

# **2024-25 OSSAA MEDIA REQUIREMENTS, CONDITIONS AND GUIDELINES (SUBJECT TO CHANGE AT ANY TIME)**

## **Media Playoff Passes**

Oklahoma Secondary School Activities Association (OSSAA) issues media playoff passes to individuals employed in the sports department by recognized media outlets. The media playoff pass is good for admission to all OSSAA playoff events during the 2024-25 school year, but may only be used by the pass holder when attending an event in a working capacity as an employee of a media outlet. The playoff pass will allow access to all areas designated for the working media, such as sidelines, press boxes and media tables. No one will be allowed in any areas designated for the working media without an OSSAA media playoff pass. An attempt to use a media playoff pass when the pass holder is not attending the event in a working capacity as a member of the media may result in revocation or cancellation of the pass.

## **These people qualify for a 2024-25 OSSAA Media Playoff Pass**

- 1 – Sports department employees of newspapers, magazines, radio stations or television stations – these passes are free (if there is a subscription to the website, a log in and password must be provided to the OSSAA for the entire school year)
- 2 – Full time employees of an approved website that covers high school sports on a regular basis (if there is a subscription to the website, a log in and password must be provided to the OSSAA for the entire school year) – these passes are \$50 per pass

## **These people do not qualify for a 2024-25 OSSAA Media Playoff Pass**

- 1 – Social media accounts only
- 2 – Groups that only video live stream
- 3 – School photographers
- 4 – High school age students and below
- 5 – Highlight video or mix tape video producers and/or photographers
- 6 – Families and friends of approved media members

## **General Guidelines**

- 1 - Be respectful to all around you, including fans, officials, coaches, students, support staff, administrators and other members of the media.
- 2 - Do not distract those around you, including fans, officials, coaches, students, support staff, administrators and other members of the media.
- 3 - Refrain from cheering while attending an event in an official capacity.
- 4 - **Criticism of an official, coach, team, student-athlete or school during a broadcast or written game summary is not permitted.**

- 5 - Do not block the view of fans.
- 6 - Be mindful of your workspace and avoid taking up too much room. Make sure to collect any trash or belongings in your work area when you leave.
- 7 - Do not bring uncredentialed guests to the event with the expectation that they will receive free admission or the same privileges as the media.
- 8 - If you give your pass to someone else to gain admittance into an OSSAA playoff event and have access to areas reserved for the media, the pass will be confiscated and you will no longer qualify for a pass.
- 9 - Photographers must stay in designated areas to shoot.
- 10 - Media members are NOT allowed in team locker rooms under any circumstances.

### **Please Remember**

An extremely small percentage of high school student-athletes go on to compete on the collegiate level. Most participants at the high school level compete for the fun, friendship and comradery involved in education-based opportunities. For some, the field, court, pool, track or performance hall is a place they find safety and belonging. As a media member, the OSSAA reminds you that these are kids. A reporter has the obligation to tell the story as he/she saw it, but how that story is presented can affect the learning process of the education-based activities they are covering. Please try to be respectful and responsible.

### **Application Process for Media Playoff Passes**

The link for media outlets to apply for playoff passes can be found on the OSSAA website under the MEDIA tab beginning August 26th.

- 1 - Each sports department employee that will be covering OSSAA playoff events during the 2024-25 school year will need to request their own pass through the link. Only one pass can be requested per application.
- 2 - Each individual requesting a pass will need to complete the free Implicit Bias course on the NFHS Learn website.
- 3 - Each individual requesting a pass must acknowledge that they have completed the Implicit Bias course and that they have read and agree to all contents of the Requirements and Conditions for media at OSSAA playoff events.
- 4 - Once all passes from your sports department have been requested, the sports director, editor or owner must send an e-mail to Van Shea Iven at [vsiven@ossaa.com](mailto:vsiven@ossaa.com) with a complete list, in alphabetical order, of the people in your sports department who are authorized to receive a pass. Please specify which part time or contract labor employees will only need a pass for specific sports and/or seasons. Names not on this list will not receive a pass.
- 5 - Approved passes will be printed and mailed or available at the front desk of the OSSAA office by 4:00 p.m. on September 10, September 27, October 18, November 6, January 10, January 31, February 24, March 28 and April 11.
- 6 - Emergency passes will be printed on additional dates if time allows for \$20 per pass.

7 – If a media member gives their pass to someone to gain admittance to an OSSAA playoff event or to gain access to areas reserved for the media, the pass will be taken and that media member will no longer be eligible for a pass in the future.

Each pass requested will require a picture of that employee to be uploaded so it can be printed on the pass. A request for a pass for use at a specific event will not be considered if the request was received fewer than 48 hours prior to that event. Playoff passes are to be used only by the person whose name and picture is on the pass. OSSAA has the right to refuse or revoke the OSSAA media playoff pass if the applicant has falsified information on their request form or for improper conduct such as using the pass to attend a contest as a fan or giving the pass away to someone else. Every effort will be made to honor all requests; however, the OSSAA reserves the right to evaluate each request individually and limit the total number of passes to be issued to an outlet. Requests must be made via the website link. Requests made by telephone or e-mail will not be granted. Pass requests for spouses, friends or children will not be granted. Replacement passes for lost, stolen, misplaced or misspelled passes can be purchased for \$20 per pass.

An applicant must complete the free Implicit Bias course on the NFHS Learn website before a media pass is issued to the applicant. By checking the box on the application, the applicant certifies the Implicit Bias course was completed by the applicant. The media pass may be revoked if the OSSAA determines the applicant failed to complete this course.

By completing and submitting an application for an OSSAA media playoff pass, the applicant acknowledges the risk and danger of physical injury, serious harm, loss, and damages incidental to the performance of the applicant's duties and to attending a competitive athletic event, including the risk of loss of or damage to property brought to such an event. You agree to assume all such risk incidental to attendance at OSSAA playoff events, and to release OSSAA, and its employees, agents, and representatives, from any and all liability for such injuries, harm, loss, and damages.

The applicant also acknowledges and agrees that, in using the OSSAA media pass, the applicant will not be working or acting for the OSSAA, and the applicant will not be an employee or agent of the OSSAA. The applicant acknowledges and agrees that the OSSAA will not be responsible for anything said or written by the applicant or any organization represented by the applicant, or any alleged act or omission by the applicant or any organization represented by the applicant, in connection with an OSSAA event.

The applicant also agrees to indemnify and hold harmless, OSSAA, and its employees, agents, and representatives, from any liability, claim, expense, costs, including attorney fees, or damages associated with: (a) any act, omission, or statement, written or oral, by the passholder, or from the distribution or publication of any statement or image, electronic or photographic, by the passholder which is associated with an OSSAA event;

and/or (b) the use of any cameras, wires, cables, or electronic devices brought to an OSSAA event site by the passholder.

### **Media Entrance**

Some OSSAA playoff event sites will have an OSSAA pass gate where pass holders may gain admittance. In all other situations, pass holders will be directed to the main gate and will be granted admission by showing their 2024-2025 OSSAA media playoff pass. In some instances an additional pass may be required to gain access to the field of play and/or press box. In those instances, an OSSAA staff member or event director will be available on site to provide the additional required pass.

### **Site-specific Requests**

Media members are responsible for contacting the host site directly at least 72 hours prior to the contest with any site-specific requests.

### **Radio Broadcasting**

Radio stations broadcasting any OSSAA football state championship game must contact Van Shea Iven at (405) 840-1116 to reserve a spot in the press box. Radio stations interested in broadcasting OSSAA basketball state tournaments must gain approval from the Oklahoma Association of Broadcasters (OAB) by calling (405) 848-0771 or e-mailing Nancy Struby at [struby@oabok.org](mailto:struby@oabok.org). Radio stations interested in broadcasting any other OSSAA playoff event must contact the host site at least 72 hours prior to the event to make sure they can accommodate all of the station's requests for phone lines, internet, seating, etc.

### **Video-recording for Use in TV Sportscasts or Electronic Media**

Only media members with approved OSSAA playoff passes will be allowed to video record any portions of state playoff events for use in televised sportscasts or on-line sports news services. Media outlets are not permitted to broadcast or display more than three minutes of their recorded video from any playoff event. Areas at playoff events for video-recording by the media will be clearly designated.

### **Live Television or Video Live Streaming**

The NFHS Network holds the license for the video broadcast or live stream of all OSSAA playoff events. If the NFHS Network is video live streaming an event, no other video broadcast or video live stream will be allowed. If the NFHS Network is not video live streaming an event, all outlets interested in broadcasting or video live streaming that event must gain approval by filling out the appropriate form and submitting it to the OSSAA in advance of the event. The deadline for these will be listed on each form. These forms can be found on the OSSAA website under the MEDIA tab and on the sports specific page. Forms turned in after the deadline will have an additional \$50 late fee. No video live streaming by anyone other than the

NFHS Network on websites, social media or other platforms will be allowed without prior approval. Failure to submit a form for approval will result in paying the full amount plus \$100 for the first round of the playoffs, the full amount plus \$200 for the second round of the playoffs, the full amount plus \$300 for the third round of the playoffs, etc. All forms that arrive after the deadline are not guaranteed of being approved.

## **Photography**

Any photos taken by the media will be used for the sole purpose of print, broadcast, or electronic news coverage. No unauthorized duplication or sale of OSSAA playoff event pictures will be allowed.

## **Post-Game Interviews**

Due to the limitations of some tournament sites, post-game interviews may be held adjacent to the contest field or venue. Media members should not attempt to interview participants or coaches in team bench areas, nor should they interrupt or interfere with official post-game ceremonies or any post-game team meetings. **Team locker rooms are absolutely off limits to all media members before, during and/or after games. If a media member enters a locker room for any reason, their OSSAA media playoff pass will be revoked and they will be asked to leave.**

## **Post-Game Reporting Facilities**

OSSAA recognizes the importance of prompt and timely reporting from state playoff events, and attempts to select event sites with adequate facilities for reporters to complete and send their work to their media outlets. If you will need additional time to complete and send your report, please make sure that the site director is aware of this 48 hours prior to the event starting so plans can be made to accommodate your needs.

## **OSSAA Board Policy**

1. Approved DOT-COM media may purchase passes for \$50 per pass. If there is a subscription to the website, a log in and password must be provided to the OSSAA for the entire school year.
2. Passes are not valid for students in grades K-12.
3. Approved recruiting services registering with the OSSAA may purchase no more than two passes for \$50 per pass. If there is a subscription to the website, a log in and password must be provided to the OSSAA for the entire school year.