



2024

**Swimming and Diving
Tournament Manger
Manual**

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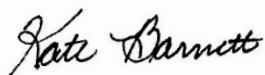
MESSAGE FROM OHSAA STAFF

On behalf of the Ohio High School Athletic Association, thank you for your willingness to serve as a manager for the OHSAA Swimming and Diving Tournament! Host managers play an integral role in the success of the event and have a direct impact on the student-athlete, coach, and fan experience. The leadership, attention to detail, hospitality and service our managers provide are greatly appreciated!

The purpose of this manual is to provide direction and guidance for host managers as they plan and conduct events. Each manager is encouraged to become familiar with this manual and the OHSAA Tournament Regulations which are included in this manual. These documents provide information about general policies governing all aspects of OHSAA Tournament competition. Although these materials attempt to cover all phases of post-season competition, some questions may arise before, during or after the event. I am happy to assist you, so please feel free to contact me with any questions or concerns.

Thank you again for your service and willingness to host these events.

Sincerely,



Kate Barnett
Ohio High School Athletic Association
Sport Administrator, Swimming and Diving
kbarnett@ohsaa.org

MISSION STATEMENT

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship, and lifelong values as the foundation of interscholastic athletics.

IMPORTANT DATES

2024 OHSAA Swimming and Diving Calendar

Sectional Tournaments	February 5 – February 10
District Tournaments	February 12 – February 17
State Tournaments – Branin Natatorium – Canton, OH	February 20 – February 24

***Note:** Dates and times for the sectional and district tournaments may vary based on site availability.

CONTACT INFORMATION

OHSAA Office:
4080 Roselea Place
Columbus, OH 43214
Phone: 614-549-6965 (Kate Barnett)

Name	Title	Responsibilities	E-Mail
Kate Barnett	Sport Administrator, State Tournament Manager	Oversees the sport, the tournament and serves as the tournament manager for the state tournament.	kbarnett@ohsaa.org
R. J. Van Almen	State Rules Interpreter Director of Officiating Development for Swimming and Diving	Fields rules inquiries. Coordinates state tournament officials.	rjvanalmen@ohsaa.org
Beau Rugg	Senior Director, Officiating and Sports	Directs the OHSAA Officiating Program	brugg@ohsaa.org
Joan Rehfus	State Tournament Site Manager	Coordinates the State Tournament at Branin Natatorium	rehfus_j@ccsdistrict.org
John Mihevic	State Diving Tournament Administrator	Compiles diving qualifier information and results. Provides support for Clean Entries.	mihevijp@miamioh.edu
Pam Cook	State Tournament Data Manager	Compiles qualifier information and results. Coordinates para swimming tournament entry.	pamswim@aol.com

TOURNAMENT MANAGER INSTRUCTIONS

GENERAL TOURNAMENT INFORMATION

The OHSAA Swimming and Diving Tournament Qualifier Information webpage provides access to all required forms, procedures and other tournament information. Please access the information [HERE](#).

OHSAA tournament participation. Schools are required to indicate participation in the OHSAA Tournament no later than Monday January 15, 2024. Participation shall be reflected in the school myOHSAA account. Any school that is added to the sectional tournament after this date shall be required to pay a fine. Please reach out to [Kate Barnett](#) or [Alexis Holderman](#) in the event a school inquiries about being added to the tournament after the deadline.

Sectional and district tournament information. District Athletic Board's in conjunction with the tournament managers are responsible for updating their respective DAB website with the list of qualifiers, sites, schedule of events and other relevant tournament information including but not limited to ticket prices, parking, venue entrance, etc.

- [Central District](#)
- [East District](#)
- [Northeast District](#)
- [Northwest District](#)
- [Southeast District](#)
- [Southwest District](#)

Sectional and district entry procedures. Entry procedures specific to each sectional and district tournament shall be communicated by each district assigned tournament manager to the participating teams and administration.

Sectional/district managers are responsible for verifying that divers have completed an 11-dive meet.

Swimming Entries: Must be submitted through HyTek. Schools must use their pre-assigned Hy-Tek code that can be found through a compiled list [HERE](#) or through the [school directory](#).

Diving Entries: Coaches are required to submit their diving entries via [CleanEntries](#). If a diver is also competing in swimming events, then the names in Hy Tek and CleanEntries must match exactly (i.e. Tom in both, not Tom in one and Thomas in the other).

- 11-Dive Verification:** In order for a diver to compete in the diving competition, the diver must have completed an 11-dive championship competition at least once during the 2023-24 regular season verifying that the diver can perform an 11-dive championship slate. For clarification purposes, completing an 11-dive competition refers to performing all 11 rounds with no more than one failed dive in the same competition. Documentation for completing 11-dives shall be sent to each district manager who will confirm tournament participation by cross referencing data in CleanEntries. In the

event a school or meet does not use electronic scoring, a required form noting the completion of 11-dives shall be submitted to the district tournament manager.

Note: Representation for the state diving tournaments shall be calculated based on the entries for the current season at the first level of competition.

Emergency contact forms. These forms may be accessed through myOHSAA and contain the names of the coaches who have been authorized to accompany student-athletes during the tournament and possess the appropriate credentials to coach in Ohio. Coaches who are not listed on these forms shall be denied deck access during all levels of the OHSAA Tournament. Directions for accessing this information and directions for athletics directors to confirm their contacts are included in this manual.

Qualifiers. The number of qualifiers advancing from the sectional to the district tournament shall be 32 individual qualifiers and 24 relays. Each district may determine the method in which the 32 qualifiers are determined (i.e. 2 automatics from each sectional, all qualify based on time, etc.) Sectional managers are responsible for sharing results to the district manager no later than the Monday following the sectional tournament.

From the district to the state tournament, 3 automatic qualifiers will advance from each district. An additional 20 qualifiers will advance based on time to the state tournament.

Swimming qualifiers. Instructions for submitting entries can be found [HERE](#).

Sectional to District: The number of qualifiers advancing from the sectional to the district tournament shall be 32 individual qualifiers and 24 relays. Managers are responsible for establishing and communicating the method in which the 32 qualifiers advancing shall be determined.

District to State: From the district to the state tournament, 3 automatic qualifiers will advance from each district and the additional 20 qualifiers will advance based on time to the state tournament. District managers are required to email district results (finals and consolation finals) to Pam Cook (pamswim@aol.com) **no later than Sunday, February 18, 2024.** Any additional information regarding state qualifiers shall be distributed by the state site tournament manager.

Diving qualifiers. Coaches are responsible for entering their divers through CleanEntries no later than **5pm on Sunday February 4, 2024.** Any additions/withdraws after the deadline, will require a \$100 fine and approval from the OHSAA. Note: Withdraws are permitted due to injury, illness or for medical reasons verified by a physician. Directions for coaches to add entries can be accessed [HERE](#). After that date, coaches may make changes by contacting the appropriate tournament manager. On site, coaches may make changes no later than 30 minutes prior to the start of the entire meet, not just the diving portion. Each district determines whether initial diving competition will be conducted at the sectional or district level based on the number of entries.

Para-Swimming events. The OHSAA recognizes the below categories for the para division:

CATEGORY ONE – Non-ambulatory (uses a wheelchair) with limited use of all four extremities.

CATEGORY TWO – Dwarfism, multiple limb deficiencies, ambulatory with assistance, can use a wheelchair with a high functioning upper body

Para swimmers may compete in two events, 50 freestyle and 100 backstroke (enter in one or both). Para swimmers may swim in relay events at any time during the post season, including the state meet and must be entered into HyTek. Only the top sixteen (16) qualifiers (by time) in each category, in the state, will advance to compete at the state tournament. Automatic timing must be used. No stopwatch or paper timing will be accepted. A maximum of two (2) heats per category will be swum at the state tournament. Para swimmers may compete at the district level as an additional opportunity (last chance meet) to achieve a better time to advance to the state tournament. Para swimmers are not required to swim at the district meet nor would they receive district accolades for participation.

The para-swimming events shall not be counted for team scoring at any level of the tournament. If a para swimmer would like to swim in the district meet, managers may choose to arrange these events in any manner that they deem appropriate within the tournament structure (e.g. swim the para swimmer with their same division). No matter if para swimmers compete at the district level, only the top sixteen (16) qualifiers (by time) in the state will advance to compete at the state tournament.

All competitors must have the following to participate in the OHSAA Tournament:

1. [Para-Swimming Verification Form](#) on file with the OHSAA (OHSAA Sport Administrator)
2. [Para-Swimming Tournament Entry Form](#) sent to to Pam Cook (pamswim@aol.com) and the respective district manager (if competing at the district tournament).

More information regarding the appropriate forms can be found [HERE](#).

At the state finals, the para-swimming events will be swum after each of the respective non-para events during the Division II State Finals of the OHSAA Tournament.

Participation forms. Sectional managers must upload student-athlete participation forms for both swimming and diving within 24 hours after the meet to the form found [HERE](#).

1. The swimming participation document must be populated through HyTek and sent in PDF form. No other forms will be accepted.
2. The diving participation form is posted on the OHSAA website [HERE](#). No other forms will be accepted.

Note: The data must be separate for girls and boys (or show separate numbers for girls and boys), I include the school name, and represent those student-athletes who have competed, not just entered.

Relay card request and protocol. Relay cards are available upon request. If your site needs cards, please email Kate Barnett at kbarnett@ohsaa.org with the below information. Please allow a up to two (2) weeks' notice for

them to be printed and shipped to the site.

1. Number of cards requested.
2. Contact Name and Address to ship them.

As reminder, please encourage coaches to submit relay cards that are complete with a maximum of eight (8) student-athletes. Per NFHS rules, if one of the swimmers in the relay gets sick/injured, the coach may only select a replacement from those listed on the relay card. If there are no alternates listed on the card, the team must forfeit the race.

Protest forms. OHSAA Tournament protest forms have been posted [HERE](#). In the event there are protests or questions that arise regarding implementation of NFHS or OHSAA regulations, a tournament committee shall be consulted.

The tournament committee **consulted onsite** shall consist of the following individuals:

1. Two coaches (one boys and one girls). These coaches shall be any executive level coach currently serving on the Ohio High School Swim Coaches Association. If none of these members are present, then the tournament manager shall select one boys and one girls coach to serve.
2. Meet Referee
3. Meet Manager
4. OHSAA Sport Administrator and/or Director of Officiating Development via telephone. In the event these individuals are not available, a school administrator/representative (athletic director, principal, etc.) on site may be consulted as long as he or she is not a representative from the school(s) involved in the protest.

Financial reports. Please contact your DAB treasurer regarding financial reports. The list of contact can be found in the next section of this manual.

State finalist qualifier information. Please direct any and all questions regarding the state finals to OHSAA Sport Administrator, Kate Barnett (kbarnett@ohsaa.org). Managers may include the link to the Tournament Coverage page in any informational items sent to coaches referencing the state tournament, however this is not required. The link can be found [HERE](#).

TICKET AND MERCHANDISE INFORMATION

Managers conducting tournaments at all levels (sectional, district, regional, state) must follow appropriate ticket management procedures.

- a. All OHSAA Tournament tickets will be available for purchase online. Events at non-high schools can use a QR code at the gate which will direct spectators to purchase an online ticket. Events held at high school venues will be required to sell tickets for cash at the gate if the event is not sold out.

- b. Every person who enters the venue must have a scannable electronic ticket or digital pass distributed by the OHSAA.
- c. All information regarding tickets will come from OHSAA Customer Experience Manager or OHSAA CFO. Please contact tickets@ohsaa.org or Laura Vermilya at 614-549-6953.

TICKETING INFORMATION FOR FANS

Spectators may visit www.ohsaa.org/tickets to purchase tickets.

HTT will provide customer support to those purchasing tickets.

By phone: 1-866-488-4849, By email: fansupport@hometownticketing.com

TOURNAMENT LEVEL	STUDENT TICKET	ADULT TICKET
Sectional Tournaments	\$5.00	\$8.00
District Tournaments	\$5.00	\$8.00
State Tournament	\$15.00	\$20.00

**Note: 5 and under are free.*

Online tickets ONLY for State Tournament

MEDIA

Media shall receive admission and a copy of rosters/programs/heat sheets upon showing their media credential at the entrance. Each manager is responsible for managing media as directed by the district athletic board. If you have any questions regarding specific media credibility, please contact Tim Stried (tstried@ohsaa.org).

MERCHANDISE

OHSAA merchandise provider, EA Graphics will be coordinating with managers the sale of merchandise at each level of the tournament as deemed appropriate. If you have questions regarding the consignment information that will be distributed closer to the event, please reach out to Brian Timm (brian.timm@teallpropertiesgroup.com).

POST-TOURNAMENT FINANCIAL INFORMATION

Sectional and district managers are responsible for working with their district treasurer regarding the appropriate financial documentation required post-event. Below is a list of contacts including OHSAA staff for your reference.

OHSAA ACCOUNTING STAFF

Laura Vermilya (CFO)

O: (614) 549-6953

E: lvermilya@ohsaa.org

Greg Bossick (Staff Accountant)

O: (614) 549-6980

E: gbossick@ohsaa.org

DISTRICT ATHLETIC BOARD TREASURERS

Central District

Jim Hayes

C: (740) 207-1059

E: jhayes@ohsaa.org

East District

Richard Hall

C: (740) 541-5583

E: rhall@ohsaa.org

Southeast District

Rick Edwards

B: (740) 667-6079

C: (740) 591-9427

E: redwards@ohsaa.org

Northeast District

Mark McGuire

B: (440) 349-6247

E: mmcguire@ohsaa.org

Northwest District

Bill Hanna

H: (419) 523-0047

E: bhanna@ohsaa.org

Southwest District

Joe Roberts

C: (419) 566-1255

E: swdab-treas@ohsaa.org

PARTICIPATION FORM INFORMATION

Below are sample participation forms from HyTek that must be submitted. The diving participation form provided at the link found [HERE](#), must be used.

Chagrin Falls High School

HY-TEK's MEET MANAGER 6.0 - 2/13/2022 Page 1

2022 Spire Division II Spire Institute School Roster

Name	Sex	Year	Name	Sex	Year
Andover Pymatuning Valley			10 Zoltowicz, Cate	F	FR
1 Frush, Asa	F	JR	Total Athletes: 10		
2 Helmbright, Helana	F	SO	Chardon Notre Dame Cathedral L		
3 Jones, Sam	F	FR	1 Atkinson, Isabella	F	SR
4 Krznaric, Julia	F	SR	2 Atkinson, Sydney	F	SO
5 Miller, Abby	F	FR	3 Bissell, Alanah	F	FR
6 Miller, Josey	F	SR	4 Boehnlein, Addison	F	FR
7 Ray, Jenna	F	JR	5 Boehnlein, Sarah	F	FR
8 Stroke, Grace	F	JR	6 Currier, Allie Beth	F	SR
Total Athletes: 8			7 Currier, Mary Lucy	F	SO
Ashtabula Edgewood-OH			8 Delaney, Kathleen	F	JR
1 Caruso, Brooke	F	SR	9 DeRenzo, Sophia	F	FR
2 Caruso, CJ	F	SO	10 Laven, Lexi	F	FR
3 Juliaunna, Gregory	F	SO	11 Nosse, Dorothy Anne	F	SR
4 Nelson, Caroline	F	SR	12 Pisanelli, Ka	F	SO
5 Terrano, Lexi	F	FR	13 Sh	F	FR
Total Athletes: 5			14	F	SO
Beachwood High School			15	F	FR
1 Mayers, Nina	F	FR	16	F	SO
Total Athletes: 1			17	F	SO
			Total Athletes: 17		

Bowling Green Swim Club

HY-TEK's MEET MANAGER 8.0 - Page 1

2022 Division II Championship Cleveland State University School List

School	School	Female	Male	Total Athletes	Entries	Relay	Total
1	AST Amherst Steer	16	8	24	46	6	52
2	AVO Avon	18	12	30	57	6	63
3	ALA Avon Lake	18	17	35	63	6	69
4	BER Berea-Midpark	18	11	29	51	6	57
5	BRU Brunswick	17	14	31	57	6	63
6	CLSJ Cleveland Saint Joseph Academy	16	0	16	26	3	29
7	CLSI Cleveland St Ignatius	0	17	17	32	3	35
8	ELY Elyria	10	1	11	15	2	17
9	LAKE Lakewood	12	7	19	34	6	40
10	LSE Lakewood Saint Edwards	0	10	10	20	3	23
11	MED Medina	18	14	32	58	6	64
12	MHI Medina Highland	13	18	31	59	6	65
13	NOL North Olmsted	12	8	20	37	6	43
14	NORI North Ridgeville	12	7	19	38	5	43
15	OFA Olmsted Falls	14	8	22	43	6	49
16	RORV Rocky River	19	0	19	34	3	37
17	RRM Rocky River Magnificat	19	0	19	33	3	36
18	STRG Strongsville	22	18	40	72	6	78
19	WAD Wadsworth	14	14	28	55	6	61
20	WES Westlake	20	16	36	66	6	72
		288	200	488	896	100	996

How to Access OHSAA School Emergency Contact Forms – Tournament Managers

The OHSAA emergency contact form will contain the name, cell phone and email address of the school principal, athletic director, head coach and any assistant coaches on file with the school's myOHSAA account. The names of all coaches paid and volunteer who have been Board-approved and who possess a current Pupil Activity Program Permit should be listed on this form. **Managers shall not issue credentials to be present on deck or in any area where student-athletes are gathered to an individual who is not listed on this form.**

1. Login to your [myOHSAA account](#).
2. To access OHSAA tournaments, click the purple trophy icon labeled "Tourney Mgt." that appears near the top of your myOHSAA account.
3. Click the School Emergency Contacts link in the left column.
 - Use the search fields to access the school's information.
 - A list of schools matching your search will appear on screen.
 - Schools listed in red have not had their information verified by the athletic administrator. This may indicate wrong or incomplete information.
 - You can view a single school's form by clicking on the school name.
 - You can view contacts for all schools by clicking the "Excel Export" button and saving the excel file to your computer.
 - You will need to run the search and export the results for each gender.

If the contact forms have not been updated, please use the below information to communicate with athletics directors regarding updating the forms. These directions have been posted on the OHSAA website for your reference [HERE](#).

To Submit the Emergency Contact Form, please follow the below in instructions:

1. Login to myOHSAA and access the school page
2. On the left side task bar, click Emergency Contact Form (2022-23), which is below tournament entry
3. Click the "View" button next to the Swimming & Diving
4. Review the contact form and make any necessary updates. Please note that anything listed in staff management will automatically pull in.
5. Once everything is correct, review and authorize the information by check marking the box
6. Click "Submit"

If you need assistance regarding your account or accessing this information, please contact the OHSAA Membership Services department, Alexis Holderman at aholderman@ohsaa.org.

PUBLIC ADDRESS SCRIPTS

The following are public address scripts to be incorporated into the sectional and district tournaments. As a reminder, any sponsorship or other affiliation reads are not permitted due

Photography and Video

Please notify spectators of the OHSAA video and photography policy either by public address announcement or written documentation (in a program, on site, etc.) Below is a sample script.

"Attention ladies and gentlemen ...Any photographing or video recording by spectators at this OHSAA tournament event may not interfere with the view of the contest by others. Additionally, all photographs and videos taken must be for personal use ONLY. The use of photographs or video for either commercial or scouting purposes is strictly prohibited. Violators of these regulations are subject to penalties by the OHSAA and, depending upon usage, may be prosecuted to the fullest extent of the law. Thank you for your attention to this matter."

Sportsmanship

"Welcome to today's/tonight's event. In the spirit of sportsmanship, we ask that all fans act in a responsible and courteous manner. Abusive language or disorderly conduct is unacceptable and unwelcome. Let's afford the participants and your fellow fans the respect they deserve. Your cooperation is appreciated."



OHSAA DISTRICT TOURNAMENT AWARDS SCRIPT

Though each individual Athletic District will set their own protocol for the presentation of awards, we encourage the inclusion of school administrators for the presentation of awards.

INDIVIDUAL EVENT CEREMONY

Ladies and gentlemen, please direct your attention to the awards stand where the presentation of awards for the Division _____ (Division/Girls/Boys Race)is about to begin.

In 8th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 7th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 6th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 5th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 4th place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 3rd place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

In 2nd place with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.

And your _____ (year) District champion with a (time/score) of _____, from _____ (school)_____, _____ (name)_____.



OHSAA TEAM AWARDS SCRIPT

Ladies and Gentlemen, we will now begin the _____(year) OHSAA Division ____ District awards ceremony. Please direct your attention to the awards stand and join me in congratulating all the participants on an exciting meet.

It is now my pleasure to present to you the _____(year) OHSAA Division ____ District Swimming and Diving awards.

First, we will recognize the _____(year) OHSAA Division ____ District Runner- Up team, with a score of _____, the _____ High School _____(mascot).

Presenting the awards this afternoon/evening will be (title, name) _____. (if applicable/optional)

Now, would head coach, _____ and the _____(mascot) seniors/captains please come forward to receive your trophy. Congratulations on an outstanding season!

And now, we will recognize the _____(year) OHSAA Division ____ District Championship team, with a score of _____, the _____ High School _____(mascot).

Presenting the awards this afternoon/evening will be (title/name) _____. (if applicable/optional)

Now, would head coach, _____ and the _____(mascot) seniors/captains please come forward to receive your trophy. Congratulations on an outstanding season!

On behalf of the staff at _____(host school/venue) and the Ohio High School Athletic Association, thank you for attending today's/tonight's event and please drive safely as you make your way home.

EMERGENCY PROCEDURES

Event & Site Security

The following is provided to help managers with a systematic approach to establish proper security for the specific nature of each event. With the appropriate security, the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. A basic checklist below should be adjusted accordingly for the nature of each event.

1. **Review Changes** – during pre-planning, review any changes to be made from the previous events.
2. **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. **Usher Assignments** – during meetings with site reps and security, review the number of security officers and their locations. Review usher assignments and any supervisory responsibilities. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area.
Prepare contact information for specific problems and emergencies. Access to immediate communication via cell phones and/or remote devices is invaluable.
Discuss crowd management and foot traffic flow.
4. **Written Emergency Plan** – review the facility plan for emergency situations and adjust as needed for your event. Steps should be outlined in advance as to the procedures to be followed in the event of an emergency (i.e. weather, structure, catastrophic injury, etc.) Public address announcements, security personnel assistance, etc. need to be discussed in advance.
5. **Who Needs to Know** – host administration should 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. may need to be involved. A few key reminders:
 - Obtain the Cell Phone numbers of all coaches competing at your tournament
 - Obtain the Cell Phone numbers of all Athletic Administrators of teams competing in your tournament
 - Obtain the Cell Phone numbers of the District Athletic Board Secretary at the Sectional/District level
 - Obtain the Cell Phone number of the District Board member(s) overseeing your tournament at the sectional/district level; OHSAA Staff if a Regional or State Tournament
 - Obtain contact information for major media outlets for helping convey messages of cancellations
6. **Public Relations** – In case of emergency or potential evacuation, PA announcements should be prepared to address fans. Following any such occurrence, the media should be provided with a statement regarding the situation and its handling from the tournament manager, District Athletic Board member or OHSAA Sport Administrator.

7. **Contingency Plan** – have all plans in place in the event a contest cannot be played. Back-up sites, alternate dates, additional equipment are all factors to take into consideration.
8. **Entry/Exit Plan** – crisis management plans for sites should include a clear understanding by any administrators and/or tournament management of all entries and exits. The public address announcer should be familiar with these as well.
9. **Parking & Traffic Flow** – many issues arise from parking and traffic flow problems. Eliminate many of these problems by addressing parking and traffic flow issues prior to the contest. Take into consideration the potential size of crowd, whether charges for parking exist, etc. If parking charges are enforced, provide proper receipts, have experienced people making change and directing traffic. This may require involvement from your local law enforcement agency.
10. **Crowd Expectations** – communicate with competing administrators and coaches to anticipate size of crowds. Secure the proper security, ushers, ticket sellers/takers to eliminate security issues that may develop as a result. It is important to relay this information to the various individuals employed at your tournament site.
11. **Wrap-Up and Debriefing** – At the conclusion of your tournament, solicit feedback and compile from the various individuals that worked at your tournament. This will go a long way toward improving problem areas for future tournaments.

CONTEST AND EVENT MANAGEMENT GUIDELINES – INCLUDING SAFETY, SECURITY AND CRISIS MANAGEMENT

OHSAA Tournament Medical Coverage Checklist

The purpose of this document is to address what procedures should be followed in order to provide a safe environment for all who are involved in OHSAA tournaments. The document can also be adapted for any regular season competition.

- A contract for medical services has been established which includes the expectations of the staff and who is responsible for supplying needed equipment and materials. _____ initials
- The following equipment is available: medical supplies, examination table, ice bath (outdoor), Wet bulb temperature meter, communication devices, AED, Lightning detector/radar, ice source, bloodborne pathogens disposal area, medical tent/exam area. _____ initials
- Athletic Emergency Action Plans have been developed and available to all involved. **Anyone Can Save a Life is the OHSAA recommended plan.** (Should be obtained from the venue when reserving and refined by the AT, EMS, Physician, Site Manager) _____ initials
- Local EMS provider notified of event (Letter from Anyone can save a life) _____ initials
- All involved have been made aware of inclement weather policies and that adjustments may be made to address weather issues including heat and lightning, etc., and emergency weather safe areas established and identified. _____ initials
- Access and egress of emergency vehicles reviewed. (Gates, locks, EAP worksheet) _____ initials
- On site communication methods among Site Manager and Medical Staff should be established (cell phone or portable radios). _____ initials
- Medical time out takes place between each new session. _____ initials
- Location of first aid area, shaded area, ice, AED, medical supplies, and transport hospital has been shared with teams. _____ initials
- Documentation of significant injuries or illnesses. _____ initials
- Conduct After Action review of what went well or needs for improvement. _____ initials

The following documents should be reviewed and included with this checkoff list on completion (EAPS, etc.)

- [OHSAA Concussion regulations.](#)
- [OHSAA Heat Acclimatization and Exertional Heat Illness Prevention.](#)
- [OHSAA Lightning and Inclement Weather policy.](#)
- [Emergency Action Plan Worksheet - Student Response Team \(Anyone Can Save A Life\).](#)
- [Emergency Action Plan Worksheet - Event Staff \(Anyone Can Save A Life\).](#)
- [Coordinate with Local Emergency Medical Systems \(EMS\) Sample Letter \(Anyone Can Save A Life\).](#)
- [The Intra-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practices Recommendations.](#)
- [School Safety/Emergency Operations Plan \(Ohio Attorney General School Safety Task Force – June 2013\)](#)

EMERGENCY ACTION PLAN

Location of Closest Working Telephone: _____ IF locked, keys to Telephone are located:

Is 911 Service Available? YES NO Alternate Emergency Response Number:

Exact Address of Tournament Site: _____

Entry location for Emergency Vehicle: _____

Normal Response Time for Emergency Vehicle is: _____

Designated Health Care Provider for this tournament is: _____ Contact
 Number: _____

Closest Health Care Facility: _____ Travel Time: _____

Closest Trauma Facility: _____ Travel Time: _____

Name of Designated Person	Role
	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
	Telephones 911 or other pre-determined emergency number, maintains procedures for calling 911.
	Supervises team and/or other athletes
	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys to critical entry points
	Calls Parents/Guardians/School Personnel if necessary
	Accompanies injured person(s) to hospital
	Telephones security

CONCUSSION MANAGEMENT

The OHSAA has made a concerted effort to provide educational resources to member schools on this vital topic of concussion management. The following are resources that are currently available:

1. [Suggested Guidelines for Concussion Management in Sport](#)
2. [OHSAA Concussion Form](#)
3. [Student-athlete Fact Sheets](#)
4. [Coaches Guide for Concussions](#)

The OHSAA has adopted the following sports regulation:

This OHSAA regulation, as amended to incorporate this recent legislation, now reads: Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:

- 1) The individual who is serving as the student's coach during that practice or competition.
- 2) An individual who is serving as a contest official or referee during that practice or competition. RETURN TO PLAY PROTOCOL If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, ON THE SAME DAY THE STUDENT IS REMOVED, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible.

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional. **UNDER NO CIRCUMSTANCES WILL THE INDIVIDUAL BE PERMITTED TO RETURN ON THE SAME DAY AS HAVING BEEN REMOVED.**

In Ohio, an "appropriate health care professional" shall be a **physician**, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an **athletic trainer, licensed** under ORC Chapter 4755.

COMMUNICABLE DISEASE PRODECURES

Though most schools have a Certified Athletic Trainer present at contests and all coaches are required to maintain a valid Pupil Activity Certificate through the Ohio Department of Education that includes a Sports' First Aid component, it is important to keep up to date on the remote risk that blood borne infectious diseases can be transmitted during basketball practice and contests. For example, Hepatitis B can be present in blood as well as other bodily fluids. Procedures for reducing the potential transmission of these infectious diseases should include, but should not be limited to the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood and other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling dressings, mouthguards and other articles containing body fluids.

You are encouraged to log on to the OHSAA's website at www.ohsaa.org and refer to the Sports' Medicine dropdown menu for additional information.

OHSAA Position on Service Dogs Reaffirmed May 2022

It is the position of the Ohio High School Athletic Association that all individuals, including those with disabilities, shall have access to OHSAA tournaments and regular season contests conducted by the member schools. This statement is designed to apprise all OHSAA member schools and tournament managers of the law relating to these accommodations for persons with disabilities and to remind the membership of obligations as it relates to this law.

According to the federal law known as the Americans with Disabilities Act, see complete reference here https://www.ada.gov/service_animals_2010.htm only dogs are recognized as service animals and are defined as “dogs which are individually trained to do work or perform tasks for people with disabilities.” Under this law, as an organization which serves the public, the OHSAA and its member schools, shall allow these service animals to accompany people with disabilities in all areas of facilities where the public is normally allowed to go.

The service dog must be harnessed, leashed or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal. When it is not obvious what service the dog provides, only limited inquiries are allowed. Staff members may ask two questions: 1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform? Staff shall not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog to demonstrate its ability to perform the work or task.

We thank you in advance for making these accommodations for people who have disabilities so that they may fully enjoy the events that are sponsored by the Ohio High School Athletic Association and its member schools. If you have questions, as always, please contact a representative of your District Athletic Board for a sectional or district tournament or the sport administrator on our staff for all other inquiries.

2024 SWIMMING AND DIVING TOURNAMENT REGULATIONS

NOTE: The following regulations apply to all levels of tournament unless otherwise specified. They have been adopted by the Ohio High School Athletic Association Board of Directors on October 26, 2023. The Executive Director is authorized to modify these regulations when deemed necessary, subject to ratification by the Board of Directors.

1) ORGANIZATION OF TOURNAMENTS

- a) District Athletic Boards (DAB) organize and conduct sectional and district tournament meets in their respective districts, subject to the rules and regulations adopted by the Board of Directors. Sectional and district site managers will receive supplemental information from respective District Athletic Boards. Site selection, dates of sectional and district tournament meets, employment of managers and payments for officials are at the discretion of each District Athletic Board.
- b) The State Tournament is under the direct control of the Executive Director’s office. There will be two boys divisions (I, II,) and two girls divisions (I, II,).

2) ELIGIBILITY OF STUDENTS AND COACHES

- a) All participants must be eligible under the Bylaws and Sports Regulations of the Ohio High School Athletic Association.
- b) A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student’s system is free of anabolic steroids or other performance enhancing drugs.
- c) Only Board of Education approved coaches with valid Pupil Activity Coaching Permits issued by the Ohio Department of Education are permitted to be on the deck and in the locker room prior to, during, and after any tournament contest.

3) DIVISIONS AND REPRESENTATION

- a) There will be two divisions (I, II) in the boys and girls sectional, district and state levels of the OHSAA Tournament.
- b) Swimming Individual Representation (diving will be determined by the number of student-athletes at the first level of competition for a total of 32) from district to state– 2023 and 2024

BOYS	I	II
Central, East, Southeast District	3	3
Southwest District	3	3
Northeast District	3	3
Northwest District	3	3
Total:	12	12

	I	II
GIRLS		
Central, East, Southeast District	3	3
Southwest District	3	3
Northeast District	3	3
Northwest District	3	3
Total:	12	12

*20 at-large swimming qualifiers for both boys and girls will be selected based on times recorded in the district level of the tournament. Therefore, a total of 32 qualifiers will advance to the state tournament. For relays, each district shall provide 2 automatic qualifiers and the other 16 shall be at-large qualifiers, totaling 24 for the state tournament.

4) RULES

The rules and regulations of the NFHS shall govern the conduct of all tournament meets.

5) TOURNAMENT DATES - 2024

Feb. 5-10	Sectional Tournament
Feb. 12-17	District Tournament
Feb. 20-24	State Tournament

6) TOURNAMENT TICKET PRICES

Sectional Student	Sectional Adult	District Student	District Adult	State

2024 Ticket prices will be determined and posted closer to the start of the swimming and diving season.

***Note:** For the state level and select other levels, qualifiers will have the first opportunity to purchase tickets. Ticket allotments shall be based on the number of qualifiers.

7) OFFICIALS

Beginning in 2024, these minimum number of officials per number of lanes shall be required at both sectional and district levels of the OHSAA Tournament.

Sectional level:

For pools with 6 and/or 8 lanes:

Minimum number of officials: 6

1 Referee

1 Starter

4 Stroke and Turn

For pools with 9 and/or 10 lanes:

Minimum number of officials: 8

1 Referee

1 Starter

6 Stroke and Turn

District level:

For pools with 9 and/or 10 lanes:

Minimum number of officials: 10

2 Referee

2 Starter

6 Stroke and Turn

8) TOURNAMENT ENTRY AND PAPERWORK REQUIREMENTS

Member schools wanting to participate in the OHSAA Tournament must indicate their intent to participate on their OHSAA Sports Participation Card in myOHSAA. Tournament entry confirmation ends **January 15, 2024**. Schools that change their tournament participation after **January 15, 2024** will be subject to a penalty.

9) SCHOOL REPRESENTATIVE

No team or individual will be allowed to compete in sectional, district and state levels of the OHSAA Tournament unless a coach or a person authorized by the Board of Education is present throughout the tournament. Teams and individual entries unaccompanied by such a school representative will be disqualified. (Bylaw 3-2-1)

Recommendation: When a male coach is assigned to a girls team, a female supervisor (non-high school student) should accompany the girls team at all tournaments. When a female coach is assigned to a boys team, a male supervisor (non-high school student) should accompany the boys team at all tournaments.

10) COACHES' INFORMATION MEETING

School representatives shall be present at the designated time for any meeting conducted at the sectional, district or state levels of the OHSAA Tournament.

11) TOURNAMENT COMMITTEE

In the event there are protests or questions that arise regarding implementation of NFHS or OHSAA regulations on site during the sectional, district or state tournament, a tournament committee shall be consulted. The tournament committee shall consist of the following individuals and utilized on site at all

tournament levels.

- Two coaches (one boys and one girls). These coaches shall be any executive level coach currently serving on the Ohio High School Swim Coaches Association. If none of these members are present, then the tournament manager shall select one boys and one girls coach to serve.
- Meet Referee
- Meet Manager
- OHSAA Sport Administrator or Director of Officiating Development via telephone. In the event these individuals are not available, a school administrator/representative (athletic director, principal, etc.) on site may be consulted as long and he or she is not a representative from the school(s) involved in the protest.

12) SWIMMING AND DIVING ENTRIES

a) General Information.

- i) Once entries have been submitted, coaches have until **Sunday February 4, 2024 at 5:00pm EST** to add or withdraw entries. Any additions/withdraws after the deadline, will require a \$100 fine and approval from the OHSAA. Once psych sheets have been published on **Wednesday February 7, 2024**, coaches may not make any additions/withdraws.

(1) **Exceptions:** Withdraws are permitted due to injury, illness or for medical reasons verified by a physician. Substitutions shall not exceed the entry limitations as prescribed by NFHS rules. Substitutions shall be submitted no later than 7:00am of the first day of OHSAA Tournament competition. For these exceptions, the first day of the diving competition, in the case of a diver who is injured/ill, or the first day of the swimming competition in the case of a swimmer who is injured/ill. No substitutions shall be accepted after that time. It is not permissible to replace the injured/ill student-athlete with a student-athlete who has already been entered into the tournament in two individual events. Dive sheets (list of dives being performed) may be changed up until the specified time at the sectional, district or state level.

- ii) Psych sheets shall be posted to each respective District Athletic Board website.
- iii) No changes to the entries for any school shall be permitted after the posting of the psych sheets.
- iv) Each school shall be permitted four entries in each individual event and one relay in each relay event.

(1) **Exceptions:** In District Tournaments not preceded by Sectional Tournaments, the District Athletic Board may determine the number of individual entries per event up to a maximum of four. The District Athletic Board may also establish a cut-off time that all entries from a school shall equal or better in order to enter the maximum number of participants. See instructions under each District.

- v) An individual may be entered in no more than two individual events. At the scratch meeting, no additions or substitutions shall be made.

- vi) An individual shall be permitted to participate in a maximum of four events, no more than two of which shall be individual events. Each level of the tournament is considered a separate competition. Therefore, if competition must be spread over more than one day, the event would still be considered one event (i.e. sectional tournament)
 - vii) In relay events (200-Yd. Medley Relay, 400-Yd. Freestyle Relay and 200-Yd. Freestyle Relay), any eight eligible individuals may be listed as entries on a relay card and may be changed at each level of the tournament provided entry limitations are not exceeded. Any four of which shall be assigned to participate. Changes to the four may be made at the scoring table within the timelines set forth by the tournament manager. Only swimmers listed on the relay card may be designed to compete provided participation limitations are not exceeded.
 - viii) A school that competes in at least two interscholastic meets as a school team prior to the non-interscholastic cutoff date (January 22, 2024) is eligible for relay event entry at the sectional and district tournament levels regardless of the number of individuals entered and competing.
 - ix) All member schools' entries into the swimming and diving tournaments shall enter at the same level.
- b) Swimming Entries.
- i) For all levels of the OHSAA Tournament, electronic entries for swimmers are mandatory through Hy-Tek. The deadline to submit entries for the sectional level of the tournament is **Sunday February 4, 2024 at 5:00pm.**
 - ii) Psych Sheets will be made available **Wednesday February 7, 2024.**
 - (1) Alternates and qualifiers.
 - (a) Two alternate qualifiers will be specified and listed on the program to help ensure a full complement of finalists in the event of illness or injury (certified by a physician or designated health official) to a qualified swimmer or in the case of permitted scratches.
 - (b) If a swimmer who is qualified for the consolation final of a swimming event is certified at any time before the start of that consolation final as being ill or injured, the highest-ranking available alternate qualifier for the event shall be moved into the consolation final, and the consolation final shall be reseeded.
 - (c) If a swimmer who is qualified for the championships final of a swimming event is certified at any time before the start of the consolation final in that event as being ill or injured, the highest-ranking available alternate qualifier for the event shall be moved into the consolation final, the highest-ranking consolation finalist shall be moved into the championship final and both the consolation and championships finals shall be reseeded.
 - (d) If a swimmer who is qualified for the championships final of a swimming event is certified at any time after the start of the consolation final in that event as being ill or injured, the championships final shall proceed with an empty lane and without reseeding. The points involved shall be lost from the meet.
 - iii) Para Swimmers.

- (1) The OHSAA recognizes two para categories that include:
 - (a) CATEGORY ONE – Non-ambulatory (uses a wheelchair) with limited use of all four extremities
 - (b) CATEGORY TWO – Dwarfism, multiple limb deficiencies, ambulatory with assistance, can use a wheelchair with a high functioning upper body
 - (2) Para swimmers must be entered in the Hy-Tek system.
 - (3) Para swimmers may swim in relay events at any time during the post season, including the state meet.
 - (4) Para Qualification: Only the top sixteen (16) qualifiers (by time) in each category, in the state, will advance to compete at the state tournament. Automatic timing must be used. No stopwatch or paper timing will be accepted. A maximum of two (2) heats per category will be swam at the state tournament.
 - (5) District Participation: Para swimmers may compete at the district level as an additional opportunity (last chance meet) to achieve a better time to advance to the state tournament. Para swimmers are not required to swim at the district level nor would they receive district accolades for participation.
 - (6) Para swimming events will be conducted during the Division II State Finals of the OHSAA Tournament.
- c) Diving Entries.
- i) All diving entries shall be submitted through edive to Clean Entries no later than **Sunday February 4, 2024 at 5:00pm EST**. (Note: SW starts diving D2 Boys and Girls on Feb 7 and will have this posted on Monday Feb 6)
 - ii) Psych Sheets will be made available **Wednesday February 7, 2024**.
 - iii) In order for a diver to compete in the diving competition, the diver must have completed an 11-dive championship competition at least once during the current regular season verifying that the diver can perform an 11-dive championship slate. For clarification purposes, completing an 11-dive competition refers to performing all 11 rounds with no more than one failed dive in the same competition. **Note:** Representation for the state diving tournaments shall be calculated based on the entries for the current season at the first level of competition.
 - iv) Documentation for completing 11-dives shall be sent to each district manager who will confirm tournament participation by cross referencing data in Cleanentries. In the event a school or meet does not use electronic scoring, a required form noting the completion of 11-dives shall be submitted to the district tournament manager.
 - (1) Alternates and qualifiers
 - (a) Any diver that qualifies for the state level of the tournament and becomes ill or injured shall be replaced with the next qualifying diver (based on score) from that district.
 - (b) In the event that a diver is not available from that district, then the ill or injured diver shall not be replaced.
 - v) Live Results may be available at CLEANENTRIES.COM if sufficient internet is available.

7. SEEDING

In the sectional and district levels of the OHSAA Tournament, all swimmers shall be seeded according to times listed on the official entry form, provided the time of any contestant is not challenged during the scratch meeting. Seeding for the sectional and district heats shall be by chronological order of time. This procedure applies both to individuals and to relay teams. For the sectional and district levels of the tournament, the number of swimmers in each heat shall be arranged at the scratch meeting. The seeding for the state level of the Tournament shall be according to Rule 5, Sections 2 and 3 of the NFHS Rules. No changes in heats shall be made under this system in case of a scratch.

8. SCORING AND QUALIFICATION

a) All levels of the tournament are permitted to use electronic relay judging equipment. The use of electronic relay judging equipment is strongly encouraged to be used at the district level of the tournament.

b) The scoring shall be as follows:

1. Championship tournament scoring shall be for 16 places as follows: Relays, 40 – 34 – 32 – 30 – 28 – 26 – 24 – 22 – 18 – 14 – 12 – 10 – 8 – 6 – 4 – 2; Individual Events, 20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1.
2. Points for 9th through 16th places shall be awarded on the basis of consolation finals.
3. The 20 highest scoring divers through the preliminaries shall qualify for the semifinals. (NFHS Rule 9-4-4).
4. The 16 highest scoring divers through the semifinals shall qualify for the finals. (NFHS Rule 9-4-5).
5. In the event of disqualification in the championship finals, contestants in the 9th through 16th places shall not be advanced.

d) For scratches or declared false starts, insert the alternate in the empty lane. Prior to that time, reseed if a reseed does not cause confusion, and the scorer's table can produce the reseed in a timely fashion. Reseeding is a decision that each sectional and district site must make based what works best for the facility set up.

9. PRACTICES

Practices in pools that are assigned for the sectional and district levels of the OHSAA Tournament are permitted at any time. Practice opportunities shall be assigned on a first come first serve basis according to the availability of the host site. Coaches accept all responsibilities associated with but not limited to securing, renting, and providing transportation to the site.

10. FILMING OF CONTESTS

a) **Videotaping or filming by participating schools.**

Videotaping or filming of tournament contests by one or more schools participating in the contest is permitted provided prior arrangements are made with the tournament manager and

it is done at the expense of the school involved and a maximum of one individual per school is permitted.

b) Videotaping or filming by spectators.

1. Shall be for personal use.
2. Shall not be used for scouting or coaching.
3. Shall not interfere with the view of the athletic contest by other spectators.
4. The tournament site shall not permit the use of more than the seating space for which the spectator has paid when seating is needed for paid fans.
5. The tournament site accepts no liability for damage or theft of spectator's equipment or injury as a result of privately owned equipment
6. Equipment will not be permitted in any competition area – only in the spectator seating area.
7. The tournament site will not provide sources of power for video equipment.
8. Violation of this regulation may result in the removal of offender from the premises.
9. As a reminder, NFHS Swimming and Diving rule 4-1-6 specifies that video equipment shall not be used to verify decisions made during the competition.

11. UNSPORTING CONDUCT PENALTY

During participation in OHSAA tournaments any student or coach ejected or disqualified for unsporting conduct shall be ineligible for the remainder of that day as well as for all contests in swimming and diving until the two-regular season/tournament contests are competed at the same level as the ejection.

Individuals ejected or disqualified for unsporting conduct shall be reported to the OHSAA Executive Director's Office by the tournament manager. The Executive Director's Office will investigate the situation and may impose additional penalties in accordance with Bylaw 11 if the situation warrants it.

Participation in an athletic contest is a privilege. Everyone is expected to conduct him or herself in an exemplary manner while participating.

Please be advised that unsporting conduct can be considered but not limited to failure to follow host site policies, disregarding instructions by tournament personnel including lifeguards, or engaging in unsafe behavior during warmups and/or competition.

12. PROPERTY DAMAGE

There is no insurance covering property damage. If property is damaged at a tournament site by competing school teams, student body or spectators, the school from which the students and/or spectators come shall be liable and pay the cost of repair or replacement. The tournament manager is authorized to deduct from the school's share the cost of any damages caused by competing

schools. Other damages to facilities not attributed to a competing school could be a legitimate tournament expense and may be deducted from tournament receipts.

If damage is extensive, the District Board or Board of Directors will become involved. Student crowd control at state sponsored tournaments is the responsibility of the administrative heads of the competing schools.

13. SPONSORSHIP AND RIGHTS

The Ohio High School Athletic Association is the sponsoring association for the sectional, district and state levels of the OHSAA Tournament. The OHSAA reserves all rights concerning the management of these tournaments and the sale of any items at the tournaments or any audio-visual reproductions of the tournaments. Any sale of food, clothing, souvenirs or any other items at each site is strictly prohibited without permission of the respective District Athletic Boards for Sectional and District Tournaments and the OHSAA Executive Director for the State Tournaments. The videotaping of any or all portions of the tournaments is prohibited without permission.

14. PROHIBITED ADVERTISING

There shall be no advertising through printed media, billboards, radio or television that includes beer, wine, liquor, tobacco, political parties or candidates or any other advertising contrary to the philosophy of the high school athletic program.

15. RAFFLES PROHIBITED

There shall be no raffles or any type of games of chance permitted at the site of swimming and diving tournament contests during the period beginning one hour prior to the tournaments and ending one hour after the tournaments have ended.

16. PROHIBITED SALES

The sale of, the distribution of, or the consumption of alcoholic beverages or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.

17. SIGNS AND BANNERS

Signs and schools banners are permitted subject to the approval of the site manager. Pennants, and any artificial noisemakers are not permitted at any level of the OHSAA Tournament.

18. RESULT SHARING

Each district shall post results on the respective DAB websites, Meet Mobile and Swimmeet.com for all levels of the tournament. Sectional and District managers are expected to post and share the results immediately upon the conclusion of the meet.

19. COACHES CREDENTIALS

All coaches, paid or volunteer, shall be approved by their respective Boards of Education or

governing boards and possess a valid Pupil Activity Participation (Coaching) Permit. All swimming and diving schools are required to register all approved coaches on the OHSAA Emergency Contact Form which can be found on the school's MYOHSAA account. Credentials to enter the deck and or coaching areas will be restricted to those who are listed on the Emergency Contact Form.

20. AWARDS

Awards Ceremony –For all medal and trophy presentations, student-athletes shall be attired in team issued swimsuits, warm-ups or tee shirts and shall be free of all other articles including but not limited to headwear, sunglasses, footwear other than deck sandals, and any other prop or decorative item. Flowers are not permitted to be brought to the podium.

Sectional – Sectional trophies will not be awarded.

District – Individual medallions shall be presented to the first eight places in each event. Trophies and medallions for the championship and runner-up teams in each district shall be presented. No other awards may be presented at the site of the sectional or district tournament meets, except for those furnished by or approved by the OHSAA.

State - Individual medallions shall be presented to the first eight places in each event. Trophies for the championship and runner-up teams shall be presented.

21. DISTRICT AND STATE QUALIFIERS

- a. Sectional tournaments are qualifying tournaments for the district tournament and district tournaments are qualifying tournaments for the state tournament.
- b. To enter the district/state level of the tournament, a student-athlete must qualify for the event in the sectional/district level of the tournament.
- c. District tournament managers shall determine the number of qualifiers from the sectional to district events.
- d. Qualifiers from the district to the state are as follows:
 - 32 individual qualifiers. Each district shall provide 3 automatic qualifiers and the additional 20 shall be at-large qualifiers based on time.
 - 24 relays shall qualify for the state tournament. Each district shall provide 2 automatic qualifiers and the additional 16 shall be at-large qualifiers based on time.
 - 32 divers shall advance to the state tournament.
- e. Swimming ties.
 - i. **Swim-offs are required for the last qualifying position to the district/state tournament.** In the event of a swim-off for a qualifying position at a sectional/district tournament, a swimmer, if disqualified, is eligible to contribute points for the sectional/district tournament. The disqualification shall be noted on the sectional/district tournament Results.

- ii. In the event of a tie or ties in swimming for the last at-large qualifying position between students in different districts, all students who are tied for that last at-large qualifying position shall qualify to the state tournament. Swimmers who tie and are from the same district must conduct a swim-off to determine the swimmer that advances. The same process shall be used regarding relays.
- f. Diving Qualifier Determination
- i. A total of 32 divers per gender per division will advance to the state meet. For each division, OHSAA will calculate the representation of divers from each district to the state tournament based on the actual number of divers entered at the first tournament level (i.e., sectionals or districts).
 - ii. This representation will be posted to the OHSAA website prior to the start of the district tournament.
 - iii. Should a diver that qualifies to the state meet know at the district meet they will not be able to attend the state meet, they should notify district meet management prior to leaving the district site. This will allow the next highest scoring diver to be advanced to the state meet.
 - iv. If a diver withdraws for the state meet prior to the start of competition then the next ranked diver from that divers district will be notified and be allowed to compete at the state meet.
- g. Diving ties.
- i. In the event of a tie for the last qualifying position in diving in the district, the position will go to the diver with the highest score after the application of the following procedure:
 - 1. With a seven-judge panel, the highest cumulative total from the three middle scores on all dives shall be used to break the tie. If a tie still exists, the highest cumulative total from all seven scores on all dives will be used.
 - 2. With a five-judge panel, the highest cumulative total from 5 scores on all dives will be used.

2024
98th ANNUAL BOYS AND 49th GIRLS STATE
SWIMMING AND DIVING TOURNAMENTS
FEBRUARY 20-24, 2024
 C.T. Branin Natatorium

1. ENTRIES

Teams and individuals that qualify from the District Tournaments are automatically entered in the State Tournaments and district managers shall e-mail their results to Pam Cook at pamswim@aol.com by midnight Saturday, February 17, 2024.

2. COACHES MEETING

The OHSAA shall determine if a coaches meeting is necessary prior to the OHSAA tournament. Coaches will be provided times in which packets may be picked up at the venue.

Relay Cards: Relay cards may be filled out and emailed to Sarah Tobin at ccsmeetentries@gmail.com. All sheets must be signed or have an electronic signature included, one sheet for girls and one sheet for boys.

ALTERNATE PASSES:

Only teams that qualified for relays shall be provided the opportunity to purchase a maximum of two (2) relay alternate passes for \$25 each. Deck space is limited and coaches are encouraged to only purchase passes if absolutely necessary.

3. SCRATCH PROCEDURE

Scratch sheets will be provided for making changes. Scratch sheets must be submitted before coaches will be permitted to pick up their packets of swimming and diving materials.

4. ORDER OF EVENTS AND RULES

The order of events for the finals as published in the NFHS Swimming and Diving Rules Book with Ohio modifications will apply. The 2024 schedule of events is listed below.

MONDAY – FEBRUARY 19- BOYS DIVING WARM UP		
Divisions	Event	Time
DII Boys	Diving Warm-ups	2:00PM – 3:30PM
DI Boys	Diving Warm-ups	3:30PM – 5:00PM
TUESDAY – FEBRUARY 20- BOYS DIVING		
II Boys	Doors Open for Competitors	7:00AM
II Boys	Diving Warm-ups	7:15 AM – 8:45AM
II Boys	Doors Open for Spectators	7:30AM
II Boys	Diving Tournament begins	9:00 AM – 12:30PM
I Boys	Diving Warm-ups	12:45PM – 2:15PM

I Boys	Doors Open for Spectators	1:00PM
I Boys	Diving Tournament begins	2:30 PM – 6:00 PM
DII Girls	Diving Warm up	6:00PM – 7:30PM
DI Girls	Diving Warm up	7:30PM – 9:00PM
WEDNESDAY – FEBRUARY 21 – GIRLS DIVING		
II Girls	Doors Open for Competitors	7:00AM
II Girls	Diving Warm-ups	7:15 AM – 8:45AM
II Girls	Doors Open for Spectators	7:30AM
II Girls	Diving Tournament begins	9:00 AM – 12:30PM
I Girls	Diving Warm-ups	1:15PM – 2:45 PM
I Girls	Doors Open for Spectators	1:30PM
I Girls	Diving Tournament begins	3:00 PM – 6:30 PM
DII Girls & Boys	Swimming Warm-ups	6:30PM – 8:00PM
THURSDAY – FEBRUARY 22 – D2 SWIMMING PRELIMS		
DI/DII Girls & Boys	Open Swimming Warm-up	8:00 AM –12:00 PM
II Girls & Boys	Doors Open for Competitors	2:45 PM
II Girls & Boys	Swimming Warm-ups	3:00PM- 4:50 PM
II Girls & Boys	Doors Open for Spectators	3:30PM
II Girls & Boys	Preliminary Swimming Competition	5:00 PM-9:00 PM
FRIDAY – FEBRUARY 23 – D1 SWIM PRELIMS / D2 FINALS (INCLUDING PARA)		
I Girls & Boys	Doors Open for Competitors	6:15 AM
I Girls & Boys	Swimming Warm-ups	6:30 AM-8:50 AM
I Girls & Boys	Doors Open for Spectators	7:30AM
I Girls & Boys	Preliminary Swimming Competition	9:00 AM – 1:00 PM
II Girls & Boys	Doors Open for Competitors	2:45 PM
II Girls & Boys	Swimming Warm-ups	3:00 PM – 4:50 PM
II Girls & Boys	Doors Open for Spectators	3:30 PM
II Girls & Boys	Final Swimming Competition	5:00 PM – 9:00 PM
DI/DII Girls & Boys	Para Swimming Finals	5:00 PM – 9:00 PM
SATURDAY – FEBRUARY 24 – D1 SWIM FINALS		
I Girls & Boys	Doors Open for Competitors	7:45 AM
I Girls & Boys	Open Warm-ups	8:00 AM – 10:00 AM
I Girls & Boys	Doors Open for Competitors	12:30 PM
I Girls & Boys	Swimming Warm-ups	12:45 PM – 2:45 PM
I Girls & Boys	Doors Open for Spectators	1:30 PM
I Girls & Boys	Final Swimming Competition	3:00 PM – 8:00 PM

Twenty divers will advance to the semifinals. Sixteen divers will advance to the finals. The semifinal round shall consist of two voluntary dives and one optional dive, and the final round shall consist of one voluntary and two optional dives.

SCHEDULE NOTE

There shall be a minimum 15-minute time-period from the start of consecutive same gender events in the post-season tournament. This would mean the girls 200 freestyle would start no earlier than 15 minutes after the start of the girls medley relay, (etc.)

This will proceed throughout the tournament. There will NOT be an extra break after the 100 fly. The tournament will maintain the 15 minute between consecutive gender events timeline instead and will add an additional 15- minute break after the 50 free. The Competition Pool will be open.

5. ADMISSION AND DECK PASSES

State Tickets: TBD

*5 and under is free

Instructions for purchasing tickets shall be posted to the OHSAA web site.

Only properly credentialed, i.e., holding a Pupil Activity Coaching Permit, and board approved school coaches with contestants in the tournament shall be permitted on the pool deck or swimming and diving areas during the time of the preliminaries and finals in the State Tournaments. These coaches shall appear on the school's Emergency Contact Form as proof of their board approval and credentialing.

Deck Passes: To eliminate the need to issue extra passes for teams that have coaches of a different gender than the athletes, each head swimming coach will receive passes based on the following:

1-3 qualifiers	- one coach pass
4-5 qualifiers	- two coach passes
6-10 qualifiers	- three coach passes
11 or more qualifiers	- four coach passes

A relay team counts as four qualifiers. Any coach who is the "Board-approved" coach for more than one school will receive passes based on the formula indicated above, not on the number of schools for whom that coach is the "coach of record."

Diving competition takes place prior to the swimming competition, therefore schools with diving qualifiers shall receive one pass for diving competition only.

Each qualifying swimmer and diver shall receive a participant pass for the entire tournament. Each athlete is expected to have the pass on him or her the entire time for entry into the building, as well as for use as a deck pass. Participant passes whether swimming or diving are permitted at any of the diving or swimming competitions. This is to accommodate coaches who coach different divisions and would permit both divisional student-athletes to attend.

6. AWARDS

Trophies will be awarded to the championship and runner-up teams. Medals will be awarded to the coach of the championship and runner-up teams, and for the first eight places in each event.

Awards Ceremony – All top 8 finishers will need to report immediately to the awards stand at finals wearing their team warm ups. The medal ceremony and the awarding of team trophies is to be a celebration of the accomplishments of the athletes, not an opportunity to display unusual or inappropriate attire. Therefore, for all medal and trophy ceremonies, athletes shall be attired in team issued warm-ups or tee shirts and shall be free of all other articles including but not limited to headwear, sunglasses, footwear other than deck sandals, and any other decorative item. There shall be no flowers brought to the awards podium.

7. OFFICIALS

The officials for the boys and girls state swimming and diving tournaments are selected according to procedures adopted by the Board of Directors. A separate diving panel will officiate the girls and boys diving competition.

8. EXPENSE ALLOWANCE FOR STATE TOURNAMENT PARTICIPATION

There shall be no paid expenses for participants and coaches for the state tournaments.

9. MEDIA CREDENTIALS

Reservations shall be submitted, in writing, to Tim Stried at the Ohio High School Athletic Association at tstried@ohsaa.org. The deadline for submitting reservations will be 4:00 P.M. on Monday, February 19, 2024. Proper credentials must be presented for admission at the pass gate.