



2011-2012 SKI MANUAL



This is the Official Rule Book for MHSAA Ski Competition equipment and eligibility requirements which apply to all Meets. Staffing and Meet Management sections are for Regional and Final competition.

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TABLE OF CONTENTS

PURPOSES OF THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.....	1
REMINDERS.....	1
MHSAA POLICIES	2
MEDICAL EMERGENCY POLICY.....	2
COMPETITION REGULATIONS.....	3
Equipment.....	3
Entry for Regional and Final Competition.....	3
Scoring.....	4
Substitutions.....	5
Awards.....	5
Weather Postponements.....	5
Unsportsmanlike Conduct.....	5
MEET ADMINISTRATION.....	6
Course Inspection.....	6
The Start.....	6
The Finish Area.....	7
Disqualifications.....	8
Re-Runs.....	9
Protests.....	9
The Course.....	10
Administration.....	11
PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS.....	15
INJUNCTIONS OR RESTRAINING ORDER PROCEDURE.....	16
NON ADVANCEMENT POLICY	16
TOBACCO AND ALCOHOL POLICY.....	16
TAUNTING POLICY.....	17
WITHDRAWAL POLICY.....	17
SPECTATOR INSTRUCTIONS.....	17
SECURITY CHECKLIST.....	17
UNCONSCIOUS ATHLETE RETURN TO COMPETITION.....	19
TOURNAMENT MEDICAL INCIDENT REPORT.....	20



SKI FAQ'S

Who makes the rules and regulations for the MHSAA ski season?

The MHSAA Ski Committee is the first step in the process. This committee filters all proposals sent in from schools, coaches associations, principals, individual coaches, etc. Any proposal approved by the Ski Committee is sent to the Representative Council and if the Representative Council approves the proposal; it is implemented for the next school year. Exception: very seldom some items are effective immediately.

How are the ski alignments made?

MHSAA does the tentative grouping of schools, by region, and then the MHSAA Ski Committee gives the final approval.

Limited Team Membership & Counting Races

Limited team membership – Apply the limited team membership rule to each individual skier from the point of the team's first participation in a contest or scrimmage.

Must a skier wear a helmet?

Yes, a helmet is required for all competitors in both slalom and giant slalom. A face guard must be worn and attached to the helmet for slalom racers.

What is the minimum or maximum length for skis?

There is no restriction on the length of the ski.

What is the logo restriction on the ski uniform?

Since ski is not a NFHS sport, there is no restriction. School approval is the only requirement.

Is there a binding height restriction?

Yes, the 55 mm riser rule is in effect for all skiers.

What must a skier submit prior to competition?

Each skier must have a physical form on file with the school administration **and** his/her CUSSA/high school meet schedule.

To be eligible for post season:

A team must have an actual schedule in that sport for the current season and have participated against MHSAA member schools in four or more contests in that sport during the current season.

A student must have actually competed in at least four meets with his/her school team against other MHSAA member schools.

Alpine Skiing – Waiver Procedure:

- (1) If a student has been a member of the high school ski team since the earliest practice within the MHSAA season – including dry land training, classroom preparation and on-hill practice – but has not skied in four high school meets due to cancellation of meets due to weather conditions, injury, illness or family tragedy (not ineligibility under MHSAA rules or school action for academic or discipline reasons), an administrator of that school may make a written request to the MHSAA for that student to participate in the MHSAA tournament. The request must describe the student's involvement with the team and the reason he/she does not have four starts. The student's name must have been included previously on the Master Eligibility List. If the MHSAA administrator in charge of alpine skiing and the executive director or his/her designate concur that this is a reasonable request, the school may allow this student to participate in the MHSAA tournament. The request must be received by noon of the last business day prior to the MHSAA meet.

(2) Establish a waiver procedure for **teams** as follows:

A school administrator may make a written request to the MHSAA staff if weather conditions caused the cancellation of one or more ski meets and the school team has not competed in the required minimum four meets. The request . . .

- a. must include the season's pre-arranged schedule;
- b. must include an explanation of conditions which led to the cancellation of meets;
- c. must demonstrate that good faith efforts were made to reschedule;
- d. must be received by Noon of the last business day prior to the Regional Meet;
- e. must include that all other entry requirements (eligibility list, rosters) have been met.

If the MHSAA administrator in charge of alpine skiing and the executive director or his/her designate concur that this is a reasonable request, the school may be allowed to participate in the MHSAA Alpine Skiing tournament.

Approved CUSSA Meets:

The Region 2 and Region 3 CUSSA/MHSAA Meets for 2011-12

1. January 7-8 Age/Ability	Boyne Highlands	R3
January 7-8 FIS-MidAm	Loch Lomond	R2/3
2. January 9-10 FIS-MidAm	Lutsen	R2/3
3. January 13-15 Age/Ability	Marquette	R2
4. January 20-22 FIS-MidAm	Indianhead	R2/3
January 21-22 Age	Cannonsburg	R/3
5. January 28-29 Age/Ability	Boyne Mt	R/3
January 28-29 Age/Ability	LaCrosse	R2
6. February 3-5 FIS-MidAm	Spirit	R2/3
February 3-5 Age/Ability	Indianhead	R2
February 4-5 Age	Mt. Holly	R3
7. February 11-12 Age/Ability	Schuss Mt.	R3
February 11-12 Age/Ability	Brule	R2

Reminder: Each participant must have his/her CUSSA/High School Meet Schedule on file with the athletic administrator of the school prior to the first school competition for that individual.

PURPOSES OF THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.

1. Increase and promote the educational value of interscholastic athletic programs throughout the state.
2. Assist member institutions in their regulation of interscholastic athletic eligibility and competition.
3. Promote uniformity, predictability and competitive equity in the application of eligibility rules for athletic contests.
4. Promote the physical welfare of participating students.

REMINDERS

PRIOR TO COMPETITION

1. Each skier must have a Physical Form on file with the school administration.
2. Each student must have his/her CUSSA/High School Meet Schedule on file with the athletic administrator of the school prior to the first school competition for that individual.

ENTRY INTO THE MHSAA ALPINE SKI TOURNAMENT

Member of team:

To be eligible to enter the MHSAA Alpine Ski Tournament as a member of the team, a student must have competed in at least four meets with his/her school team against other MHSAA member school teams.

Team:

A school must enter and ski a minimum of four skiers in each of the two events (each gender) in order to be considered a team. Individual entries are not permitted in Regional competition.

HELMETS

Each racer must have a helmet which completely covers the head and is manufactured for ski racing. All slalom racers must have a face guard/face mask on their helmet.

EQUIPMENT

1. There is no logo restriction on the ski uniform. School approval is the only requirement.
2. The 55mm riser rule is in effect. (See Equipment, page 3, 1A)
3. There is no restriction on the length of the ski.

LIMITED TEAM MEMBERSHIP

The limited team membership rule is applied to each individual skier from the point of the team's first participation in a contest or scrimmage.

**All questions and concerns should be directed to
the athletic director of the local school.**

MHSAA POLICIES

MEDICAL EMERGENCY POLICY – Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

Trainers are an allowed expense and encouraged, but not required.
All MHSAA concussion protocols will be followed.
MHSAA tornado watches and warnings shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

Student, coach and spectator shelter for outdoor events.
Host facility emergency equipment such as AEDs, fire escape, etc.
Emergency communications, i.e. phone numbers, school administration contact.
Coordination with facility management regarding evacuation, first aid, on-site responsibilities.
Medical transport or first responder contact procedures.
Proximity/directions of nearest medical facility.

1. **ATHLETIC ELIGIBILITY** - The current *MHSAA Handbook* Regulation I, Essential Eligibility Requirements for Senior High School Students, is applicable to member school ski teams.
2. **RULES OF THE SPORT** - The information enclosed in this manual contains the rules and regulations for skiing. Modifications from year to year are made by the MHSAA Ski Committee (and approved by the Representative Council).
3. **RULES FOR SKI TEAMS** - The current *MHSAA Handbook* Regulation II, Rules for Contests Involving Senior High Schools, contains information pertaining to member school-sponsored ski teams and must be followed. These rules include:
 - A. **Eligibility** - All ski team members must be eligible by all sections of the *MHSAA Handbook* Regulation I and listed on the Ski Master Eligibility List developed by the school. In addition, each student must have his/her CUSSA/High School Meet Schedule on file with the school's administration prior to the first competition.
 - B. **Coaches** - Each team at the Regional and Final Meets and individual entries in the Final Meet must be accompanied by a school coach or duly appointed school representative (who must be so indicated in letter form, signed by the high school principal and presented to the meet manager before the meet begins) or the racer(s) will not be permitted to race. Coaches are responsible for the actions and behavior of all school team members at all times while on site of the meet. All non-faculty coaches must be registered by the school with the MHSAA.
 - C. **Number of Contests** - Each school's team is allowed fifteen competitions and four scrimmages. The fifteen meet limitation can combine school meets and sanctioned CUSSA Meets. A student may participate in CUSSA Meets sanctioned by the MHSAA and listed on the MHSAA website, but each meet must count as one of the fifteen ski meets allowed for that team and individual that season. If two members of a team compete in two different MHSAA sanctioned CUSSA Meets in the same weekend, they count as one of the 15 meets allowed. An eligibility list from the school must be presented to the designated high school representative for the sanctioned meet prior to the student's participation in that meet.

In addition, during the season an individual may participate in a maximum of two outside contests in skiing while not representing his or her school.

(Regional and Final Meets do not count toward the total, nor do scrimmages or NASTAR events.)

- (1) NASTAR – Open to anyone age 5 to 85. Ski one event against a clock.
- (2) High School Meet – Two or more high school teams competing against each other.
- (3) CUSSA/MHSAA Sanctioned Meet – CUSSA meets which are sanctioned by the MHSAA. Meets are listed on the MHSAA website. These meets count as individual and school team meets.
- (4) Non-School Meets – A meet which an individual competes in during high school season. Not a high school meet. The skier goes as an individual not representing a high school.
- (5) Two Outside Competitions – Each individual skier is allowed two non-school outside competitions. The rule is applied from the point of the team's first participation in a contest or scrimmage. These can be club meets or other non-school competitions.
- (6) During the season, skiers are allowed to practice with a club program. If one club competes against another club, this competition counts toward the maximum of two meet count.
- (7) If a local club has practice that includes competition within the club members – this does not count against the maximum of two allowable competitions. It is intra-club competition.

NOTE: All races up to the Finals count in the school team limitation (excluding the MHSAA Regionals).

- D. Sport Season - Ski practice may begin no earlier than two Mondays prior to Thanksgiving. Dates and procedures for tryouts shall be decided by individual schools. Tryouts must be conducted during the ski season; therefore, they cannot be held before the first day of practice. Competition may begin on or after the third Saturday after Thanksgiving. The ski season ends with the Ski Finals which will be held on the last Monday in February each year.
4. PENALTIES - The current *MHSAA Handbook* Regulation V, Violations by Senior and Junior High/Middle Schools, is applicable to member school ski teams. It includes penalties for unsportsmanlike conduct and for violations of provisions of Regulations I and II.

COMPETITION REGULATIONS

1. EQUIPMENT

- A. Skis, ski boots, bindings, ski poles, gloves, helmets, goggles and clothing in their commercially manufactured designs are permitted. All skis must have conventionally approved and operable ski brakes to be used in competition to include 55 mm ruling - the maximum allowable distance from the bottom (flat running surface) of the ski, to any point along the bottom of the ski boot sole shall be 55 millimeters. See Rule 4; Section A, part 15 on page eight of the *Ski Manual*. The measurement will be taken with the boot out of the binding but with the brake treadle fully compressed.
 - B. Bib - Racers must wear the racing bib issued to them visibly on the chest and back during competition. Racers must wear their bib visibly while inspecting the course; however, depending upon weather conditions, the meet manager may allow an outer garment to be worn over the bib during inspection. Failure to wear the racing bib issued shall result in disqualification.
 - C. Helmets – Helmets which completely cover the head and are manufactured for ski racing are required for all competitors in all slalom and giant slalom races. A mouth guard/jaw guard must be worn (and attached to the helmet) for slalom racers. The MHSAA neither specifies nor recommends any helmet design or brand name. It is the responsibility of the school/competitor to select an appropriate helmet and use it in the manner prescribed by the manufacturer.
 - D. Equipment - It is strongly recommended that coaches and competitors become aware of and consider the availability and value of supplemental equipment which might include shin guards or body armor.
2. ENTRY FOR REGIONAL AND FINAL COMPETITION - To be eligible as a member of a **team** to enter into the MHSAA Alpine Ski Tournament, a student must have competed in at least four meets with his/her school team against other MHSAA member school teams.

- A. Team Entry - A school must enter and ski a minimum of four skiers in each of the two events in order to be considered a team. Individual entries are not permitted in Regional competition.
- (1) The maximum number of entries per team per event shall be six for boys teams and six for girls teams.
 - (2) The first, second and third place boys and girls teams from each Regional Meet will advance to the Final Meet.
 - (3) The top ten individuals in each discipline or the top four individuals not on a qualifying team (whichever is greater) will advance to the Final Meet.
- B. Individual Entry - Entry to Regional Meets **is only by team**. For the Final Meet, the top ten individuals or the first four individual finishers in each event in Regional competition who are not members of the first, second or third place team, qualify as individuals for the Final Meet in the event in which they qualify.
- C. The Ski Opt-Out Date is Friday, Feb. 10, 2012 at 4 p.m. The running order and other materials must be sent to the manager by this deadline. The Regional Manager may require additional information with the entries (i.e., release form or a workers list).
- D. Running Order
- (1) The running order shall not be changed after the entry due date.
 - (2) Team entry adjustments for the Final Meet shall be submitted to the Regional Manager before leaving the Regional site. Otherwise the Regional entry will become the Final Meet running order.
 - (3) Contestants are drawn for position within a flight by lot. All No. 1 skiers (team) constitute the first flight. Number 2 skiers are in the second flight and so on. In the Final Meet, all individual qualifiers shall race in flights 2.5 and 4.5 with equal distribution in each flight. In the event there are an odd number of skiers, the additional skier shall be placed in 4.5.
 - (4) For the second run of the same event, flights are run in reverse order from the first run of that event.
 - (5) Bibs shall be assigned by running order of the first event in which a skier competes.

3. SCORING

A. Scoring

- (1) The combined times from a competitor's two completed runs shall determine his/her time for the race.
- (2) The best time shall be awarded one point, the second best time two points, the third best time three points, and so forth, with all competitors who DQ, DNS or DNF to receive points equal to one greater than the total number of participants (those who were entered) in that event.
- (3) Team scores in each event shall be computed by combining the race points of the top four finishers in each event from each team competing. Points shall be awarded as described above.
- (4) The fifth place finisher's score in both events will be used to break a tie.
- (5) In the event of a tie of times for a position, the two times involved shall divide the total points for the two positions involved. For example, a tie for 7th position, points for 7th and 8th positions shall be totaled for 15 and each tie time will receive 7½ points.

B. Scoring at Final Meet

- (1) Individual - For determining the top ten individual winners in each event, the sum total of an individual's times in that event shall be utilized. The fastest total time is the individual champion.
- (2) Team - After determining the individual winners, all individuals not representing a team shall be eliminated from the scoring process. At that point, the scoring system for teams shall be applied. (One point for first, two points for second, etc.) The low team total wins.

4. SUBSTITUTIONS

In both the Regional and Final Meets, a school may substitute for a scratched team member as long as the substitute assumes the running position of the person they are replacing. The coach may substitute any eligible skier (a student listed on the master eligibility and one who has represented their school in four high school meets). The substitution may be made no later than the established scratch deadline prior to the running of each event.

5. AWARDS

A. Regionals

- (1) Medals to the first ten places in each event (boys and girls).
- (2) Twelve medals for the winning boys team and twelve medals for the winning girls team. (Additional medals may be ordered through the MHSAA office at the school's expense).
- (3) A winning team trophy is presented to the school finishing first in Regional competition (one for boys and one for girls).

B. Finals

- (1) Ten individual place medals shall be awarded in slalom and giant slalom in both boys and girls competition.
- (2) Twelve team medals shall be awarded for the championship and runner-up team in boys and girls competition. (Additional medals may be ordered through the MHSAA office at the school's expense.)
- (3) Trophies will be awarded to the team champion and runner-up in both boys and girls competition.

6. WEATHER POSTPONEMENTS FOR MHSAA REGIONAL SKI MEETS

- A. If the snow conditions at a Regional Ski site are such that the meet cannot be contested on the regularly scheduled date, the postponed day may be made up at the site or alternate site on the following Friday, Saturday, Sunday, Monday, Tuesday or Wednesday.
- B. If the meet is not completed by the Wednesday immediately following the Thursday Regional date, there will be no representatives from that region at the Final Meet.
- C. Decisions regarding the matter will be made by the Regional Manager in conjunction with the MHSAA staff member responsible for skiing.

7. Unsportsmanlike Conduct

- A. All competitors are expected to conduct themselves in a sportsmanlike manner throughout their attendance at the meets. The T.D. or Referee have the authority to add a maximum of five points to a team's total or five seconds to an individual total. If there is a reason for a second assessment of points or time for conduct, the contestant in question shall be disqualified immediately with any point or position attained before the disqualification unaffected by the disqualification.
- B. If a disqualification is given during the regular season, the recipient is disqualified for the rest of the contest and the next contest (i.e. dual meet, invitational meet). If the disqualification is given at the Regional, the student/athlete is done for the year. (For misconduct reasons, the Regional and Final are considered one meet.) Seniors will be disqualified for the first contest of the athlete's next sport if disqualified during the last contest. This rule applies to athletes and coaches alike. See page 15.

MEET ADMINISTRATION

1. Course Inspection

- A. The course may be inspected as defined and directed by the Technical Delegate at his/her discretion. Skiing through a gate, or practicing turns parallel with those required by gates (shadowing) on the course will result in disqualification.
NOTE: For risk management considerations, the Technical Delegate can make changes to this regulation.
- B. If a reset is needed, the competitors must have thirty minutes for inspection immediately following completion of reset.

2. THE START

A. The start area

- (1) The start area must be closed off to everyone except the starting competitor, accompanied by only one coach and the start officials. The start shall be prepared in such a way that the competitors can stand relaxed on the starting line and can quickly reach full speed after leaving the start.
- (2) The start gate must consist of two poles about 60 cm apart.

B. Forerunners

The chief of course is obliged to provide at least three qualified forerunners. In extraordinary conditions, the course referee may increase the number of forerunners. The nominated forerunners must command sufficient skiing ability to cover the course in racing fashion. Competitors disqualified in the first run are not permitted to start as forerunners in the second run. Competitors suspended for disciplinary reasons cannot be named as forerunners. The chief of course determines the forerunners and their start order. After an interruption of the race additional forerunners may be authorized as needed. The times of the forerunners may not be announced or otherwise made public. Upon request, the forerunners shall report to the course referee regarding the snow conditions, the visibility and the race line.

C. Start Procedure

- (1) No official or attendant who could possibly give an advantage to or disturb the starting competitor may be near the competitor. All outside help is forbidden. By order of the starter, the competitor must plant his/her poles in front of the start line, or where indicated. The starter must not touch the competitor at the start. Pushing off from the start poles or other aids is forbidden and the competitor may start only with the help of ski poles.
- (2) A competitor who has not appeared at the start one minute after being called by the starter or start official shall be disqualified. Delays caused by the non-arrival of preceding competitors will be taken into consideration. The starter may, however, condone a delay due to "Force Majeure." Breakdown of a competitor's personal equipment or minor sickness of a competitor does not constitute "Force Majeure." In case of doubt, the starter may allow the start provisionally at the end of the seed in progress.
- (3) The starter shall immediately notify the course referee of any competitor who was not allowed to start or allowed to start conditionally and the reason(s) thereof. In the event of a conditional start during the first run, the Jury shall rule prior to the commencement of the second run. Conditional starts granted during the second run shall be ruled upon by the Jury at the conclusion of the race.
- (4) The starter shall direct the competitor to position him/herself in the gate by saying "racer ready". The competitor shall plant his/her poles ahead of the starting line in front of the start wand. The competitor shall start the race upon the command of "go" by the starter. A competitor who is not ready to start at the time indicated will be disqualified.

D. Start Timing

- (1) The start timing shall measure the exact time the competitor crosses the start line with his leg below the knee. If in the action of placing poles in the start position, the competitor trips the start wand, it is the responsibility of the competitor to ask the starter if the clock was started by the action. In such a
- (2) case, the starter shall ask the timer if the clock has started. If the clock has started, the starter shall request reset of the clock, the competitor shall not be disqualified and the start procedure shall resume.
- (3) Once the competitor sets his/her poles in front of the starting line, any trip of the starting wand caused by the competitor shall be considered to be a legitimate start.

E. Second Run Start

- (1) In a Regional Meet the start of the second run of an event shall coincide with the start of the third flight of the first run. Further second run flight starts shall be at least two flights behind first run flight starts.
- (2) In the Final Meet, the start of the second run of an event shall coincide with the start of the fourth flight of the first run. Further second run flight starts shall be at least three flights behind first run flight starts.

F. Schedule Option (Regional and Final) - The meet manager has the option of skiing the entire first run then start the second run. Skiers may be required to inspect both courses prior to the first run. (If you do not reset the course, there will be an immediate changeover to the second run.)

3. The Finish Area

A. The finish area must be plainly visible to the competitor approaching the finish. It must be wide, with a gently sloped smooth outrun. It must be especially well prepared and smoothly packed to make stopping easy. In setting the course with gates, particular attention shall be paid to directing competitors across the finish on a natural line adapted to the terrain. Snow walls, straw or hay in bags, foam rubber or other appropriate safety measures shall be used to prevent any possibility of a collision with the finish structures. The finish area is to be completely fenced in. Any unauthorized entry must be prevented. Barricades shall be placed so that competitors are not injured by colliding with them.

B. The finish line is marked by two poles or vertical banners which may be connected by a horizontal banner with the sign "finish". The finish must be no less than ten meters wide. In exceptional cases, the meet manager can decrease this distance on the spot for technical reasons or because of the terrain. The width of the finish is considered to be the distance between the two finish poles. The pickets used to mount the timing devices must also be at least this far apart and are to be protected just as carefully and adequately as the finish poles. The timing pickets are to be placed directly behind the finish poles or banners, on the downhill side. The photo electric cells will be placed at such a height that a competitor will cut the beam as he/she passes the finish line with the lower half of his/her leg, between the ankle and the knee.

C. Determination of Finish

- (1) The finish line must be crossed either on both skis, or on one ski or, in case of a fall in the immediate finish area, when any part of the body or equipment attached to the skier stops the timekeeping.
- (2) With electronic timing, the time is taken when the competitor crosses the line between the finish posts with any part of the body or equipment and so breaks the contact. The time can, therefore, be taken for a fall at the finish before both of the competitor's feet have crossed the line between the finish poles. With hand timing, the time is taken when the competitor's foot crosses the line. The referee and/or the electronic timekeeper are responsible for determining a legal finish.

D. Correct Passage

- (1) A gate has been passed correctly when both the competitor's ski tips and both feet have passed across the gate line. If a competitor loses a ski below the second gate from the finish line without

committing a fault, e.g., not by straddling a slalom pole, then the tip of the remaining ski and both feet must have passed the gate line. The gate line in giant slalom, where a gate consists of two pairs of poles each holding banners between them, is the imaginary shortest line between the two inner poles at snow level. The gate line in slalom is the imaginary shortest line between the turning pole and the outside pole at snow level. In the event that a competitor removes a pole from its vertical position before both the competitor's ski tips and both feet have passed the gate line, the ski tips and feet still must pass the original gate line defined by the marking in the snow.

- (2) If a competitor misses a gate, he/she no longer has the right to pass through further gates. If the competitor fails to comply with this prohibition, he/she or the team can be penalized, besides disqualification, with a disciplinary penalty according to the unsportsmanlike conduct, Section 8-A. Before imposing the disciplinary penalty, it must be examined whether the competitor has been able to realize the mistake. It must be supposed that the competitor has realized fault when two or more gates have been passed incorrectly and when the competitor has obviously deviated from one of the possible correct passages (lines).

4. Disqualifications

A. A competitor is disqualified if he/she:

- (1) Participates in the race under false pretenses.
- (2) Does not comply with the safety regulations.
- (3) Trains on a course closed for competitors, intentionally alters the course or acts contrary to the instructions of the Jury, referee or Meet manager as to the execution of the training or the race.
- (4) Does not wear the official bib at the inspection or in the competition or alters this bib number.
- (5) Appears late at the start, makes a false start or violates the regulations for the execution of the start.
- (6) Loses a ski above the second gate from the finish line.
- (7) Fails to cross the gate lines between the poles of the gates with both ski tips and both feet.
- (8) Fails to cover the course on skis or to pass the finish in accordance with the finish rules
- (9) Accepts outside help in any form during the race.
- (10) Fails to give way to an overtaking competitor at the first call or interferes with the overtaking competitor's run.
- (11) Crosses a race course while a race is in progress.
- (12) Illegally inspects course (see page 5).
- (13) Engages in unsportsmanlike conduct (see pages 5 and 16).
- (14) Fails to complete a run within two minutes of the official start.
- (15) Violates the 55 mm riser rule.

B. Posting

All disqualifications must be noted or posted on the unofficial result board for each run within 15 minutes of the last competitor's run in that discipline.

5. Re-runs

A. Grounds for Re-Run

- (1) Competitor who is hindered while racing by:
 - (a) the blocking of the course by an official, a spectator, an animal or other hindrance.
 - (b) the blocking of the course by a fallen competitor who could not clear the course soon enough.
 - (c) objects in the course such as a lost ski pole or the ski of a previous competitor.
 - (d) activities of the first aid service which hinders the competitor.
 - (e) the absence of a gate knocked down by a previous competitor and not promptly replaced.
 - (f) other similar incidents which, beyond the will and control of the competitor, cause significant loss of speed or de facto lengthening of the racing line and thereby materially affect the competitor's time or
 - (g) malfunction of the timekeeping system (electronic and hand).

NOTE: A competitor can apply to the referee for a re-run immediately after the occurrence of the interference. The competitor must leave the course immediately after the interference and may not ski further through the gates. In special situations, the referee may order a provisional re-run.

- B. Validity of a Re-Run: In case referee is unable to immediately question the appropriate officials or to judge the justification for the re-run, to avoid delay for the competitor, the referee may grant a provisional re-run. This re-run will be valid only if it is confirmed by the Jury. If the competitor was already disqualified before the incident entitling a re-run, the re-run is not valid. The provisionally or definitively approved re-run remains valid if it proves slower than the first hindered) run. If the claim for re-run is shown to be unjustified, the competitor is disqualified.

In the event the referee grants a provisional re-run, the competitor shall immediately return to the start area and shall be allowed to start that provisional re-run immediately after reporting to that start official in accordance with the start rules.

6. Protests

- A. All protests against disqualification because of an irregular execution of the race, against the timekeeping, against another competitor or competition equipment shall be submitted to the referee.
- B. All protests against the course or its condition, admittance of a competitor or team, the irregular behavior of an official during the competition, or any decision by the meet manager shall be made to the jury.
- C. Deadlines for Submittal
- (1) Against the admittance of a racer: before the draw.
 - (2) Against the course or its condition: not later than 60 minutes before the beginning of the race.
 - (3) Against another competitor or competitor's equipment or against an official because of irregular behavior during the competition: before the course is removed or altered for the next competition.
 - (4) Against disqualification because of an irregular execution of the race: within 15 minutes after the posting of the disqualification.
 - (5) Against the timekeeping: within 15 minutes after the posting of the competitor's unofficial result.
 - (6) Against all other decisions of the meet manager: within 15 minutes of the conclusion of the race.
 - (7) After these deadlines, *MHSAA Handbook* Interpretation No. 268 controls: "Except as provided by playing rules and MHSAA tournament guidelines for the sport involved, protest is not allowed by the MHSAA when it is based on judgment decisions of officials or on misinterpretation or misapplication of playing rules."
- D. Filing of Protest - Protest may be made verbally or in writing by the competitor, competitor's coach or duly appointed school representative.
- E. Settlement
- (1) Any protest of the irregular execution of the race or timekeeping shall be addressed at the end of the seed during which the event occurred by the referee who may, in his/her discretion, convene a Jury for decision prior to the start of the running of the next seed.
 - (2) All other protests shall be settled by the meet manager or Technical Delegate who may, in his/her discretion, convene a Jury for decision prior to the posting of the official meet results.
 - (3) No video or film replay shall be used to settle a protest.
- F. Jury Composition
- (1) Referee
 - (2) Technical Delegate
 - (3) Chief of Race

7. The Course

A. An event must always be decided by two runs on two different courses. For hosting the Regional or Final, the venue must be able to accommodate two separate race courses for each discipline.

B. Slalom

Eliminate all outside gates with the exceptions:

First and last gate

All combination's (flushes and hairpins, including the exit and following gate)

All through and delay gates

(1) The Gates

(a) All poles used in the alpine disciplines are described as slalom poles and areas subdivided into rigid poles and flex poles.

(b) Flex poles must be used for turning gates.

(c) The slalom poles are colored red or blue.

(d) All gates may be numbered and a course map may be prepared and available to the referee.

(2) A gate must have a minimum width of 4M and a maximum of 6m. The distance between gates within combinations (hairpin or vertical) may not be less than 0.75m. The distance from turning pole to turning pole of successive open or closed gates may not be less than 6M and not more than 13m. Delayed turns must have a minimum distance of 12m and a maximum distance of 18m from turning pole to turning pole. The position of the poles must be marked on the snow with a dye which remains visible throughout the entire race, in case they are knocked out.

(3) In slalom, a minimum of 1 flush (3-4 gate combination) and 1 hairpin shall exist per course.

(4) All vertical gate combinations shall be set with an "over the top" pathway for the racer to follow (turning gate shall be the top gate of the combination).

C. Giant Slalom

(1) The gates - Two pairs of slalom poles are used and defined. Each pair may carry a banner between them. Of these four slalom poles, the one which is the turning pole must be a flex pole. The banners should not be fastened solidly to the slalom poles. Fixations which could cause injury are forbidden. All gates must be numbered and a course map may be prepared and available to the referee.

(2) Distance between gates - The gates must be at least 4M and at most 8M wide. The distance between the nearest poles of two successive gates must not be less than 10M. The gates must be set so that the competitors can distinguish them clearly and quickly even at high speed. The two banners of a gate should be set at right angles to the racing line. The positions of the poles must be marked on the snow with a dye which remains visible throughout the entire race in case they are knocked out.

D. Setting Rules Common to Both Slalom and Giant Slalom

(1) In setting a course, the following principles should be observed:

(a) Avoidance of a monotonous series of standardized combinations of gates.

(b) Gates, which impose on competitors too sudden sharp braking, should be avoided as they spoil the fluency of the run without increasing the difficulties a modern course should have.

(c) It is advisable before difficult combinations of gates to set at least one gate which allows the competitor to ski through the difficult combination under control.

(d) Difficult figures should not be set either right at the beginning or the end of the course. The last gates should be rather fast so that the competitor passes the finish at a good speed.

(e) The last gate should not be too near to the finish. To avoid danger to competitors and timekeepers, it should direct competitors to the middle of the finish line.

(f) Setting the course can be started at the top or bottom. The course setter can decide with which color to begin, taking visibility into account.

(g) Set the course to provide a fair run where a majority of skiers could reasonably expect to finish.

E. The Course Review Committee shall be made up of each member of the Jury. The Jury's decision for acceptance of the course is final.

- F. MHSAA Meet Managers and the T.D. shall facilitate communications amongst all participating coaches regarding course setting. At the Regional level, participating schools will be represented in the course setting. At the Final level, each region shall be represented provided qualified personnel are available.

8. ADMINISTRATION

A. Timing Equipment

- (1) For all competitions, electronic timing with communication between start and finish shall be used. The equipment will allow measurement of the times to 100ths of a second which shall be the time recorded. The starting wand shall be placed in such a way so that starting is impossible without it opening.
- (2) Hand Timing -For all competitions, the hand timing must be totally separate and independent of the electronic timing at the start and finish. It must be recorded to 100th of a second. Each course must have two hand timers and both times for each competitor shall be averaged and that time recorded on a hand time record sheet unless "time of day" hand timing is utilized, in which case there shall be one hand timer at the start gate and one at the finish gate with synchronized watches capable of lap timing.
- (3) Failure of the Electronic Timing - When the electronic timing temporarily fails, the times recorded hand timing shall be accepted, and to these times shall be added or subtracted as the case may be, a time equivalent to the average difference between the times recorded by electronic timing and by hand. That average is calculated by averaging the differences of those ten competitors whose times are immediately before and immediately after the times recorded by hand. If possible, the five times before and the five times after the times recorded by hand. Extreme deviations are to be discounted. If the electronic timing breaks down completely during the race, the times taken by hand shall be valid for all competitors.

B. Officials

- (1) Technical Delegate – Supervises the technical and organizational conduct of the event.
 - (a) Assures that the rules and directions are adhered to.
 - (b) Sees that the event runs smoothly.
 - (c) Advise the organizers within the scope of their duties.
- (2) The Referee - One per event, however it is suggested one per course.
 - (a) Shall direct and control the work of all officials.
 - (b) Shall receive the reports of race officials about the infractions of the rules and the gate faults (DQ cards) at the end of each flight.
 - (c) Shall immediately cause to be posted the names and numbers of disqualified competitors on the official notice board.
 - (d) Authorizes re-runs.
 - (e) Must work closely with the Technical Delegate and the Chief of Race.
 - (f) Must make sure that the regulations for the start are properly observed and determine late and false starts.
 - (g) Must make sure that all rules for the organization of the finish and the in-run to the finish are observed and supervise the finish, the timing and crowd control in the finish area.
 - (h) Must be able to communicate immediately with the starter and meet manager at all times.
 - (i) Determines violations against the rules for equipment and immediately takes measures provided for by the rules.
 - (j) Calls Jury Meetings for consideration of technical questions.
 - * Referees should be at bottom of hill and/or identified so people can find them.
- (3) The Starter - One Per Course
 - (a) Is responsible for events occurring at the top of the hill.
 - (b) Is responsible for the warning signal and the start command as well as for the accuracy of the intervals between these signals.
 - (c) Assigns the supervision of the competitors to the assistant starter.
 - (d) Allows re-runs only with authorization from the referee.
 - (e) Adheres to the order of the official start list.
- (4) The Assistant Starter - One Per Course - Calls the competitors to the start in their correct order.
- (5) The Electronic Time Keeper - One Per Course

- (a) Is responsible for coordination of personnel at the finish line including electronic and hand time personnel.
 - (b) Is responsible for the accuracy of the timing.
 - (c) Must communicate immediately with the referee and the starter if the electronic timing fails.
 - (d) RRRUUUPPPS as a signal to the hand timer (unless time of day is used).
 - (e) Serves as finish judge in the absence of the referee.
- (6) The Electronic Time Recorder - One Per Course
- (a) Is responsible for recording the electronic times of all competitors.
 - (b) Is available before the race to make scratch changes on score sheets.
- (7) The Hand Timekeeper
- (a) Operates stop watches as defined in Section ID.
 - (b) Maintains a complete record of the hand times of all competitors.
- (8) The Chief of Calculations
- (a) Is responsible for quick and accurate calculation of results.
 - (b) Supervises the immediate duplication of unofficial results and the publication of official results after expiration of the protest interval, or after any protests have been dealt with.
- (9) The Chief of Course - One Per Course
- (a) Is responsible for the preparation and maintenance of the courses in accordance with the decisions of the meet manager.
 - (b) Must be familiar with local snow conditions on the terrain concerned.
 - (c) Is responsible for decisions regarding slipping between seeds.
 - (d) Is responsible for the provision of all equipment or any tools for the preparation and maintenance of the course, including spare gates, drills and wrenches (gate keys).
 - (e) Must ensure that all timing equipment functions properly.
 - (f) Is responsible for applying coloring matter for marking the position of gates.
 - (g) Must provide for forerunners.
- (10) Chief of Race
- (a) Directs all preparation of the competition and supervises the activities in the technical area.
 - (b) Convenes meetings for consideration of technical questions. (Can be part of coaches meeting).
- (11) The Course Setter
- (a) Must complete setting of the course at least 1.5 hours before the start of the race, and when possible, the evening before the race.
 - (b) Must ski the course.
- (12) The Chief Gate Judge - One Per Course
- (a) Organizes and supervises the work of the gate judges, designates the gates each will supervise and places them in position.
 - (b) At the end of each seed, collects the gate judges' DQ cards for delivery to the referee.
 - (c) Distributes to each gate judge the materials that they need (DQ cards, pencil, start list, etc.).
 - (d) Offers assistance to help keep the spectators off the course and to help maintain the course.
- (13) The Gate Judges
- (a) A gate judge will be responsible for the supervision of one or more gates. Gate judges must observe accurately whether the passage of each competitor was correct through their area of observation.

- (b) Giving information to a competitor - A competitor, in the case of an error or a fall, can question the gate judge. The gate judge, where possible, must inform a competitor if a fault that would lead to disqualification has been committed. In either case with a clear, decisive voice, the gate judge answers the competitor's question with one of the following words:
1. "GO!" If the competitor should expect no disqualification, since the gate judge has ruled the gate passage as correct.
 2. "BACK!" - If the competitor may expect disqualification. The competitor himself is fully responsible for his/her action and, in this respect, cannot hold the gate judge liable.
- (c) Importance of the task of the gate judge:
1. Each gate judge, who must have a thorough knowledge of the competition rules, has a task of major importance.
 2. When an adjacent gate judge or a member of the Jury makes a report concerning a competitor which differs from the notes of the gate judge in question, the referee and/or Jury will freely interpret these notes in view of a possible disqualification of a competitor or of a decision concerning a protest.
 3. The decision handed down by the gate judge must be clear and non-partisan. The gate judge's conduct must be calm, watchful and prudent. In case of a doubt, the gate judge should rule in favor of the competitor.
 4. The gate judge must declare a fault only when convinced that a fault has been committed. In case of a protest, the gate judge must be able to explain clearly and definitively how the fault was committed.
 5. If the gate judge is in doubt whether a fault has occurred, he/she must make the most careful investigation. The adjacent gate judge may be consulted in order to confirm notes. The gate judge can even demand that the race be briefly interrupted so that the tracks on the course or scratches on the poles can be checked.
 6. The opinion of the public cannot be allowed to influence the gate judge's judgment. Likewise, the gate judge may not accept the opinions of witnesses, even though they may be experienced ones.
 7. The responsibility of the gate judge begins with the approaching of the competitor to the first gate he/she controls and ends when the competitor has passed through the last gate under his/her jurisdiction.
- (d) If a racer does not pass a gate correctly, the gate judge must mark the following immediately on the DQ card in the columns provided:
1. Name of the gate judge.
 2. The bib number of the competitor.
 3. Designation of the course and run.
 4. A drawing of the fault committed (sketch map - absolutely required).
- (e) The gate judge must also watch that the competitor accepts no outside help (e.g. in the case of a fall). The slightest outside help brings disqualification. A fault of this nature must likewise be entered on the DQ card.
- (f) Immediate announcement of disqualifying faults:
1. The gate judge will immediately signal a disqualifying fault.
 2. The immediate indication of a disqualifying fault shall be made by raising the arms or ski poles crossed above the head.
 3. The immediate announcement does not relieve the gate judge from recording on the DQ card.
 4. The gate judge is required to give information to the Jury members on request.
- (g) Duties of the gate judge at the conclusion of the race:
Each gate judge who has recorded a disqualifying fault or who has been witness to an incident leading to a re-run must be available to the Jury until after the settlement of any protests.
- (h) After the necessary entries have been made on the DQ card, the gate judge must shift immediately to other supplemental duties. Most frequently, the gate judge must do to following:

1. Replace gate poles vertically (a leaning pole can aid or hinder a competitor).
 2. Replace knocked out poles in their exact positions; the position is marked by the dye in the snow.
 3. Replace, if possible, torn or missing flags or banners.
 4. Replace broken gate poles according to color (blue or red); the pieces of broken poles must be stored in a way that will endanger neither competitors nor spectators.
 5. Keep the course clear.
 6. Remove any markings made on the course by competitors or third parties.
 7. If no control personnel have been designated for his/her section of the course, the gate judge must take care that all persons (spectators, photographers, other competitors, etc.) maintain sufficient distance from the race course, so that the competitor will not be hindered in any way.
- (i) If a competitor is hindered during his/her run, he/she must immediately leave the race course and report this to the nearest gate judge. The gate judge must enter the circumstances of the incident on the DQ card and have this available for the chief gate judge at the end of each seed. The gate judge must request the competitor in question to report immediately to the referee.
- (j) Location of the gate judge:
1. The gate judge must be placed so that he/she can properly observe the terrain or the gates and course sections which he/she is to oversee, near enough to be able to take prompt action, but distant enough not to hinder the competitor. For the competitor, the gate poles and gates must be clearly visible at all times.
 2. The meet manager is obligated to outfit the gate judges so that they are readily identifiable. Clothing should not be of such color as to be confused with a gate flag.

C. Snow Seed

In extraordinary conditions, the meet manager may change the starting order of a slalom or giant slalom race. The meet manager may start the race with the last seed that will start in reverse order of their start numbers.

D. Administration

Each qualifying team to the MHSAA Final Meet must provide two workers (ski or hill qualified) for each gender for both morning and afternoon events, or receive a five point penalty. In the event the position is not filled with two qualified individuals by that school, the head coach or member of that school's coaching staff will fulfill the responsibility assigned to the school. **Failure to comply would subject the team to unsportsmanlike conduct sanctions consisting of 5 points added to the team's total score.**

PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS AT MHSAA TOURNAMENTS

1. COACH

A. General - Unless a school or the MHSAA applies additional conditions, suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.

If a school fails to enforce a suspension which is required by the MHSAA, tournament management shall require the coach to comply with the terms of suspension and shall report the school to the MHSAA for further action. If the coach fails to comply with the terms of suspension, tournament management shall report the school and coach to the MHSAA, which shall prohibit the school from the remainder of the current tournament and impose additional penalties as circumstances warrant.

Note: Suspensions are required for violations of Regulation I, Section 10 and Regulation II, Section 13(A) and 15 and may be imposed under Regulation V in all other circumstances.

B. Unsportsmanlike Conduct in Previous Contest - A coach who is ejected during a contest for unsportsmanlike conduct shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that team. This is true even if the coach is a parent of a player.

If a school fails to enforce the subsequent disqualification with respect to its coach or the coach fails to comply, the tournament manager or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

2. PLAYER

A. General - Unless a school or the MHSAA applies additional conditions, a suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not recommended, that the player may sit with the team, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant.

If a school fails to enforce a suspension required under MHSAA regulations with respect to one of its students, tournament management or any representative of a member school who becomes aware of the violation shall report it to the MHSAA for further action, which shall include (but not be limited to) forfeiture of the contest and thus elimination from the remainder of the tournament.

Note: Suspensions are required for violations under Regulation I, Sections 10, 11, 12 and 13 and Regulation II, Section 15 may be imposed under Regulation V in all other circumstances.

B. Unsportsmanlike Conduct in Previous Contest - A player who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team. If a school fails to enforce the subsequent disqualification with respect to one of its students, the tournament managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

3. COACH AND PLAYER

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament. The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the tournament manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

INJUNCTION OR RESTRAINING ORDER PROCEDURE

"In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed."

NON ADVANCEMENT POLICY

1. Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments.
2. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTS

1. Policy: For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.
2. Enforcement:
 - A. Tobacco - It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.
 - B. Alcohol - Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

TAUNTING - MHSAA Handbook Regulation V, Section 3, "Sportsmanship"

Interpretation No. 283: Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, "trash talk"; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; standing over/straddling a tackled or fallen player.

Interpretation No. 284: **In all sports,** officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition (and next contest/day of competition). A warning may be given, but is not required before ejection.

Interpretation No. 285: **At all MHSAA tournament venues,** tournament management may give spectators on warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

TOURNAMENT WITHDRAWAL POLICY

Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year-probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

SPECTATOR INSTRUCTIONS

Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site.

SECURITY CHECKLIST

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security the event will be conducted in an environment that limits risk to spectators and athletes. The staff and management will be prepared to prevent, anticipate and handle problems.

Listed below is a basic checklist which will be adjusted accordingly for each event.

1. **Review changes** – In the preplanning stages, review any changes to be made from the previous year's event.
2. **Meet with the head of security** – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
3. **Review ushers assignments** – In your meeting with site representatives and security, review how many security officers will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.

Know who you will be making contact with for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.

Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.

4. **Written Emergency Plan** – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. **Who needs to know** – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., depending on the situation that arises, may need to be involved.
6. **Public Relations** – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
7. **Contingency Plan** – A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
8. **Entry/Exit Plan** – All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
9. **Parking and Traffic Flow** – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. **Crowd Expectation** – Expectations of spectators, teams and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.
11. **Wrap-Up** – Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred and suggestions for the future.



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to play after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, his or her decision to not allow a student to return to competition may not be overruled.

Athlete: _____ **School:** _____

Event/Sport: _____ **Date of Injury:** _____

REASON FOR ATHLETE'S INCAPACITY

PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the athlete to return to competition (may **not** return to practice or competition on the same day as the injury).

COMMENT: _____

_____ **DATE** _____

PHYSICIAN'S SIGNATURE (MUST BE MD OR DO)

PHYSICIAN'S NAME (Printed): _____

Copies to: Team Coach, Athletic Director, MHSAA

Duplicate as Needed



TOURNAMENT MEDICAL INCIDENT REPORT
The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator
 Event Official
 Athlete _____ School _____
 Other _____

Male Female Dist # _____ Reg # _____ QF # _____ SF # _____ F # _____ Date ___/___/___

CIRCLE SPORT: BA BKT CC XC FB GO GY IH SK SO SB SWD TN
TR VB WR OTHER: _____

INJURY/CONDITION: Sprain Laceration Concussion Fracture Nose Bleed
 Dislocation Strain Respiratory Communicable Disease
Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: Ice Tape Wrap Suture Compress
Other _____

ACTION: Treat/Release Observation/Release Transport Hospitalize
 Return to Competition (see other side) Remove from Competition
 Referred to _____
Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? Yes No

If "yes" Name: _____ Title: _____

COMMENTS:

TOURNAMENT MANAGER SIGNATURE: _____

DATE ___/___/___ PRINT NAME _____

SCHOOL _____

Copies to: MHSAA
1661 Ramblewood Drive
East Lansing, MI 48823 Fax: 517-332-4071

Optional Copies: Athletic Director
Team Coach



EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 st Gold – 2 nd Silver – 3 rd + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL \$

Payable to MHSAA (includes shipping)

ATHLETIC DIRECTOR _____ SCHOOL ID _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

Date _____ Signature _____
(Athletic Director)

*** ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**
 SEND TO MHSAA, 1661 RAMBLEWOOD DR,
 EAST LANSING, MI 48823