



# Oregon High School Lacrosse Association

## 2019 Standard Operating Procedures

Revised May 15, 2019

### OHSLA Operating Principles

The OHSLA operates under the guidelines/rules of the OSAA and the NFHS current rule book, unless otherwise noted below in these Standard Operating Procedures (SOPs.). OSAA guidelines can be found at their web site OSAA.org (<http://www.osaa.org/governance/handbooks/osaa>).

In particular, OHSLA embraces the sportsmanship requirements of the OSAA and NFHS, of which highlights can be found attached to the SOPs.

### Yellow highlighting indicates OHSLA SOP edits/changes for 2019.

- 1. Coach/Player/Parent Certifications, including concussion awareness training, are mandated by OHSLA/OSAA and Oregon state law.** Details of these certifications can be found on OHSLA web site under the Info/OHSLA/Forms & Documents menu (<http://www.ohsla.net/forms.asp>). Failure to complete all required certifications will prevent teams from scheduling any games. A signed letter of certification completion for each team, must be on file with OHSLA prior to first official practice date or as noted on OHSLA calendar. Form can be found on OHSLA web site (<http://www.ohsla.net/forms.asp>). It is the responsibility of the head coach/team to maintain the completed certification documents on file in an electronic format that allows easy retrieval. These documents must be kept on file at the team location for a period of two calendar years.
- 2. Insurance:** Each team is required to secure general liability coverage in the minimum amount of \$2,000,000 prior to the start of the first practice date or as noted on OHSLA calendar. See OHSLA web site (<http://www.ohsla.net/forms.asp#Insurance>) for sources of affordable insurance carriers.  
**Failure to complete certifications and obtain insurance will result in scheduled games being cancelled.**
- 3. Academic Eligibility for players:** must meet the minimum standards as set by the high school and/or its athletic department.
- 4. Where students can play:** A student must reside within the current established school attendance boundaries. This is inclusive of home-school, online or other alternative schools. Exceptions: authorized "open district transfers" which are approved by the Athletic Directors and administrators of the schools involved – hardship transfers also need to be approved by district administrators & AD's. The student/parent/head coach must ensure that all transfers of any type, be documented and approved by school district/school administration/AD. Please contact your school Athletic Director for further clarification.
- 5. Co-Op agreements:** Applications for any cooperative agreement must be approved by the commissioner. If approved, it is only good for a two year period and no renewal option.
  - a) Must secure written approval from Athletic Directors of both schools participating, i.e. the host school with the team, the coop school currently lacking a team but with active players..
  - b) Plan must be presented upon application to the OHSLA as to how a new program will be established at the schools participating in the agreement, at the end of the two year term.
- 6. New Teams and Clubs**

Typically, a new team will be formed from a Co-Op Agreement, but in those cases where a new High School is being created or an existing school is starting a new program from scratch, the OHSLA board will work with the Conference Coaching representatives to assign the school to a conference. While it does use the OSAA Conferences as a guideline, the OHSLA does not strictly assign schools to the same conferences as the OSAA because lacrosse participation is different than most OSAA sports. Once the new team is associated with a conference, the team will be added to the website database and an account will be created for the Club representative and/or coach for the team. The website manager will notify them of the account, how to use it, and where to find help on the website. Further information about new clubs, scheduling and other details can be found on the OHSLA website FAQs page which is accessed from the last entry on the user menu (the Coaches, Admins, or Clubs menu) after logging into the site

7. **Games & Opponents:** Play in all OHSLA games is governed by the NFHS rulebook (except for timing of JV games as noted below). OHSLA teams must conform to first practice & play dates noted on the OHSLA calendar.

Each team, at any level, may play a maximum of 20 games during the season, including a maximum of 18 games against OHSLA opponents. Therefore if 20 games are played, at least 2 games must be against out-of-state teams. Play against non OHSLA/out of state teams must first be approved by OHSLA commissioner via email. Post season playoff games do not count against the 18 game OHSLA limit. Conference playoff games (a.k.a. seeding playoffs) are also excluded from the 18 game limitation but must be played before the end of the regular season (May 15, 2018). Games may be scheduled Monday – Saturday.

8. **JV games:** all JV/JV2/JV3 games will be played under running clock rules with quarters not exceeding 15 minutes.
- Penalty time will be NFHS penalty time for violation plus 50% (example: 1 minute penalty plus 50% -- 30 seconds or 1:30 seconds). Penalty time will start at the restart of play following the violation.
  - When using the running time for penalties, NFHS Rule 5-11 will be amended from 5min to 7min of accumulated personal foul time.
  - JV2 & JV3 games will not be scheduled on Tuesday or Fridays for any reason.
  - No overtime for any JV game.

9. **Game Scheduling:** All games must be scheduled using the OHSLA web based scheduling system and all game scores (varsity only) must be reported using the OHSLA website Game Score Reporting (GSR) system (see #12 below). After online scheduling has closed (typically 2 weeks prior to the start of the season), all schedule changes must be performed using the website Game Change Request (GCR) system up until one day prior to the originally scheduled game time (preferably earlier). Changes less than one day prior will most likely not be accepted, but email and/or phone must also be used. Since these schedule changes require re-assignment of officials there is a cost to the league, so after three schedule changes teams will be charged \$25 per GCR. There will be no charge for forfeiting a game.

10. **Game Cancellations:** In cases other than inclement weather, teams must give a minimum of 5 hours' notice of cancelling a scheduled game. The OHSLA Commissioner, appropriate Assistant Commissioner, and opposing coach must be notified via phone & email of the cancellation by the cancelling coach including the reason why. Failure to meet 5 hour notice time frame, will result in team being billed for cost of game officials.

Cancellations due to inclement weather: As soon as possible, prior to the game, the home team shall contact the Commissioner & Appropriate Assistant Commissioner and the visiting team head coach of the game being cancelled.

11. **Interrupted Games:** Once a game has started, all efforts to complete the game should be taken, but safety is the priority. The crew chief of the game officials will consult with both head coaches to determine if an interrupted game can be restarted that day. If the game cannot be continued the following options take effect:

- a) The game can be replayed another day from the point of interruption only.
- b) If either team is ahead by 12 or more goals at the time of interruption, then that game score will be accepted and entered in to the Game Scoring Reporting system, as a completed game.
- c) Non-playoff games: if the interruption occurs during the first half of the game and the coaches agree that to reschedule is impractical, the result will be considered a non-game. Home team will be billed for the cost of the officials.
- d) Non-playoff games: If the interruption occurs during the second half of the game with the game tied, and is agreed to by coaches not to reschedule the game, this would be considered a non-game. However, if one team is ahead at interruption, then the score will be accepted and the game completed.
- e) NFHS Lighting Protocols: The crew chief of the game officials will have final decision on all aspects dealing with lightning protocols. Safety is priority!

**12. Reporting of Game Scores:** it is the responsibility of the home team head coach to ensure correct scores are entered into the GSR on the OHSLA website immediately following the game. For out-of-state games, the OHSLA coach submits scores to the GSR. Game scoring reporting is used to calculate the relative ranking of teams for playoff seeding purposes, in a process that will function similar to the results of the previous "LaxPower" system .

**13. Facilities:**

- a. The Home team shall have a representative at the game site one hour prior to game time.
- b. At a neutral facility, the Home team shall not be made responsible for the Visiting team.
- c. The Home team will make every effort to provide one hour warm up time for each team.
- d. Fields shall meet NFHS specifications.

**14. Number of Coaches:** A maximum of 4 coaches, including the head coach, are allowed in the coaching box.

**15. Game Administration:** At the beginning of the game, the home team is required to provide a score book, a timing device, a table and a working horn. Failing to provide any of these items is penalized as illegal procedure. The Home team can have up to three representatives allowed at table. The Visiting team can have one representative at the table and a second with advance notice. The table personnel are considered part of the officiating crew and should remain neutral in all aspects during the game, respect players, coaches and game officials and are to be treated respectfully by players, coaches and game officials.

**16. Concussions and Concussion Management:** As per NFHS rules players who exhibit signs of a concussion must be removed from the game immediately. At that point protocols for a player's resumption of participation documented in the required annual NFHS Concussion Training class must be followed (see the Forms and Documents page on OHSLA web site <http://www.ohsla.net/forms.asp> for details).

**17. Crowd Control:** The Home team is responsible for security (as needed), home crowd control, and bench area. The visiting coach is responsible for its team, students, and fans. It is recommended that each team have at least one designated crowd monitor to ensure that spectators follow proper lacrosse etiquette. This includes stopping the crowd from berating the officials, making offensive comments about the other team and/or its coaches, or encouraging rough play or "take-out" tactics by their team.

- a. Home team will make every effort to keep spectators in stands or behind designated limit lines.
- b. In no case shall any spectator be allowed to encroach on playing field past track or limit lines while play is active.
- c. Every effort shall be made to limit spectator presence behind the bench area(s). When possible the players' bench areas should be on the opposite side of the field from the main grandstand area. If that is not possible then it is suggested the area behind the bench be roped or flagged off to limit access by spectators in that area.

d. Clubs should review their game management plans and revise as appropriate to address pregame, during and postgame situations. Some "Best Practice" tips that teams have utilized include:

- Parent volunteer crowd "ambassador" assist in maintaining crowd decorum and sportsmanship, present in the stands
- Secured separate parking for game officials
- Crowd control safety, security personnel, e.g. school admins, escort to parking
- Sportsmanship Announcement required to be read over the PA system before the start of each game.

*Good Evening, Lacrosse Fans! (Name of High School) and the (Name of Conference) promote good sportsmanship by participants and fans at all athletic events. Sportsmanship is about respect for opponents, officials, teammates, coaches and especially for the game itself. Booing, negative cheers or derogatory comments directed at individual players, officials or coaches is prohibited. We welcome our guests from (Name of Opponent) and look forward to tonight's contest. Now the Starting Lineup for the visiting (Name of Opponent & Mascot): (read lineup) And now the Starting Lineup for the (Name of Home team & Mascot): (read lineup)*

18. **Ejections:** Ejections are accumulated per club. That is, any player or coach ejection from any team in the club counts against the entire club. The first Ejection of a coach or player from a game will result in a \$50 fine and the offender cannot participate in the next game. If the program (at any level) has a second ejection during the season, the fine will increase to \$200. A third ejection charged to any team on that club will result in a \$400 fine and the Varsity head coach must contact the commissioner and inform him of the plan to prevent future ejections. A fourth ejection may result in the remaining games being cancelled for the entire club.
19. **Appeals of Ejections:** Only the head coach of the team may appeal an ejection. The appeal must be filed (using online form accessed from the coach's Ejection Report on the website) with the OHSLA commissioner within 24 hours of notification of the ejection taking place. The appeal must include the specific NFHS rule number that you believe to be miss-applied and a specific description of how the rule was miss-applied. Any video must be supplied with the original appeal. Appeals that do not meet the time lines or format described will be rejected.
20. **Uniforms:** Home team will wear white/light colored uniforms.
21. **Five Quarter Rule:** Lacrosse will follow OSAA guidelines created for sanctioned sports and will apply in the following situations – Two (2) contest in one day (Example: JV-Varsity double header – Two (2) contests within 48 hours against the same school. The penalty for violation will be a fine of \$100 and forfeiture of the game in which the 5<sup>th</sup> quarter violation occurred.
22. **Rule Violations:** Teams in gross or continual violation of league policies/SOP's or directives may be suspended from league play. Players or coaches participating in gross misconduct or actions deemed detrimental to the OHSLA may be suspended from participation by the OHSLA Commissioner/Board.
23. **Parent Complaints:** Any/all complaints by parents must be directed to the team head coach or team board of directors/athletic director.
24. **Rule of 2:** All OHSLA teams must adhere to the OSAA RULE of 2!. Please consult Rule 55c in the 2016-17 OSAA Handbook ([http://www.osaa.org/governance/handbooks/osaa#\\_Toc456100421](http://www.osaa.org/governance/handbooks/osaa#_Toc456100421)) for details. The rule applies to all coaches during the academic year until the first day of OHSLA practices. Simply stated, a team's entire coaching staff can only work with two players per day. The entire coaching staff is treated as one coach. Therefore one coach cannot work with two players during a day, while another coach works with two different players that same day.

25. **Playoffs:** the OHSLA will host two playoff brackets – State Championship & Cascade Cup. State Championship participants will include 24 teams: the 1<sup>st</sup> & 2<sup>nd</sup> place team from each conference and the balance of that bracket will be determined by a ranking system at the close of the regular season. First round Cascade Cup participants will include the top 16 teams as ranked by the ranking system that are not included in the State Championship Bracket.
- Conference Playoffs may be used to determine 1<sup>st</sup> & 2<sup>nd</sup> place in conference standings.
  - Conference Playoff games must be completed prior to the end of the regular season.
  - Each conference must submit (prior to start of season) their protocols to determine conference placements and tie breaker process.
26. **Admission to Playoff games:** Admission must be charged for all playoff games (both Championship & Cascade Cup) starting with the first round of play and is the responsibility of the home team. The OHSLA commissioner will determine admission rates and advise all teams and the rates will be published on the website at the bottom of the [2018 Playoff page](#),
- Gate revenue will be split 50/50 with OHSLA and host school after approved host expenses are subtracted from the total.
  - Copy of the gate accounting and appropriate expense receipts must be submitted to the OHSLA treasurer within 7 days of the game.
  - Failure to charge admission/submit accounting forms/pay OHSLA share, will result in the host team being billed a \$250 fine **and** the average of gate share received by OHSLA from teams in a similar round of the playoffs.
  - Any requests for variance must be sent to the OHSLA commissioner and treasurer 48 hours prior to the start of the game.
27. **Semi Finals and Final Games (Cascade Cup & Championship):** Admission will be charged and the rate determined by the OHSLA commissioner. The total gate for these games will be shared between OHSLA and the host/volunteer school. OHSLA will receive 75% and host school 25%. Final 4 teams in each bracket will receive 5% share of OHSLA share.
28. **Awards:** The coaches of the respective conference teams will be responsible for the selection of All American/All State/All-Conference honors. Nominated players must be in good standing within their team at time of nomination. All-Conference teams will include players in common positions (attack, midfield, defense, goalie) as well as specialty positions LSM & face-off specialist (a.k.a. FOGO).
29. **Unmanned/Drone Aircraft Policy:** If a vehicle of this type is “within sight or sound” at any game; game officials are instructed to halt the game. The game can only be restarted once this vehicle is no longer within sight or sound of the field.

## Appendix

### I. Oregon School Activities Association (OSAA) Excerpts

#### **Rule 3 – Contests – Sportsmanship – Crowd Control**

- 3.1.** The arrangement of all festivals, meets, contests or championships is the responsibility of the superintendent, assistant superintendent or high school principal, subject to the Regulations of the Association.
- 3.2.** When a festival, meet, contest or championship is in progress, the National Federation of State High School Associations (NFHS) rules governing such activities shall apply, except for specific deviations as approved by the Executive Board.
- 3.3. Sportsmanship Responsibility.** The high school principal, coach and other responsible officials of each member school shall take all reasonable measures to insure that the school's coaches, players, students and supporters maintain a sportsmanlike attitude toward all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.  
When a petition is filed alleging violation of this rule, the Executive Director may, at his/her discretion and with concurrence of any two Executive Board members, postpone any pending event which the Executive Director has reason to believe cannot be conducted without an unreasonable danger of disorder. All such protests shall be referred to the Executive Board, which shall proceed as provided in Rule 4. In addition to any other action the Executive Board may take regarding a protest alleging a violation of this rule, the Executive Board shall have the power to cancel or re-schedule the event involved, or to impose conditions on conducting it.
- 3.4. Sportsmanship Violations/Penalties.** When the coaches, players, students, staff or supporters of any member school engage in unsportsmanlike conduct, disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. Any school whose coaches, players, students, supporters, rooters or partisans take part in riots, fights, pilfering, painting or any other unsportsmanlike conduct shall be subject to penalty.
- 3.5.** A member school shall not participate in any festival, meet, contest or championship with a school that has been suspended or expelled from the Association.

Also note that Ejection policies, unless otherwise specified, follow the OSAA.

## II. Coaches Code of Ethics

The following was copied from the National Federation of High Schools Coaches Code of Ethics page <https://www.nfhs.org/nfhs-for-you/coaches/coaches-code-of-ethics/>

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- **The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.