMPHASIS

1. Review pages 82-87 of the NFHS Football Rules Book for a thorough presentation of the nations points of emphasis.
2. The Ohio Points of Emphasis will be discussed in the state rules interpretation meeting.
3. **Medical Hardware** – Football players are not permitted to wear devices such as insulin pumps, heart monitoring equipment and/or therapeutic devices while participating in contests unless it is required by a physician. The medical necessity shall be specified in writing and signed by the prescribing physician. The device shall be padded and securely attached to the players body underneath the uniform. The Head Coach must present the letter to the Referee prior to the contest.
4. **Artificial Limbs** – A letter requesting OHSAA approval for wearing a prosthesis during competition must be submitted by school personnel. A photo showing the artificial limb while being worn is also required prior to the OHSAA decision. The OHSAA letter approving use of the limb shall be presented to the Umpire prior to the contest.

OFFICIATING INFORMATION

1. Dr. Bruce Maurer is the OHSAA Director of Football Officiating Development. Dr. Maurer is authorized to contact coaches and administrators when a situation or issue needs corrective action.
2. **Unsportsmanlike Player Conduct**
 - a. Officials will be instructed to notify the Head Coach when a player's behavior is approaching fouling status. We anticipate that coaches will utilize corrective measures so that fouls will not occur. In some situations officials will escort the player to the sideline and request the coach to replace the player until such time that the coach anticipates the player will behave appropriately.
 - b. Officials will receive additional training on what is and is not unsportsmanlike player behavior. This material will be discussed in our rules interpretation meetings and placed online so that coaches will be fully aware.

YOU NEED TO KNOW!

1. **Suspended Games, Eligibility and Forfeits**
 - A. If a football game is interrupted for any reason beyond the control of the responsible administrative authority, the contest shall be resumed from the point of interruption, unless the competing school administrators (or Head Coaches) in charge agree to terminate the game with the existing score.
 - B. Teams are expected to play all games not begun on the earliest potential makeup date. If a game is not played on the scheduled date and the schools are unable to agree to a

mutually convenient make-up date, the Commissioner's office will determine whether the date is treated as a "no-contest" or forfeiture, taking into consideration the reason for cancelling the scheduled contest and the reasonableness of the schools in the efforts to re-schedule the contest.

- C. Student eligibility is set forth in OHSAA Bylaw 4. A participating student must be eligible in all regards. An athletic contest in which a team is determined to have used an ineligible participant or committed other rules infractions must be forfeited. Forfeiture can occur only after a contest is started, completed or the contest official's jurisdiction has begun.

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. Use of a Wilson ball is strongly encouraged.
- 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 \$2,500.

5. **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.

*Non- varsity 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.

6. **Sample Time Schedule for Varsity games**

7:30 – Starting Time

7:10 – Coin Toss

7:14 – Field Cleared

7:15 – Band Pre-game

7:25 – Teams on Field

7:26 – National Anthem

7:29 – Final Huddle

7:30 – Kick Off

Whether this schedule is used or altered, the coin toss must occur at 20 minutes prior to kickoff.

Any change in starting times should be communicated with officials and visiting team prior to then arriving at the game site.

7. Length of Games

- A. Coaches and Officials shall cooperate in order to provide a smoothly conducted contest. The players deserve an opportunity to participate in as many plays as possible. Spectators and Game Management deserve a contest that doesn't drag along.
- B. Maximum length of quarters is as follows: Varsity – 12 minutes, JV – 12 minutes, Freshmen – 10 minutes, 7-8th - 8 minutes

8. Tied Games & Overtime

An overtime period is untimed play after a regulation game has ended with the score tied. During an overtime period each team has an opportunity for an offensive series of downs. However, an overtime period may include only one offensive series of downs if the defensive team scores a safety or touchdown. All varsity contests are required to play to a win. The overtime procedure shall be used in all varsity contests. It MAY be used in lower level contests if the coaches mutually agree to do so prior to the start of the game.

When the score is tied at the end of the fourth period, the referee will instruct both teams to return to their respective team boxes. There will be a three-minute intermission during which both teams may confer with their coaches. All game officials will assemble at the 50-yard line, review the overtime procedure, and discuss how penalties, if any, including any carry-over penalties from the regulation contest will be assessed to start the overtime procedure. At the end of the intermission, the linesman will go to the team on the side of the field where the line to gain equipment is located and the line judge will go to the other team. They will inform the coaches of any special penalty enforcements that apply.

At the coin toss in the center of the field the visiting team's captain shall be given the privilege of choosing "heads" or "tails" before the coin is tossed. The winner of the toss shall be given his choice of defense or offense first, or of designating the end of the field at which the ball will be put in play for this set of downs. The loser will have his choice of the other options. The referee will indicate the winner of the toss by placing a hand on his shoulder. To indicate which team will go on offense, the referee will have that captains face the goal toward which his team will advance and indicate this with the first-down signal. The other team captain will face the offensive captain with his back toward the goal he will defend.

Each team shall be permitted one time-out during each overtime period. The team scoring the greater number of points in the overtime shall be declared the winner. The final score shall be determined by totaling all points scored by each team during both regulation time and overtime periods.

To start the overtime, the offensive team shall put the ball in play, first and goal, on the defensive team's 20 yard line or succeeding spot if carry-over penalty has been administered anywhere between the hash marks. The first offensive team shall have a series of four downs. A new series of downs is awarded when a first down is made. If the line to gain is not made the ball turns over to the opponent for its attempt to score. If the team on offense scores a touchdown, it is entitled to the opportunity for a try unless the points would not affect the outcome of the game.

A field-goal attempt is permitted during any down.

If the defensive team gains possession, the ball becomes dead immediately and the offensive team's series of downs is ended.

After the first team on offense has completed its series of downs, the first team on defense will become the offensive team with the ball in its possession at the same 20-yard line anywhere between the hash marks. The same end of the field will be used for possessions by both teams during the two sets of downs to ensure equal game conditions and conserve time.

If the score remains tied after each team has been given an offensive opportunity in the period, then the procedure shall be repeated with other overtime periods until a game winner is determined. In this case, there shall be an intermission of two minutes. At the subsequent meeting of team captains, the loser of the overtime coin toss will be given first choice of the options. If additional overtime periods are required, then first options will be alternated with no coin toss.

If a safety is scored by the offensive team, the succeeding spot will be the 20-yard line in possession of the team that was on defense, provided the defensive team has not had its series of downs (the temporary overtime score is: Team A-2; Team B-0).

When the defensive team gains possession of the ball, the down and series immediately end for the offensive team.

The offensive team shall be awarded a new series of downs when any one of the following occurs:

- a. Penalty for defensive pass interference is accepted.
- b. The line to gain is reached.
- c. Offensive team recovers a scrimmage kick (field-goal attempt) between the goal lines after it has been touched first by the defensive team beyond the neutral zone.

- d. Defensive team is guilty of roughing the kicker, place-kick holder, snapper or passer.

The line to gain is established 10 yards in advance of the ball's foremost point when a new series of downs is awarded.

If the defensive team scores a safety or touchdown, the game is ended.

No try will be attempted if the winner of the game has been determined.

Post scrimmage kick enforcement is not applicable in this procedure.

9. Alcohol/Tobacco Policy

- A. School participants (coaches, players, trainers, managers, statisticians, scorekeepers, cheerleader, etc.) and contest officials in an athletic contest are prohibited from using any form of tobacco at the playing site of an interscholastic contest. Penalty for violation by school participants is disqualification from that contest. Violations by contest officials shall be reported to the OHSAA.
- B. 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.
- C. "School personnel" and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amount may have short-term or long-term negative health effects. In order to minimize health and safety risks to student-athletes, maintain ethical standard and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes." (Taken from the OHSAA Handbook)

10. Lightning Policy – See Appendix C

11. Field Markings, Field Mics, 25-Second Clocks & Field Clocks

Referee microphones and 25-second clocks are both permitted. OHSAA permission is not needed nor is mutual consent needed. Use of a referee microphone and a 25-second clock is a host school decision.

The use of electric clocks, including the 25-second clock, is considered official. The line/back judges will coordinate with the timers. The Referee shall use the microphone to assist in game management.

All football field markings should be in compliance with NFHS rules, however, playing rules permit high schools to play on a field marked for collegiate or professional football games.

Visible 25-second play clocks are not mandatory for high school football. Use of 25-second clocks is a home team management decision. Following are general guidelines for the use of these clocks.

- A. Placement: A visible 25-second play clock should be placed in EACH end zone, a safe distance off the end line and at a height so that players and officials may view them.
- B. Operator: The visible play clock operator shall meet with the game official (BJ) prior to the game. The operator shall start the play clock on the Referee's signal and reset the clock to 25 on the snap of the ball or when told to by the Referee's signal (upward hand push). The operator shall keep the play clock at zero (0) if it runs out prior to the snap. If the game clock is running with less than 25 seconds in a quarter, the 25-second play clocks should be turned off or not started. The 25-second play clocks shall operate by rule for PAT, kick-off and over-time plays.

12. Sideline Administration

- A. The restricted area for football players and coaches, 25-yard line to 25-yard line, shall be distinctly marked.
- B. **When the ball is live no one shall be within 6 feet of the sideline. When the snapper touches the ball the restricted area will be cleared. All players and coaches shall be in the team box.**
- C. The team box shall be located a minimum of 2 yards from the sideline from the 25-yard line to the 25-yard line and distinctly marked. The area in front of the team box is the restricted area. A non-player shall not be outside of the team box unless to become a player or return as a replaced player.
- D. A "get back" coach should be appointed to keep all team members, team attendants, and coaches in the team box.
- E. Failure to comply with restricted area rule (NFHS 9-8-3):
 - First Offense – Sideline Warning (Signal 15)
 - Second Offense – 5-yard foul (Signal 29)

Subsequent Offense(s) – 15-yard foul (Signal 27)

- F. Unintentional contact with an official in the restricted area is an immediate foul – 15 yards (see NFHS rule 9-4-8)

11. Pre-Game Warm-ups and Half-Time (Suggested for regular season Varsity games)

- A. Both football teams shall be required to be off the field 20 minutes before game time.
- B. Both football teams shall arrive on the field prior to the stated kickoff time. If necessary, the home team shall take the field first as instructed by the officials to prevent a delay in game.
- C. Administration of half-time activities shall be the responsibility of the host Athletic Director. 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.
- D. The field clock will start 30-minutes before the game time. It will run during the 20-minute half-time intermission and mandatory 3-minute warm-up period. All pre-game and half-time activities will be synchronized with the official game clock.
- E. At least one game official shall notify the team/coach (3-minute warnings) and escort that team to the field at the start of EACH half. (Recommend BJ – visiting team & LJ – home team).
- F. If both teams use a common exit area from the field of play – at the end of the first half – the crew should hold one team (normally the home team) until the other team has had time to clear the field.

12. 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.

13. Cheerleaders

- A. Mounts and pyramids are not permitted during OHSAA tournament contests. It is recommended that a similar policy be adopted by schools for regular season contests. Where no local policies exist it is recommended the policies in the Safety Manual of the American Association of Cheerleading Coaches and Advisors (AACCA) shall be followed by all cheerleading squads.
- B. A recommended maximum squad size of sixteen (16) cheerleaders and one (1) mascot (number permitted to cheer in OHSAA tournaments); excluding a dance line, shall be permitted for games.

14. Crowd Control and Protection of Visiting Teams and Officials

- A. Host schools must provide adequate security and protection for the visiting team, officials, and their vehicles immediately upon arrival on school grounds continuing through their departure.
 - 1st offense: private notification to the school. 2nd offense: public acknowledgement of school problem. 3rd offense: at the discretion of the Commissioner (or designee), a school fine up to \$1,000 and/or public acknowledgement of school problem.
- B. Schools will be held responsible for school sponsored student sections that attack or single out student-athletes. An institution not in compliance with this policy shall be subject to OHSAA review and action.
 - 1st offense: private notification to the school. 2nd offense: public acknowledgement of school problem. 3rd offense: at the discretion of the Commissioner (or designee),

termination of the school sponsored student group and/or public acknowledgement of school problem.

For all OHSAA competition, event management should adopt and enforce the following recommended policies:

- C. The use of electronic scoreboards to present videotaped game replays or electronic messages shall be permitted at those schools whose football stadiums are so equipped. Schools shall refrain from showing replays on video boards where an officiating call could be considered a substantial part of the play. Also, all noise emanating from a video or message board must stop prior to game action: An institution not in compliance with this policy shall be subject to OHSAA review and action. (OHSAA tournament – required).
1st offense: private notification to the school. 2nd offense: public acknowledgement of school problem. 3rd offense: at the discretion of the Commissioner (or designee), a school fine up to \$1,000 and/or public acknowledgement of school problem.
- D. The home school game management is responsible for enforcing recommended policies in this regard. The following items may not be brought into the arena by patrons:
Alcoholic beverages, bottles, cans, cups or containers, irritants (e.g., noisemakers) or strobe lights. In addition, the facility may have additional restrictions on items that can/cannot be brought into the arena. (OHSAA tournament – required)
- E. “Irritants” include such items as air horns, oversized flags, banners, or signs that may block the view of other patrons. The management administrators are responsible for determining whether a specific item in this category represents an “irritant” to other patrons and whether it should be prohibited. (OHSAA tournaments required).
- F. No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the OHSAA (home school management-regular season) including, but not limited to, handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities. (OHSAA tournament-required).
- G. Home management shall “police” the throwing of snowballs or missiles of any type, by spectators and others and discourage bands and cheerleaders, etc. from participating in unsporting conduct.
- H. Every school shall have in place an emergency action plan. The plan shall be reviewed annually and communicated to all necessary parties prior to contest.

15. Motion Pictures/Videotapes

- A. Motion pictures/videotapes shall not be taken for scouting purposes. This is understood to apply to any football game other than one in which the scout’s team is participating. Motion pictures/videotapes may be taken on behalf of either or both teams when they are competing.

- B. When Teams “A” and “B” are in competition, arrangements are made on behalf of Team “A”, for example, to record footage of the game and not for Team “B”. On request of Team “B”, Team “A” shall furnish to Team “B” a copy of all footage, namely, duplicate footage, at actual cost for the duplication to Team “A”.
- C. The Agreement in “B” shall apply in the event that both teams record footage, but if for some reason footage taken by one team or the other are lost or destroyed, the other team shall be duty bound, on proper request, to furnish immediately to the opposing team a copy of the footage.
- D. The home team will provide safe, adequate, and equivalent sideline and where possible, end zone videotaping locations for the visiting team with the safety of the video coordinators and their staff taking precedence.

16. 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.

17. Officials

- A. Football officials shall be appointed by mutual agreement of the competing schools. Officials shall be subject to rules and regulations governing their operations and working conditions as established by the OHSAA.
- B. A person shall not be appointed or retained as an official if the persons’ other employment or conditions might affect the efficiency or quality of the persons’ officiating. A person employed by, a booster of, or otherwise closely tied to a school, shall not be appointed as a varsity official.
- C. The host school shall provide a private meeting room or locker room for Varsity football officials 2 hours prior to the game.

18. Jerseys

The visiting team in football games shall wear white jerseys, and the home team shall wear dark jerseys. Rule 1-5-1-c.

Out of Season Coaching – What can I do?

There are four distinct coaching time frames which have specific things you can and cannot do. Period 1- During the Season. The season begins with the first day of practice. You may coach your team/players every single day until the season ends except for the first two Sundays of two-a-days. Period 2 – No contact. Beginning with the day after your last game and continuing for 28 days, you cannot have football related contact with any of your players

except for awards programs and returning equipment. Period 3 – After the no contact period and continuing until June 1 you may conduct non-mandatory workouts where speed, strength and agility drills can be utilized. You can also conduct “chalk talks”. You cannot conduct “football practice”. You are permitted to supervise “open field”, a concept similar to open gym which allows for free and unstructured non-contact football. Period 4 – June 1 through July 31 you have a maximum of 10 days to coach football. You can coach a 7 on 7 game as a day. You can conduct a multiple hour football camp that will count as a day. Any instruction or coaching by a head coach or a staff member counts as a day.

Ohio football players are not permitted to attend contact camps. Ohio players are not permitted to play out of season football – of any kind – except for 7 on 7 non-contact football ONLY during June and July.

Special Reports

FOOTBALL QUESTIONS & ANSWERS

Q. I have been asked to be a volunteer running backs coach at our Junior High School. Is it really necessary to obtain a Pupil Activities Validation Permit?

A. Yes. The Ohio Department of Education requires that every coach have a PAV Permit. You may phone 614-728-5004 to locate classes near you.

Q. My friend is the Head Coach. He said to just show up and not worry about the ODE requirements or school board. He said it only matters for Head Coaches.

A. Whoa! Bad advice for you and the school. All coaches must be approved by the Board of Education. All coaches must meet the Ohio Department of Education criteria. Failure to do so violates OHSAA Bylaws and results in even greater exposure to liability risks for you and the school.

Q. How can I check the heat – humidity factor or heat index and protect the health of our players?

A. Local TV news broadcasts often report the heat index for the day. You may also use a sling – psychrometer. Another readily available option is a digital psychrometer, which is an easy to use tool. Remember to adjust practices when the heat index climbs.

Q. Can I count some of my coaching contact days I use in July as five acclimatization days and go full contact when we start two-a-days?

A. No. Physicians and Athletic Trainers agree on the importance of the first five days of practice being used to acclimate players to the heat and humidity. Beginning July 30th players can practice two days with helmets, shoes and shorts. Days three and four are in helmets and shoulder pads. Day five can be in full uniform. Day six is the first contact day.

Q. One of our varsity soccer players wants to kick for the varsity football team on Friday nights. Should I make him (or her-there are schools that have girl kickers) practice with the football team?

A. Yes. Anyone joining the team prior to September 26 must participate in five acclimation days. One day must be in full football equipment. You should also instruct the player on proper blocking and tackling techniques. To allow an athlete to participate in a football game without proper instruction may be considered negligent.

Q. A college has contacted one of my players. He's been told he needs to attend that college's football camp so that he can be evaluated for a scholarship. Our player has asked to use our school's football equipment in order to participate in this contact camp. Should I let him use the equipment?

A. No! Do not allow him to use your equipment. More importantly, do not allow any player to attend a contact football camp. Ohio football players are only permitted to participate in non-contact camps and out-of-season play. No equipment other than helmets can be worn until the third day of scholastic football practice.

Q. Can members of our team play indoor – arena-style-football after the football season ends.

A. No. Kids can only play non-contact football during the June 1 – July 31 time frame.

Q. Can football players play “flag” or “touch” football in an organized setting in the spring?

A. No. Kids can play non-contact football, but only during the June 1 – July 31 time frame.

Q. Must a physician be in attendance at all our football games?

A. Certainly having a physician or trainer on-site and available for any football game is highly desirable. Likewise, it is desirable to have a squad of EMT's at games. There is no OHSAA requirement that physicians, trainers or EMT's (squad) be present at regular season football games.

Q. Can a student-athlete use summer school to become eligible in the fall?

A. Students cannot establish eligibility through summer school grades. Eligibility is established at the conclusion of the final grading period of the year for the first grading period of the following year. It may be permissible for a youngster to raise his GPA through a summer school. Check with your Principal.

Q. What is meant by non-contact football? What can we do in June and July?

A. A working definition of **contact** football is: Player to Player contact that is normal activity in the game or practicing of football (i.e., blocking, tackling, hitting). Therefore, such activity is not permissible in the period of time that allows non-contact football.

During June and July non-contact passing leagues and games are permitted. The use of padded equipment, such as hand-held dummies, would be permitted during drills and instruction. Players are prohibited from wearing football equipment except for a helmet and shoes.

Q. What is the definition of non-contact as it applies to football practice, especially the first five days of practice?

A. No person on person contact is permitted until day six of practice. Use of hand-held dummies, sleds and stand alone dummies is permissible.

Q. A freshman coach was ejected from the freshman game on Thursday. Can he help coach the varsity team on Friday night?

A. No. The freshman coach is ineligible to coach in any game until he sits out one freshman game.

Q. What is the penalty for a coach or coaches who exceed the 10 day coaching limit during June and July?

A. The penalty is at the discretion of the OHSAA Commissioner. Previous violations have resulted in coaching suspensions, reduction in future coaching contact days, probation for the football program and monetary fines. Intentionally violating OHSAA regulations may lead to denial of tournament participation.

Q. I am a junior high coach. I have a student that has reported for practice, but we're already in the sixth day. Does he have to go through acclimatization? Does he have to practice for 10 days before being allowed to participate in a scrimmage?

A. Yes to both questions. In addition, a youngster must practice 15 days before entry into a game.

APPENDIX A

REDUCING HEAD AND NECK INJURIES IN FOOTBALL

Frederick O. Mueller, Ph.D.

University of North Carolina

Chapel Hill, N.C. 27599

Head and neck injuries in football have been dramatically reduced since the late 1960's. Several suggestions for continued reduction are as follows:

1. Preseason physical exams for all participants. Identify during the physical exam those athletes with a history of previous head or neck injuries. If the physician has any questions about the athlete's readiness to participate the athlete should not be allowed to play.
2. A physician should be present at all games. If it is not possible for a physician to be present at all games and practice sessions, emergency measures must be provided. The total staff should be organized in that each person will know what to do in case of a head or neck injury in game or practice. Have a plan ready and have your staff prepared to implement that plan. Prevention of further injury is the main objective.
3. Athletes must be given proper conditioning exercises which will strengthen their necks so that participants will be able to hold their heads firmly erect when making contact. Strong neck muscles may help prevent neck injuries.
4. Coaches should drill the athletes in the proper execution of the fundamentals of football skills, particularly blocking and tackling. KEEP THE HEAD OUT OF FOOTBALL.
5. Coaches and officials should discourage the players from using their heads as battering rams. The rules prohibiting spearing should be enforced in practice and in games. The players should be taught to respect the helmet as a protective device and that the helmet should not be used as a weapon.
6. All coaches, physicians, and trainers should take special care to see that the players' equipment is properly fitted, particularly the helmet.
7. Strict enforcement of the rules of the game by both coaches and officials will help reduce serious injuries.
2. When a player has experienced or shown signs of head trauma (loss of consciousness, visual disturbances, headache, inability to walk correctly, obvious disorientation, memory loss) he should receive immediate medical attention and should not be allowed to return to practice or game without permission from the proper medical authorities.
3. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
4. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
5. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
6. Warn your athletes about the use of any products that contain ephedra. Ephedra has been associated with two heat stroke deaths in athletes. Ephedra speeds metabolism and increases body heat, constricts the blood vessels in the skin preventing the body from cooling itself, and by making the user feel more energetic it keeps him/her exercising longer when they should stop. Do not use ephedra or ephedra products.

APPENDIX B

HEAT STRESS AND ATHLETIC PARTICIPATION

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Early fall football, cross country, soccer and field hockey practice are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football most of the heat problems have been associated with football.

Under such conditions the athlete is subject to the following:

Heat Cramps- painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

Heat Syncope - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

Heat Exhaustion (Water Depletion) - excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

Heat Exhaustion (Salt Depletion) - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

Heat Stroke - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any of the other clinical signs. The individual is usually unconscious with a high body temperature and hot, dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended.

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **Physical Condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **Gradual Acclimation to Hot Weather Activities**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athlete at all times. It is recommended that a minimum of 10 minutes water break be scheduled for every half-hour of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**. Check and be sure athletes are drinking the

water. Cold water is preferable. Taking ample water before practice or games has also been found to aid performance in the heat.

5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER -- FLUID REPLACEMENT IS ESSENTIAL.**
6. 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 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.

APPENDIX C

(1)

INCLEMENT WEATHER POLICY (NFHS Football Rulebook page 97)

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. Over the last several years there were several athletes in the United States killed by lightning.

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

* **National Weather Service** -- Weather can 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.

When thunder is heard or a lightning bolt is seen, suspend play and take shelter immediately. Once play has been suspended, wait at least 30 minutes after the last thunder heard or lightning flash is witnessed prior to resuming play.

(2)

WHO DOES WHAT?

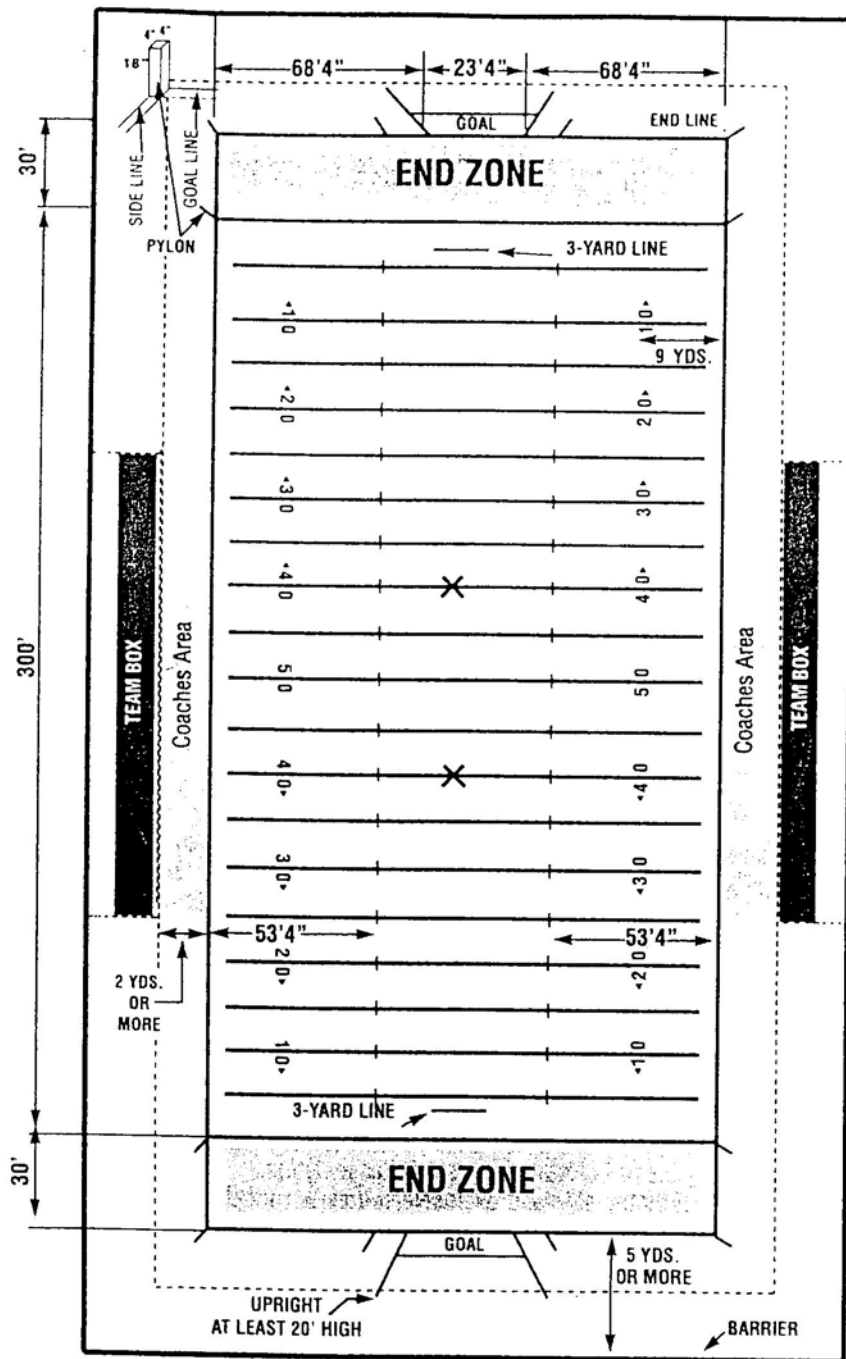
Host game administration is always primarily responsible for the welfare and safety of spectators as well as participants, coaches, and officials. Once game officials assume authority for the contest, they **share** responsibility for recognizing inclement weather and reacting to it. If game officials 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 or when game administration informs officials of inclement weather, the officials 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 has been seen or thunder heard. When a game is suspended, host management and the visiting school administration (when no administrators are present, this responsibility falls on the Head Coach) should meet with the referee. It is the responsibility of the opposing schools 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 D



**APPENDIX E OHSAA Approved Standards for FB Officiating Mechanics: Varsity Time Schedule – 5 Man Crew
(6/4/12)**

Prepared by Bruce L. Maurer, PhD; Director of Football Officials Development (DOD)

Prior to Kickoff (KO)

7:30PM TIME ON CLOCK & CREW DUTIES

7:00PM

6:00PM	Crew (5 officials): Arrive on site; check-in with Game Mgmt. Need to discuss Inclement Weather Policy?	5:30PM
6:30PM	Timer(s): Report to Officials Locker Room to discuss with LJ (Game Clock) & BJ (Play Clock-If Used)	6:00PM
	H & V Teams: Bring FB's to Officials Locker Room; U : Approve balls for H & V & return them	
6:49PM	U : Ask crew -- Flags? Bean bags? Whistles? Coin? (Prior to leaving locker room)	6:19PM
6:50PM	Crew (5 officials): Walk to field & talk with first available head coach	6:20PM
	<i>Note 1: Time may be earlier due to distance from locker room to field</i>	
6:55PM	Crew (5 Officials) Introductions: Look coach in the eye; firm handshake; smile; complete the following:	6:25PM
	R : Players legally equipped? Captain's #'s; Kicker - Right or Left Footed	
	<i>Note 2: Storms forecasted? Ask for Coaches help to see lightning & hear thunder</i>	
	LM (V)/ LJ (H): Give Lineup Card; Get back coach's name; unusual plays; get player's # who fouled;	
	explain unusual situations/Pen. Enf.; KO Depth by Kicker; will change if V is on PB SL & H is opposite PB	
	R : Team box emphasis; players on the edge- UNS- do you want to take care of it? Good luck!	
6:59PM	Timer: Put 30 Minutes on Game Clock & Start It So Time Expires 1 Minute Before KO	6:29PM
7:05PM	LJ / BJ (H) & U / LM (V): Secure a maximum of 4 captains/team	6:35PM
7:10PM	R : Flip coin	6:40PM
7:12PM	Crew (5 officials): Record toss winner & options selected	6:42PM
7:13PM	Crew : Inspect field; talk with Ball Persons; stretch & loosen up	6:43PM
7:14PM	Both Teams Clear the Field; R : Inquire & Introduce yourself to any Medical Professionals on site	6:44PM
7:15PM	LM : Talk with Chain Crew; Bands Pre-Game Begins	6:45PM
7:28PM	Crew (5 officials): Meet at 50 YL (center of field); BJ brings FB	6:58PM
7:29PM	Crew (5 officials): Jog to KO IP	6:59PM
	<i>Note 3: LJ steps on field with stop sign signal until clock is set to 12:00 for 1st qt. then tells R</i>	
7:30PM	R : Sound Whistle for KO	7:00PM
Halftime (20m + 3m)		
TIME ON CLOCK		
20m	R : Wind game clock for 20 minute halftime- crew sets watches; LJ times the halftime	20m
5m	LJ / BJ (H) & U / LM (V): Leave Official's Locker Room for Team Locker Rooms	5m
4m	LJ / BJ (H) & U / LM (V): Inform Head Coach Only of remaining time for half time	4m
0m	LJ / BJ (H) & U / LM (V): Escort Both teams to arrive on the field	0m
3m	R : Wind game clock for 3 minute warm-up	3m
	BJ (H) & U (V): Bring 1 captain to 50 YL Center of Field; R : Secure options & signal PB	
2m	Crew (5 officials): Meet at 50 YL (center of field)	2m
1m	Crew (5 officials): Jog to KO IP; Crew sound whistles to get teams ready for 2nd half KO	1m
	<i>Note 4: LJ steps on field at numbers with stop sign signal until clock is set to 12:00 for 3rd qt. then tells R</i>	
0m	R : Sound Whistle for KO	0m
	<i>Note 5: LJ will time all 30 minute intervals for an interrupted game due to thunder & lightning</i>	
	<i>Note 6: Time may be earlier due to walking distance from locker room to field</i>	
	<i>Note 7: OHSAA Playoffs: 1st game- arrive 2 hours before KO. Subsequent games- arrive 1 hour 30 minutes prior to KO</i>	

APPENDIX F

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 G

FOOTBALL

PRE-GAME PUBLIC ADDRESS ANNOUNCEMENT

WELCOME AND OPENING REMARKS

The Board of Education, Superintendent, Principal and Athletic Council of the _____ High School extends 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.



A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your teen reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away. Signs Observed by Parents or Guardians Symptoms Reported by Athlete

Signs Observed by Parents or Guardians:

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit

Symptoms Reported by Athlete:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

What should you do if you think your teenage athlete has a concussion?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. **Keep your teen out of play.** Concussions take time to heal. Don't let your teen return to play until a health care professional says it's OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your teen for a lifetime.
3. **Tell all of your teen's coaches about any recent concussion.** Coaches should know if your teen had a recent concussion in ANY sport. Your teen's coaches may not know about a concussion your teen received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your teen from activities that could result in another concussion.
4. **Remind your teen:** It's better to miss one game than the whole season.

It's better to miss one game than the whole season.



A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or had your "bell rung."

How can I prevent a concussion?

It's different for every sport. But there are steps you can take to protect yourself from concussion.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets). In order for equipment to protect you, it must be:
 - Appropriate for the game, position, and activity
 - Well maintained
 - Properly fitted
 - Used every time you play

How do I know if I've had a concussion?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up days or weeks after the injury. It's best to see a health care professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork and other everyday activities. It also raises your risk for additional, serious injury.

What are the symptoms of a concussion?

- Nausea (feeling that you might vomit)
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (forgetting game plays)
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump, blow, or jolt to the head. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical check up.** A health care professional can tell you if you have had a concussion and when you are OK to return to play.
- **Give yourself time to recover.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain injury can change your whole life.

It's better to miss one game than the whole season.

DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION