

2011

Oregon High School Lacrosse Association



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Standard Operating Procedures

THE OHSLA WILL USE THE OSAA GUIDELINES with the exception of/or emphasizing the following:

Please download a copy of the OSAA handbook at <http://www.osaa.org/publications/> if you do not have a copy or have misplaced it. (You must have the final / to access this page.)

1. COACHES CERTIFICATION

- A. OSAA rule 1.2 regarding Certification of coaches. Please read the rule in the OSAA handbook. All OHSLA Head Coaches (Varsity, JV, JVII, etc.) shall be certified through the *NFHS Coach Education Program – “Fundamentals of Coaching”* by achieving a passing score on the certification test prior to assuming duties. EXCEPTION: Any emergency exception must be authorized in writing by the OHSLA. Contact your AD - some require all coaches (part time, volunteers, etc.) to have certification. The minimum NFHS requirement for the OHSLA is as follows: A certified coach must be present at all times when a non-certified coach is working with students, and ALL Head Coaches (Varsity, JV, JVII, etc.) must be NFHS Certified. Coaches who have received ASEP certification in prior years will be grandfathered as meeting this requirement. Your AD may have more stringent requirements, which must be followed. The NFHS class can be taken on line. You can find information at: <http://www.nfhslearn.com>. The name of the course is *Fundamentals of Coaching*. Please enter OSAA as the association. There is a charge for this class. This is a one-time class. Once a coach is certified he never has to take the course again.
- B. In addition, coaches must take an on line Concussion Management Class. This is required annually. Courses include the ACTIVE Concussion Management Course: <http://activecoach.orcasinc.com/> or the NFHS Concussion Management Course: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>
- C. Finally, coaches must be certified by taking the Online Steroid Training and Assessment Class. This is required once every four years. This class can be found at: <http://www.ode.state.or.us/search/page/?=2571>
- D. Please send Joanne notification that you have completed these courses and she will verify completion and put you on the certified coaches list. Failure to complete these classes by the first practice date means that you cannot meet or work with your team.

- E. Failure to have Certified Head Coaches will result in forfeiture of games, and could also result in a fine.
- F. The OHSLA strongly recommends all coaches take the available PCA (Positive Coaching Alliance) course.

2. LIABILITY INSURANCE

- A. All OHSLA teams must have Liability Insurance for a minimum of \$1,000,000 per incident. There is no specific aggregate amount required. Each team must send the OHSLA a copy of their insurance certificate, either by scanning and emailing it or by regular US mail. These certificates should be emailed to Joanne. If sent via USPS send to the following address:

OHSLA
c/o Dale Waagmeester, Commissioner
1665 NW Jenne Avenue
Portland, Oregon 97229

- B. You can get good coverage at excellent rates through SODA.
http://www.sportsplexoperators.com/docs/SODA_2011_App.pdf

3. ELIGIBILITY

- A. The OHSLA follows OSAA guidelines for eligibility regarding which school a student athlete may play for. There are no more players “grandfathered” in. See OSAA rule 8, particularly 8.5.1. As with OSAA, the Executive Committee discusses special exceptions on a case-by-case basis.
- B. Eligibility exception waivers are granted on an annual basis and must be renewed each year for any and all players not meeting OSAA eligibility requirements. In other words, once you receive an exception it must be renewed each season.
- C. When a private school desires to join the OHLSA, or when a team that previously participated in a co-op breaks off to start their own program, the following criteria will be applied to players affected by the new team’s entrance into the league:
 - 1. If the new team is starting at the Varsity level, seniors will have a one-time opportunity to decide to play for either their existing team OR to play for the school that they attend which is starting the new team. By February 1 of the lacrosse season, seniors shall declare their decision in writing, to the coach of the team that they intend to play for. This declaration is binding and irrevocable. Rationale: This option allows a senior to finish out his career with the team at which he started his OHSLA career, or play for the new team at the school in which he is enrolled.
 - 2. If the new team is starting at the JV level, seniors may choose to play for their existing team OR to play for the school that they

attend which is starting the new team. By February 1 of the lacrosse season, seniors shall declare their decision in writing, to the coach of the team that they intend to play for.

Rationale: This option takes into consideration that seniors playing for a junior varsity program may be ineligible to play against some other JV programs which prohibit participation against teams that have seniors playing on them.

3. Underclassmen (Freshmen, Sophomores, and Juniors) shall play for the new team at the school in which they are enrolled regardless of whether the program is JV or Varsity. The OHSLA Board discussed also allowing Underclassmen the option of remaining at the school program for which they played the previous year. However, in the interest of encouraging the formation of strong lacrosse programs at the new member schools, the Board decided not to allow Underclassmen the option of continuing to play at the school at which they played during the prior season.

4. In the event of an Underclassman having played at the Varsity level for a school in the previous season, whose school newly introduces lacrosse at only the JV level, the Underclassman may appeal to the OHSLA Board in the event of hardship. An example of a hardship exception the Board MAY grant is:

a. An underclassman has established himself as a legitimate varsity player (e.g. All-League honors, starting Varsity player, etc.) at the previous school team for which he played. The Board will not consider hardship requests for underclassmen who have only played at the JV level.

b. When a Varsity underclassman receives a hardship waiver from the OHSLA Board that allows him to stay at his current team rather than play for his school of enrollment which is starting a new JV program, that player must play for his school of enrollment when that program goes Varsity.

4. GAMES/OPPONENTS

A. OHSLA teams shall only play against other teams that are registered with the OHSLA unless a waiver is granted by the league Commissioner.

1. To receive a waiver to play a non-OHSLA team, approval must be granted in writing via email. Waiver forms are available on the OHSLA website on the ***Forms and Information*** page.

5. NUMBER OF CONTESTS

A. Each Team (Varsity, JV, Freshmen) is allowed 20 contests beginning on the first play date allowed by the OSAA. Two of these 20 contests must be

played out of state using non-OLOA officials (please see SOP Rule 3 regarding game play with non-OHSLA teams). The maximum game limit for in state games is 18.

- B. These games are not inclusive of playoff games.
- C. There will be no games played before the OSAA/OHSLA first contest date.
- D. Jamborees will count as 1 contest.
- E. Tournament play – Each day of playing counts as one contest unless they are regulation timed games. Then each tournament game counts as 1 contest.

6. RULES

- A. NFHS rulebook shall govern play of all OHSLA contests at all levels.
- B. **JV Games:** Running time quarters will be 15 minutes long. Stopped time quarters will be 12 minutes in length.
- C. Penalties in running time quarters will be running time as well.
 - 1. Penalties will be 45 seconds and 90 seconds
- D. **JV Games** Home coach must notify visitor as to length of JV game in advance.
- E. There will be no overtime periods in JV games

7. GAME TIMES

- A. All games are to begin at designated start time.
- B. If home team plans on introductions and/or anthems it shall notify visitors upon arrival.
- C. Visitors are entitled to be properly notified so they are able to plan team warm ups.

8. GAME CANCELLATIONS

- A. Teams must give a minimum of 3 hours notice for game cancellation.
- B. The first person contacted in regards to a game cancellation will be the OHSLA Secretary. Call Joanne at 503-998-5896 or 503-642-5896.
- C. Teams canceling games without giving due notice will be responsible for the cost of game officials and the expenses of the visiting team.
- D. Teams canceling games without giving due notice will forfeit that game.
- E. Cancellations due to adverse weather for game play or travel will be negotiated with the OHSLA board.

9. PLAY OF OHSLA ASSIGNED NON-LEAGUE GAMES

- A. Teams are required to play non-conference games assigned by the OHSLA.
- B. Cancellation of these games will incur penalties by the OHSLA, both financial and/or in forfeiture of league contests.

10. FACILITY

- A. Home team shall have a representative at the site 1 hour prior to game start time.

- B. VISITORS shall not enter facility (field area) until visitors have an adult team representative or coach present.
- C. The home team shall not be made responsible for the visiting team.
- D. The home team shall make every effort to provide 1 hour warm up for the visitors.
- E. Home coach shall make every effort to notify visitors 48 hours in advance if there are changes.
- F. Fields shall meet NFHS specifications or the league shall be notified and a waiver shall be granted from the OHSLA board.
- G. Schools granted a field waiver must notify visitors of field specs 48 hours in advance. Information will be posted on OHSLA web site as well.

11. BENCHES

- A. Benches shall be provided EQUALLY for the home and visiting team.

12. NUMBER OF COACHES ALLOWED DURING GAMES

- A. A team shall limit the number of coaches in the Coaches Box to a maximum of 4 during a game. Game officials shall enforce compliance using proper reminders, warnings, and penalties.
- B. Scorekeepers and statisticians are not allowed in the Coaches Box during a game.

13. LOCKER ROOMS

- A. If visitors would like access to a locker room they must request so at least 48 hours prior to contest. Home teams are not required to provide a locker room.

14. TIMER/SCORER

- A. The home team shall provide timing and scoring devices and personnel.
- B. Home team shall have no more than 3 (Total) Official persons in table area.
- C. Visiting team is allowed 1 official person in table area. 2 if agreed upon by both teams.
- D. Home team shall make every effort to keep area behind scores table clear. Officials shall penalize teams not complying with this rule.
- E. Statisticians shall be allowed on team bench but not in table area or coaches box.
- F. SCORES AND TIMERS IN TABLE AREA SHALL REMAIN NEUTRAL DURING THE COURSE OF THE CONTEST.
- G. Table-area personnel are an extension of the officiating crew and shall be treated with due respect.

15. NO TEAM SHALL HAVE ANY PERSONEL OR FANS IN OR BEHIND THE TABLE AREA!!!!

- A. This is a point of emphasis!!

16. USE OF SCOREBOARD FOR TIMING

- A. If home team uses electric scoreboard for timing all penalty time shall be kept on scoreboard as well.

17. RESULTS OF GAME

- A. Home team coach MUST call in score to Joanne at 503-642-5896 or email (jhauseman@comcast.net) immediately after the contest. You can also text at 503-998-5896. Please identify yourself on the text message. This is important in regards to getting OHSLA game scores reported in the local newspapers.

18. ADMISSION

- A. TEAMS MAY CHARGE FOR ADMISSION TO THEIR HOME GAMES.
- B. Team must notify opponents before Scheduling date (Dec. 13th) of intent to charge.
- C. Maximum amount charged to be \$4 for adult and \$2 for students.

19. CROWD CONTROL – POINT OF EMPHASIS!!!

- A. Home team is responsible for security (if needed), home crowd control and bench area.
- B. Visiting coach is responsible for its team, students and fans!!!
- C. Home team shall make every effort to keep spectators in stands or behind designated limit lines.
- D. In no case shall any spectator be allowed to encroach on playing field past track or limit lines.
- E. Every effort shall be made by the home team to limit spectator presence behind the player's bench area. If possible, the player's bench area should be on the opposite side of the field from the main grandstand area. If this is not possible, it is suggested that the area behind the player's bench be roped or flagged off to limit spectators from entering that area.

20. UNIFORMS

- A. Home teams shall wear white or must notify visitor 48 hours in advance of contest to get approval to wear non-white uniforms.
- B. NEW UNIFORMS –New Varsity uniforms must abide by the 2011 NFHS guidelines. OHSLA teams will be grandfathered in for uniforms purchased before December 1, 2005 by written permission of the OHSLA.

21. HIGH HITS — POINT OF EMPHASIS!!!

- A. Anything that gives the appearance of a high hit, or could be construed as a high hit to the head, neck, or throat; either a body check, leading with the head, or a stick check—be it a slash or a crosscheck, will be called a high hit.
- B. There is to be NO HEAD TO HEAD CONTACT.
- C. Officials are instructed to call high hits very closely. If a hit even resembles a high hit, it will be called. Repeated high hits or extremely blatant high hits

are cause for ejection. Officials have been asked to call this penalty aggressively in order to insure the safety of all OHSLA players. Coaches should instruct their players to avoid anything that can be construed as a high hit or they may face immediate ejection and subsequent suspension.

22. CONCUSSIONS AND CONCUSSION MANAGEMENT

- A. This further expands on the new NFHS rule 4-28-7 which states:
Any player that exhibits signs of a concussion:
- 1) Shall be immediately removed from the game
 - 2) Shall not return to play until cleared by an appropriate health care professional
- B. Oregon State law 336.485.3a states:
- (3)(a) A coach may not allow a member of a school athletic team to participate in any athletic event or training on the same day that the member:
- (A) Exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body; or
 - (B) Has been diagnosed with a concussion.
- (b) A coach may allow a member of a school athletic team who is prohibited from participating in an athletic event or training, as described in paragraph (a) of this subsection, to participate in an athletic event or training no sooner than the day after the member experienced a blow to the head or body and only after the member:
- (A) No longer exhibits signs, symptoms or behaviors consistent with a concussion; and
 - (B) Receives a medical release form from a health care professional.
- [2009 c.661 §1]

23. VIOLATIONS OF REGULATIONS-PENALTIES

- A. Players or coaches who are ejected from games will receive an automatic suspension from the next game per OSAA rule 21A—Ejection Policies-Ejected Player or Coach. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest. An ejected player is required to sit out the remainder of the contest, but may remain on the bench. Should an ejected player participate or an ejected coach remain within "sight and sound" of the team during the period of suspension specified in the Regulations, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Board.
- B. Ejections will result in fines to the team, following the guidelines of OSAA rule 22A-Ejection Policies-Fines. When the first participant or coach is ejected, the team that the participant or coach is representing shall be assessed a \$50 fine by the OHSLA Board. A second ejection in the same season shall result in the assessment of a \$100 fine, and each ejection thereafter within that season shall result in a fine to be increased by \$50 increments for each ejection without limitation.

EXCEPTION: The fine for an ejection in the last contest of the season shall be increased by \$100 over the standard fine for the offense.

- C. Teams receiving a second collective ejection (players or coach) in a season will have to check in with the League Commissioner to discuss the situation.
- D. Teams receiving their third collective ejection in a season (players or coach) will face league sanctions, which may include suspension from league play. After a team has received a third ejection within a season, the Head Coach must come before the OHSLA Board to discuss possible solutions to the problem.
- E. Teams in gross or continual violation of league policies may be suspended from the OHSLA. The OHSLA reserves the right to accept or decline a teams request to re-join the league.
- F. Players participating in gross misconduct or conduct that is deemed to be detrimental to the OHSLA may face further sanctions than simple one game suspensions, even if they have not had an ejection earlier in the season. These penalties will be determined by the OHSLA Board.
- G. Coaches participating in gross misconduct or conduct that is deemed to be detrimental to the OHSLA may face further sanctions than simple one game suspensions, even if they have not had an ejection earlier in the season. These penalties will be determined by the OHSLA Board.
- H. All penalties issued by the OHSLA are to be considered separate from any penalties that are levied by the school administration.

24. EJECTION POLICIES-MULTIPLE EJECTIONS OF INDIVIDUAL

- A. A second ejection for an unsportsmanlike act during the same season will result in a two-game suspension as per OSAA Rule 23. A third ejection for an unsportsmanlike act during the same sport season will result in disqualification from further participation during that sport season.

25. PROTESTS

- A. Protests regarding a suspension and fine for players shall be sent immediately to the Commissioner. Rulings on these protests will be made by the Commissioner.
- B. Protests regarding a suspension and fine for coaches shall be sent immediately to the Commissioner. Rulings on these protests will be made by the OHSLA Board.
- C. Protests must be received by the Commissioner within 48 hours of the ejection.
- D. The OHSLA Executive board will meet and function in same manner as OSAA Executive board.

26. PARENT COMPLAINTS

- A. Coaches shall instruct parents that all complaints/problems shall go to coach first.
- B. Coach shall then proceed to contact head referee or commissioner if coach deems it appropriate to pursue.

C. Commissioner shall copy opponent if applicable.

27. FIVE QUARTER RULE

- A. Same guidelines as OSAA rule
- B. Applies in following situations
 - 1. Two contests in one day (Example: JV, Varsity double header)
 - 2. 2 contests within 48 hours against the same school.

28. SENIORS ON JV TEAMS

- A. Each OSAA league has a different policy on this.
- B. OHSLA guidelines are as follows:
 - 1. Team desiring to play a senior in JV game must notify and gain permission from opponent 24 hours prior to contest.
 - 2. The main concern is of size and safety.

29. RULE OF 2 – THIS IS VERY IMPORTANT OSAA RULE #58 (Practice Limitation Rule) RECOMMENDED READING!!

- A. All OHSLA teams must adhere to the OSAA RULE of 2!
- B. The rule applies to all coaches and volunteers during the academic year until spring sports begin.
- C. Please read this rule carefully and abide by it (OSAA 2010-2011 Handbook, Rule 58C, page 72). Simply stated, the Rule of 2 states that outside of a sport's specific season and *during the Association year* (see OSAA handbook; rule 6.8.1, 6.8.4, 6.8.5, and 6.8.6) a team's entire coaching staff can only work with two players per day. The entire coaching staff is treated as one coach. In other words, one coach cannot work with two players during a day, while another coach works with two different players. Two players for two hours per program per day—period.
- D. Conditioning (Rule 58 F): Conditioning is allowed where students work on physical fitness by use of weights, running, and/or exercises. Conditioning does not allow for the use of individualized and specific sports equipment or apparatus, i.e. lacrosse sticks, balls, helmets, gloves, goals, etc. Participation in conditioning activities must be OPTIONAL.
- E. Open Facilities (Rule 58 E): Players can participate in open facility activities (pickup games and drills) as long as these activities are optional and are available to ALL students, not just those on the lacrosse team. Coaches cannot be involved and no instruction can occur as per Rule 58, Q&A #16.
- F. For insurance and safety reasons, many schools require adult supervision during Open Facility activities. For OHSLA purposes. ADULTS CAN BE PRESENT AT OFF SEASON AND OPEN FACILITY ACTIVITIES IN A SILENT AND SUPERVISORY POSITION ONLY, other than as the Rule of 2 applies.
- G. "Winter/Fall Coaches" are not allowed in the OHSLA.
 - 1. Winter/Fall Coaches are defined as coaches, either paid, volunteer, or parent, who are not associated with the team as an

- official coach during the regular lacrosse season, but run practices or help at Open Facility activities during the off season.
2. This differs from OSAA procedure, since the OSAA has the infrastructure at each school (principals, AD's) to monitor such activities.

30. CONFERENCE PLAYOFFS--OPTIONAL; TO BE USED FOR CONFERENCE SEEDING

- A. Each Conference should notify the OHSLA of their seeding and tie breaking system for State playoffs BEFORE the start of the regular season. This system can be based on Conference game results or it can be decided in a playoff format. If no format is in place before the season starts, the format in Part G of this rule will be followed.
- B. Games do not count against 18/20 contest limit.
- C. Games shall be considered STATE SUB-TOURNAMENT and run by OHSLA.
- D. Host school shall notify head referee and OHSLA as to location and time of game.
- E. Admission charges (\$5 and \$3 maximum) can be charged.
- F. If home team charges a gate fee, the home team will pay the entire cost for the referees. If the home team does not charge a gate fee, the home and visiting team shall split the cost for game referee fees.
- G. TIE BREAKERS AND HOME FIELD
Seeding for sub-tournament and state playoff games shall be as follows:
 1. Head to head
 2. League Points within Conference
 3. Goals against within Conference
 4. Coin flip

31. STATE PLAYOFFS; ROUNDS 1, 2, AND QUARTERFINALS

- A. Home teams field must meet NFHS standards in order to host a state playoff game.
- B. Teams must submit their field measurements and facility specs before season.
- C. If home team cannot meet standards (to be determined by OHSLA) they must find an alternate site.
- D. Admission charges (\$5 and \$3) MUST be charged to ALL spectators, not just those of the visiting school.
 1. The gate total shall be split 50/50 with the OHSLA and host school after approved host expenses are subtracted from the gate total.
 2. A copy of the gate accounting shall be included with payment and sent to the OHSLA Treasurer.
 3. If charging admission is a problem for any program, special arrangements must be made with the OHSLA prior to the game taking place.

4. Failure to pay the OHSLA their portion of the gate as described in the SOP's will result in a fine of \$250.
- E. Each team shall have a representative from the school in attendance.

32. STATE PLAYOFFS - FINAL FOUR AND CHAMPIONSHIP

- A. Admission charges of (\$6 and \$4) MUST be charged to ALL spectators. The total gate shall be split with the OHSLA and host school after approved hosts expenses have been subtracted. This split is 75% OHSLA and 25% host team.
- B. Each Final Four team will receive 5% of the OHSLA share.

33. HOME TEAM RESPONSIBILITY FOR CONFERENCE AND STATE PLAYOFF CONTESTS

- A. "Senior Recognition" or "Team Tribute" nights are prohibited before or during league and state playoff contests.
- B. Home team shall have a greeter on site to meet visiting teams.

34. ELIGIBILITY FOR POST SEASON HONORS

- A. Players must be in good standing with their school and their team to receive All-Conference, All-State, or All-American honors.
- B. To receive Honorable Mention honors, a player must receive a minimum of 2 votes in the selection ballot.