



"RESPECT THE GAME"

Northeast District

Ohio High School Athletic Association

To: Member Schools, Officials, Students, Parents & Public

The Northeast District Athletic Board arranges and oversees sectional/district tournaments in Northeast Ohio. Manager meetings are held seasonally for each sport tourney to provide site managers with up-to-date information and guidelines from the OHSAA Board of Control/Commissioner's staff.

The tournament phase of our yearly schedule reminds us to alert coaches, athletic administrators, principals, superintendents and contest officials of our collective and collaborative responsibilities regarding ethical behavior, integrity and sportsmanship.

Even though the Board of Control has initiated strong penalties to deal with inappropriate and unacceptable behavior of players, coaches and fans, both student and adult, each member school should have reflective guidelines to identify the role and value of extra-curricular activities/interscholastic athletics.

Referring to our Ohio High School Athletic Association Handbook where sportsmanship, ethics and integrity are referenced in more than one section, the "Mission Statement" establishes a standard of expectations for all athletic programs. It states:

"Good sportsmanship is viewed by the National Federation as a commitment to fair play ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship."

The Northeast District Board, OHSAA Board of Directors, Commissioner and Staff Encourages:
"Promoting Good Sportsmanship by Example"

If there is any way we can help or provide pertinent information on sportsmanship, ethics and integrity, please feel free to contact any member of the Northeast District Board.

William Nye, A Rep.

Brian Banfield, AA Rep.

Steve Watkins Jr. High Rep.

Mark McGuire, Treasurer

Rocco Nero, A Rep.

Jim Borchik, AAA Rep

Rhonda Rickelman Female Rep.

Jeff Cassella, AAA Rep

Paul Powers, AA Rep.

Sean Jackson, Ethnic Minority

Larry Acker, Secretary

TO: 2017 CUYAHOGA HEIGHTS DIVISION 3 DISTRICT COACHES

FROM: Dan Potopsky Sr.
16245 Bennett Rd.
North Royalton, Ohio 44133
Home Phone 440-237-4338
Email dpotopskysr@wowway.com

COACHES GUIDELINES TO CUYAHOGA HEIGHTS DIVISION 3 DISTRICT

1. Entries will be online again this year. Athletes not listed on Baum's Roster page will not be able to participate once the window has closed.
2. IMPORTANT DATES:
Entry window opens at 8:00 AM April 23 and closes at 6:30 PM on Monday, May 15.
Scratch window will close on Wednesday, May 17th at 12:00 PM and again on Friday, May 19th at 12:00 Noon.
E-Mail an eligibility certificate, verification form and pass list to Dan Potopsky before Friday, May 12th.
3. Wed. Long Jump Open Pit - Practice 1:30 PM- 2:50 PM. Trials begin @ 3:00 PM
Wed. Shot Put & Discus - Practice 1:30 PM-2:50 PM Trials begin @ 3:00 PM in flights
Fri. Long Jump Open Pit - Practice 2:30 PM-3:50 PM. Trials begin @ 4:00 PM
Fri. Shot Put & Discus - Practice 2:30 PM- 3:50 PM Trials begin @ 4:00 PM in flights.
4. No chalk or tape will be permitted as markers for relays.
Tongue Depressors or Tennis Balls will be permitted.
5. Results of the meet will be posted on Baum's Page.
6. Relay slips will be in your packet the day of competition. The 4 runners must report as a team to the bull pen and be checked in. Partial teams will not be entered.
7. Pole Vault Verification Form will be in your packet.
8. Schedule of Events will be in your packet.
9. Hy-tek will automatically seed each event.
10. Event results will be posted behind the Press Box after the results have become official.
11. Scoring:
Individual & Relay Events 8 Score *10,8,6,5,4,3,2,1*
12. Awards A Championship and Runner Up Trophy for Boys & Girls
13. Starting Times for Cuyahoga Heights District Track & Field Tournament
Wednesday, May 17, Field Events 3:00 PM, Running Events 4:30 PM
Friday, May 19, Field Events 4:00 PM, Running Events 5:30 PM. .
14. Advancement Field Events Top 9 to Finals. Running 8 Fastest, Distance 8/Heat
15. Weigh in Shot Put & Discus Building outside of the Fence North of Finish line.
Wed. 1:20 PM-2:45 PM Fri. 2:20 PM-3:45 PM
16. The field event finals will begin after the field referee has verified the preliminary attempts.
If the trials are completed before the closing time listed for that event, the event judge will have the Field Referee verify the qualifiers and the finals will begin.

- 17 In your packet is a Notice Titled: CUYAHOGA HEIGHTS LOCAL SCHOOLS PROCEDURES IN CASE OF SEVERE WEATHER. Please read and alert your athletes and bus driver of these procedures.
- 18 COMPETITIVE AREA - The competitive area will be areas in and around the track and all areas Outside the track, (fence), where the field events are being contested. All areas where competition is being conducted for running and field events competitions will be designated as competition area.
- 19 RESTRICTIVE AREA - All coaches, spectators, and non-participants are to leave the area inside the track before the running events begin. Coaches are not permitted to be inside the fence area once the running begins, unless you have an athlete in the high jump, long jump or pole vault. Only one coach per event is allowed. Any violation of this notice (announcement), may lead to the DQ of your competitor. Only authorized personnel are permitted inside the fence area.
- 20 Jerseys are to be tucked into the shorts (unless an approved singlet uniform is worn).
- 21 The Shot and Discus pads are concrete. Each shot and discus must be weighed in and marked by the weigh in official. This will take place in the building outside the fence North of the Finish Line. Weigh in on Wednesday - 1:20 PM-2:45 PM, Friday - 2:20 PM-3:45 PM
Any Implement presented after the closing time will not be permitted to be used in the competition or practice. An individual who has had his/her implement designated as an official implement has the right to prohibit anyone else from using it. (This rule has been in effect Since 5-3-03).
- 22 LONG JUMP OPEN PIT – We would like the athletes entered in the 100 MH, 110MH, 100M to take their trial attempts first. This would help speed up the event and prevent delays when that individual is entered in an early running event.
- 23 THE DISTRICT DOES NOT FURNISH TOWELS. IN CASE OF INCLEMENT WEATHER, IT IS THE RESPONSIBILITY OF EACH SCHOOL TO FURNISH THEIR OWN TOWELS,
- 24 Coaches will be able to pick up their packets inside the school doors directly behind the Press Box. The Head Coach or designated assistant will hand in his/her signed OHSAA Track and Field Verification Sporting Conduct/Legal Equipment and Uniform Form and the Team Pass List Form. He/She will then be given their packet. Reminder, we need 1 form for the Boys and 1 form for the Girls.
- 25 There will be a table set up inside the building behind the Press Box where coaches can make scratches, number changes, and pick up their packets.
- 26 Batons will be furnished.
- 27 Coaches check your athlete's number and make sure they are in a legal uniform.
- 28 Cuyahoga Heights will have a Games Committee

CUYAHOGA HEIGHTS

CUYAHOGA HEIGHTS
DIVISION 3 DISTRICT
WEDNESDAY MAY 17, 2017

SEMIS/FINALS

3:00 PM FIELD EVENTS

GIRLS: HIGH JUMP, SHOT PUT

BOYS: POLE VAULT, LONG JUMP (OPEN PIT) DISCUS

4:30 PM		RUNNING EVENTS	
1	G	100 METER HURDLES	8 FASTEST
2	B	110 METER HURDLES	8 FASTEST
3	G	100 METER DASH	8 FASTEST
4	B	100 METER DASH	8 FASTEST
5	G	4 X 800 METER RELAY	TOP 4 TO REGIONAL
6	B	4 X 800 METER RELAY	TOP 4 TO REGIONAL
7	G	4 X 200 METER RELAY	8 FASTEST
8	B	4 X 200 METER RELAY	8 FASTEST
9	G	1600 METER RUN (IF NECESSARY)	8/HEAT
10	B	1600 METER RUN (IF NECESSARY)	8/HEAT
11	G	4 X 100 METER RELAY	8 FASTEST
12	B	4 X 100 METER RELAY	8 FASTEST
13	G	400 METER DASH	8 FASTEST
14	B	400 METER DASH	8 FASTEST
15	G	300 METER HURDLES	8 FASTEST
16	B	300 METER HURDLES	8 FASTEST
17	G	800 METER RUN	8/HEAT
18	B	800 METER RUN	8/HEAT
19	G	200 METER DASH	8 FASTEST
20	B	200 METER DASH	8 FASTEST
21	G	3200 METER RUN (IF NECESSARY)	8/HEAT
22	B	3200 METER RUN (IF NECESSARY)	8/HEAT
23	G	4 X 400 METER RELAY	8 FASTEST
24	B	4 X 400 METER RELAY	8 FASTEST

RELAY	START	EXCHANGES
4 X 800	YELLOW	#1,#2,#3, BLUE, BREAK LINE YELLOW (NO FLY ZONE)
4 X 200	GREEN	#1,#2, GREEN, #3 YELLOW
4 X 100	YELLOW	#1,#2,#3 YELLOW
4 X 400	BLUE	#1,#2,#3 BLUE, 3 TURN STAGGER, BREAK LINE WHITE (NO FLY ZONE)

RUNNERS MAY USE ½ TENNIS BALLS OR TONGUE DEPRESSORS

NO TAPE OR CHALK IS PERMITTED ON THE TRACK

SCHOOLS ARE TO SUPPLY THEIR OWN MARKERS

RESULTS WILL BE POSTED ON: www.baumspage.com

CUYAHOGA HEIGHTS

CUYAHOGA HEIGHTS DISTRICT

DIVISION 3
FRIDAY, MAY 19, 2017

BOYS & GIRLS

4:00 PM - FIELD EVENTS

GIRLS—LONG JUMP (OPEN PIT), DISCUS, POLE VAULT
BOYS—SHOT PUT, HIGH JUMP

5:30 PM - RUNNING EVENTS

TOP 4 IN EACH EVENT QUALIFY TO THE REGIONAL

- 1 GIRLS 100 METER HURDLES
- 2 BOYS 110 METER HURDLES
- 3 GIRLS 100 METER DASH
- 4 BOYS 100 METER DASH
- 5 GIRLS 4 X 200 METER RELAY
- 6 BOYS 4 X 200 METER RELAY
- 7 GIRLS 1600 METER RUN
- 8 BOYS 1600 METER RUN
- 9 GIRLS 4 X 100 METER RELAY
- 10 BOYS 4 X 100 METER RELAY
- 11 GIRLS 400 METER DASH
- 12 BOYS 400 METER DASH
- 13 GIRLS 300 METER HURDLES
- 14 BOYS 300 METER HURDLES
- 15 GIRLS 800 METER RUN
- 16 BOYS 800 METER RUN
- 17 GIRLS 200 METER RUN
- 18 BOYS 200 METER RUN
- 19 GIRLS 3200 METER RUN
- 20 BOYS 3200 METER RUN
- 21 GIRLS 4 X 400 METER RELAY
- 22 BOYS 4 X 400 METER RELAY

RELAYS START EXCHANGES
4 X 200 GREEN #1,#2 GREEN, #3 YELLOW
4 X 100 YELLOW #1,#2,#3 YELLOW
4 X 400 BLUE #1,#2,#3 BLUE, 3 TURN STAGGER, BREAK LINE WHITE (NO FLY ZONE)
RESULTS WILL BE POSTED ON: www.baumspage.com

COACHES VERIFICATION FORM



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
Ph: 614-267-2502
Fax: 614-267-1677
Web site: www.ohsaa.org

OHSAA TRACK AND FIELD COACH'S VERIFICATION OF SPORTING CONDUCT/LEGAL EQUIPMENT AND UNIFORMS
FOR USE IN OHSAA TOURNAMENTS

CITY AND SCHOOL NAME _____

DIVISION _____ BOYS _____ GIRLS _____

HEAD COACH'S NAME _____

OHSAA standards require contest officials to enforce all NFHS rules relating to sporting conduct, ethical behavior and legal uniforms and equipment. Acts that intend to demean opposing competitors, team members, spectators and officials are not in keeping with the ideals of interscholastic athletics and will not be tolerated. Let this competition reflect mutual respect!

NFHS track and field and cross-country rules require the referee to meet with the head coach and captains to explain the expectations of good sporting conduct throughout this competition. In addition, the head coach is responsible for verifying to the referee/starter that all competitors are properly equipped (legal uniforms, legal equipment) in compliance with NFHS rules.

In all OHSAA tournament competition and in any multi-team or invitational competition that would make it difficult for the referee to meet personally with all coaches and captains, all coaches shall agree to the following:

COACH'S VERIFICATION

I certify to the tournament referee that all contestants under my supervision are legally equipped, attired in legal uniforms and free of all jewelry in accordance with NFHS rules. I further certify that all student-athletes and other team personnel have been advised of their responsibilities relative to good sporting conduct during this competition. In addition, I understand and accept responsibility for adhering to the OHSAA participation limitation of four events per individual athlete per tournament contest.

Coach's Signature _____
Date: _____

PLEASE RETURN THIS FORM TO THE AREA AS DIRECTED BY TOURNAMENT PERSONNEL.

TEAM PASS LIST

Only eighteen players, Head Coach, Assistant Coach, Student Manager, Scorekeeper and two others (total of 24) will be admitted at the pass gate. PLEASE PRINT.

Date:		School:	
Principal:			
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17			
18			
19	Head Coach		
20	Assistant Coaches		
21	Student Manager		
22	Scorekeeper		
23	Other		
24	Other		

USE AT PASS GATE ONLY

2017 Cuyahoga Hts. District Track – Online Entry Instructions

Submit entries online at www.baumspage.com before **6:30 PM on Monday, May 15**

Entry window opens at 8:00 AM, April 23 and **closes precisely at the time listed above!**

Late entries will not be accepted without payment of a \$150 late fee and approval by the OHSAA!

Entry Requirements: *See complete regulations at: www.ohsaa.org/sports/tf/tfrglts.pdf

1. **A maximum of two eligible athletes may be named on the entry form for each event other than relay events.** *See OHSAA Regulations – Sect. 5.4
 - a) **A contestant shall not be entered in more than four individual events including relays!**
2. **Members of relay teams must be designated prior to competing the first time.**
 - a) All members of a relay team must be listed on the **Numeric Roster and Eligibility Certificate!**
3. **Fax, mail, or e-mail an Eligibility Certificate to the Tournament Manager before Friday, May 12th!**
 - a) **Email: dpotopskysr@wowway.com Attention: District Tournament Manager / Dan Potopsky**
4. **Use the Online Entry Form at www.baumspage.com to submit entries before the deadline listed!**
 - a) **Submit a complete roster! The Numeric Roster and Eligibility Certificate must include everyone!**
 - b) **Numbers are required for all athletes before the district entry form can be accessed!**
5. **Substitutions must be submitted online before 12:00 noon the 1st day the event is contested.**
 - a) **You may substitute for a contestant who has been entered on the Online Entry Form or you may delete. You may not add a name in an event that was left blank on the Online Entry Form!**
 - b) **A substitute may replace a listed athlete provided the substitute is on the Numeric Roster and provided the substitute is submitted no later than 12:00 noon the first day of the event is contested. After that time no substitutions will be accepted. Substitutions for events starting on Saturday must be made when the coach checks-in on Saturday!**

To register and submit entries online:

1. Go to www.baumspage.com | click the link to **Online Entry** or **Login** at the top of the page.
 - a) Or browse to **Track | OHSAA District Tournaments**: select the **district, site, and division**.
 - b) **If you have an account:**
 - i) Click on **Login** and enter your **UserID/E-mail address and Password!**
 - ii) If you don't know your **Password**, click the **Forget your password** link to get a new one...
 - c) **If you do not have an account:**
 - i) Click **Apply** and submit an **Application**.
 - ii) Use a valid e-mail address and any password that you can remember!
2. **Submit an "intended" roster early!** Return later to make corrections and final changes.
 - a) Use • **Coaches** • | **Select Teams** to claim your school and team. | **Select** | Click **Make me the Coach**.
 - b) Use • **Coaches** • | **Track | Modify Athletes** to enter **roster**. Include name, grade, and competitor number for **anyone who could conceivably compete!** *The list will be alphabetized automatically.
 - i) **Numbers are required for all athletes before the district entry form can be accessed!**
 - c) Use • **Coaches** • | **Track | Submit Rosters** to enter athletes, relays, and **most consistent** marks.
 - i) **To enter individual events:** Select the athlete from the list and enter the mark.
 - ii) **To enter a relay:** Select the 4 anticipated relay team members and enter the mark.
 - (1) List in expected order. Changes may be made before the team competes!
 - d) **Always click Submit Roster** when you finish to submit the roster!
 - i) Click the **Get Printable Roster** to print a copy for your records.
 - ii) What you see on the **Confirmation Form** is what will be submitted for the meet!
 - e) **Return anytime before deadline to make changes!**
3. **Substitutions must be submitted online before 12:00 noon the first day the event is contested!**
 - a) Use • **Coaches** • | **Track | Submit Rosters** to access the **Scratch/Substitution** section of the online entry template.
 - i) A **Scratch/Substitution** box will be available below each event **after the entry window closes!**
 - b) **List your changes** in the correction box | click **Add Scratch Info** | repeat for additional changes.
 - c) **Substitutions submitted after 12:00 noon will not be processed!**

If there are any problems with the Online Form, use the [Contact Us](#) link to submit a Help Request! Please allow up to 8 hours for a response. *Most responses will be in less than 4 hours.

• **In an emergency, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195!**

*Cuyahoga Heights Redskins Track & Field
Track Markings*

<u>Event</u>	<u>Start Line</u>	<u>Break Line</u>	<u>Exchange Zones</u>
<i>4x800</i> (2 turn stagger)	<i>Yellow</i>	<i>Yellow</i>	(fly zones some color) <i>Blue to Blue</i> (1,2,3) (No Fly Zone)
<i>4x200</i> (4 turn stagger)	<i>Green</i>	<i>none</i>	1. <i>Green to Green</i> 2. <i>Green to Green</i> 3. <i>Yellow to Yellow</i>
<i>4x100</i> (2 turn stagger)	<i>Yellow</i>	<i>none</i>	<i>Yellow to Yellow</i> (1,2,3)
<i>4x400</i> (3 turn stagger)	<i>Blue</i>	<i>White</i>	<i>Blue to Blue</i> (1,2,3) (No Fly Zone)
<i>3200m</i> (1 turn stagger)	<i>White</i>	<i>White</i>	<i>none</i>
<i>1600m</i> (1 turn stagger)	<i>White</i>	<i>White</i>	<i>none</i>
<i>800m</i> (2 turn stagger)	<i>Yellow</i>	<i>Yellow</i>	<i>none</i>
<i>400m</i> (2 turn stagger)	<i>Yellow</i>	<i>none</i>	<i>none</i>
<i>200m</i>	<i>White</i>	<i>none</i>	<i>none</i>
<i>100m</i>	<i>White</i>	<i>none</i>	<i>none</i>
<i>100m Hurdles</i> (green marks to set girls hurdles)	<i>White</i>	<i>none</i>	<i>none</i>
<i>110m Hurdles</i> (blue marks to set boys hurdles)	<i>White</i>	<i>none</i>	<i>none</i>
<i>300m Hurdles</i> (white marks to set hurdles)	<i>White</i>	<i>none</i>	<i>none</i>

Site Map

Welcome to Cuyahoga Heights Schools William Attwell Track Complex at Ralph P. Adams Stadium. Attached you will find the locations for all events and locations of importance for today's meet. Please take care not to take food, drink, or tobacco products down to the track/field areas. Thank you in advance for your attention to keeping our facility clean!

Cuyahoga Heights High School Bull Pen & Field Events

Shot Put

Discus

300 M-H

Long
Jump

Cuyahoga
Heights Schools

Bull Pen

Outside Fence

All Relays

1600, 400, 800, 3200

South Gate Results Event Office

North Gate

TEAM TENT AREA

Shot Put & Discus
Weigh In

HEIGHTS

200 M

High
Jump

Pole
Vault

100/110H
100 M

CUYAHOGA

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20

Parking

Multiple locations for parking are available to visitors at Cuyahoga Heights Schools. On site we have a student lot to the North, Staff Lot behind the high school to the West, Middle School Lot between the middle and elementary buildings to the South, and an Elementary Lot behind the elementary school. Spectators may also park along East 71st Street in designated areas. Overflow parking has also been made available in the Village Hall Lot across the street. See attached parking map for specific locations.

STUDENT LOT

E 71st

4820 Loc 71st Street

115342103 9

Cuyahoga Heights High School



Cuyahoga Heights Middle School

E 71st

MIDDLE SCHOOL

VILLAGE HALL

Cuyahoga Heights Village Hall



LOT

E 71st

Dressler Ct

ELEMENTARY

Cuyahoga Heights Elementary School

LOT

Cuyahoga Heights Athletic Department

Procedures in case of Severe Weather/Facility Issues

When severe weather/facility issues threaten an outdoor sporting event at Cuyahoga Heights Local Schools, the following procedures will be in place:

1. Site manager (Administrator, Faculty Manager, or Staff) will make an announcement to those in attendance dependent upon the specific situation, such as, **"All playing fields and bleacher areas must immediately be evacuated due to severe weather."** After announcement, the following procedures shall be followed:
 - a. Site manager will direct visiting teams and their coaches to a safe location.
 - i. Cafeteria area if the school building is open.
 - ii. Busses if the building is not available.
 - b. Site manager will direct spectators to a safe location.
 - i. West high school hallway if the school building is open.
 - ii. Vehicles if building is not available.
 - c. Home team and at least one coach will be sent to their respective locker rooms within the building.
 - d. Game officials will report to designated locker room. If a locker room has not been assigned to them, they will be directed to the appropriate restroom facility on the West side of the building.
 - e. If present, Band Members, Flag Corps, & Cheerleaders will report to the band room with at least one advisor.
 - f. CHS personnel will report to the hallway inside high school behind concession stand. If the building is not open they may take cover in the concession stand.
 - g. Security personnel, administrators, athletic director, and/or faculty manager will monitor the buildings/fields/stadium.

There will be a public address announcement when a decision has been made to either continue or postpone.

Events will not be held indoors

The designated site manager may modify this plan as needed to meet the needs of the specific situation being addressed to insure the safety of all student-athletes, coaches, officials and spectators.