

## 2024 Central/East/Southeast District Diving Tournament Meet Information

The following information pertains to the 2023 Central/East/Southeast District Diving tournaments. **Please read this document in its entirety.** All information needed for coaches and Athletic Directors to enter their teams can be found in this document and/or posted on the following websites:

[www.ohsaa.org](http://www.ohsaa.org)

[www.cdab.org](http://www.cdab.org)

[www.cleanentries.com](http://www.cleanentries.com)

### **District Tournament Meet Manager:**

Jon Reidler

[reidlej@insight.rr.com](mailto:reidlej@insight.rr.com)

614-751-1234

### **District Diving Tournament Entries Manager:**

Melanie Ryan

[melryan1029@yahoo.com](mailto:melryan1029@yahoo.com)

614-915-4741

### **Emergency Contact Forms:**

- All athletic directors are required to enter all of their tournament sport information for each specific sport through MYOHSAA. This document is consistent for all OHSAA sponsored sport tournaments.
- Schools that have not complied are subject to a \$150 fine.
- **Please be sure to check your Emergency Contact Form to ensure that ALL coaches, paid and volunteer, are listed on that form.** This form is the only way that credentials to coach on deck can be issued to coaches for the OHSAA tournaments.

### **General Diving Postseason Tournament Information:**

- The 2023 - 2024 NFHS Swimming and Diving Rules will be the official rules used for all tournaments.
  - Tournaments will be conducted in accordance with the Ohio High School Athletic Association (OHSAA) Rules and Regulations.
- Divisional determination & sectional site assignments are established by OHSAA & are posted on the key websites.
- There are no entry fees for this competition as part of the State Swimming and Diving Tournament.
- Athlete Medical Emergency Forms will not be requested at athlete check-in; however, *coaches will be asked if they have them in possession or a contact list in the event an emergency arises.*
- Teams and/or individuals must be accompanied by a coach or faculty representative of the school from which the swimmer/diver is entered. All school representatives must have all the appropriate certifications. A letter from the school administration is not acceptable. **They must appear on the Emergency Contact Form.** A parent is NOT an acceptable alternative.
- Coaches are responsible to see that the team areas are clean before departure.
- Good sportsmanship, respect, and proper behavior are *expected* from the athletes, coaches, and spectators. Situations needing to be addressed will be handled in accordance with the OHSAA and NFHS rules.
- Only those athletes who are participating in the tournament will be permitted on deck and must adhere to any COVID-19 guidelines that are in place.

### Scratch vs. Declared False Start:

- As stated in the NFHS rulebook, a *Scratch* (or no show) is the withdrawal of a competitor from the remainder of his/her events in the meet.
- A *Declared False Start* is the withdrawal of a competitor from a specific event. It is imperative that diving coaches are also aware of the difference.
- **A swimmer or diver must declare a false start prior to the event or heat in order to avoid penalty or disqualification in subsequent events.**
  - A coach may declare a false start on behalf of any of his/her athletes. A swimmer or diver with a “no show” in an event (no declared false start) will not be permitted to compete in subsequent events.

### Spectator Admission for Districts:

Spectators will be permitted at the meet. Seats are available on a first come first served basis and seats may not be saved. Spectators must purchase tickets in advance through OHSAA at \$8.00. Student tickets are \$6.00. On-site tickets will not be available.

### Extra Team Personnel:

- Only coaches that appear on the school’s emergency contact list and participating athletes **in the given session** are permitted to be on deck. All others are required to purchase a spectator ticket and remain in the stands.
- The following team personnel are **not** permitted on deck at Sectional and/or District Meets:
  - Team Trainers
  - Team Managers
  - Mascots
  - Yearbook photographers
  - Videographers

Milestone	Date	Recipient
Coaches can begin entering divers into the tournament electronically through <a href="http://www.cleanentries.com">www.cleanentries.com</a>	Monday, 1/1/2024	Melanie Ryan ( <a href="mailto:melryan1029@yahoo.com">melryan1029@yahoo.com</a> )
Non-interscholastic cut-off	Sunday, 1/28/2024	School AD/Coach
Deadline for diving entries to be submitted electronically through <a href="http://www.cleanentries.com">www.cleanentries.com</a>	Sunday, 2/4/2024 at 5:00pm	Melanie Ryan ( <a href="mailto:melryan1029@yahoo.com">melryan1029@yahoo.com</a> )

### District Diving Entries:

- Our district does not have a sectional tournament, but divers must be part of a team’s sectional entry. Please make sure your swimming coaches know who will be participating in diving, so that they can be entered properly.
  - Note: If a diver will also be swimming at sectionals, the names in Hy Tek and CleanEntries must match exactly (i.e. Tom in both not Tom in one and Thomas in the other)
- Each school is permitted a maximum of four entries in each individual event.

- According to [State Tournament Regulations](#), 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.
- There is no charge for entry into the event(s).
- You do not have to have any particular software or license to enter the meet.
- There is a two-step process for entering your divers:
  - Providing information about the diver's completed 11-dive list into Google Sheets (instructions below) – this will be used for verification purposes
  - Entering the diver with their dive list into Clean Entries (instructions below) – official entry into the tournament
- If you have any questions or concerns regarding diving entries, you are welcome to contact Melanie Ryan at [melryan1029@yahoo.com](mailto:melryan1029@yahoo.com) or 614-915-4741.

### **Dive Sheet Verification Directions for Coaches:**

During the course of the 2023 – 2024 Swimming and Diving Season when your diver completes an 11 Dive Sheet during a meet, log into the link below for your District and fill out the form and then upload the diving sheet to the link below. You only need to upload 1 completed 11 Dive List per diver that you will enter into the tournament series. Then before Sunday, February 4, 2024 at 5:00pm EST be sure and enter your diving sheet that your diver will be diving at their first level of the 2023 – 2024 State Diving Tournament into [CLEANENTRIES.COM](https://www.cleanentries.com). You will still be able to make changes to your submitted [CLEANENTRIES.COM](https://www.cleanentries.com) dive sheet as in the past.

Please note a completed 11 Dive Sheet is one that all 11 Dives were completed in a meet format. No more than 1 failed dive is permitted and all 11 dives must be scored. A completed dive sheet must be submitted in order to qualify for the tournament. **This completed dive sheet is not your OFFICIAL ENTRY. The official entry is when you enter your diver through [CLEANENTRIES.COM](https://www.cleanentries.com).**

Copy and paste the link below into your browser and then log in to the site.

Central / East / Southeast District

<https://forms.gle/CS9Kccb8UynmXgaZA>

If you have a [gmail.com](https://www.gmail.com) account you can use that to log into the link for your Upload or if you don't have a [gmail.com](https://www.gmail.com) account you can use the login information below when you get to the link above.

Phone # Log In ~ 5134619023

Password ~ OHSAA2023

### **Clean Entries Instructions:**

*All Districts will be using Clean Entries to enter divers into the tournament series.*

#### **1. Go to [www.cleanentries.com](https://www.cleanentries.com)**

**If coach and team are already registered on the cleanentries.com site, skip to #4 below. Periodically please review your profile in order to make sure it is still accurate.**

#### **2. Adding you as a Coach**

1. If first time user, click on Create Account on top right of main screen

2. Fill in the six fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
3. Click "Register me as a Coach"
4. Click "Create User"
5. If all is completed correctly, you will receive a "Complete" message on your screen.
6. You must verify your account before proceeding. You will have two options to verify your account:

#### **Option #1**

- Write down or copy with your mouse the activation code you see on your screen.
- In the upper right hand corner of the window, there is a "Verify Account" link.
- Click that link and either enter or paste the activation code in the space provided.

#### **Option #2**

- An email will be sent to the email address you just registered. You will need to click on the link contained in the email in order to verify your account or copy/paste it into your web browser address bar and press "ENTER".
  - **Very often, these verify emails end up in your "spam" or "junk" folder.**
  - Please search for them there. If you are using a "school" email address and do not receive the verification email, try a non-school email address or option. Many times school systems block these types of "no reply" emails.
1. If it is completed correctly, you will receive this message: "The user name [ ] has been activated."
  2. Click "Login" in the upper right corner.
  3. Fill in the two fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
  4. Click "log In"
  5. Complete "Coach Profile"
  6. If you have membership numbers for other diving organizations, please enter them here as well.
  7. Once all the **Required** fields and any optional fields are complete, click "Save Profile"

### **3. Adding your team**

1. Go to the Left side of the page and click "Click here to Add the teams that you belong to" under "Teams I am Affiliated With"
2. Select your team from the list. If it is not listed, click "click here to add it."
3. Fill in the fields. Use the OHSAA Tournament Name & the HyTek Code. They can be found here: <http://officials.myohsaa.org/Outside/SearchSchool>
4. Once all fields are complete, click "Save the Team"
5. Click the "Meets" box at the top of the page.
6. Click the upcoming meet you will be attending
7. Scroll down the page and click in each answer box if the statement is correct.
8. Click the "Save my changes" box.

### **4. Register Diver into Database and Enter Diver into Meet (The coach may do all this at one time!)**

1. If you (coach) have not already logged in, do so.
2. Click on the "Dashboard" box at the top of the page.
3. Click on "Manage Entries" link located next to "Your Teams Upcoming Meets"
4. Select the meet from the dropdown box labeled #1 by clicking the down arrow key
5. located at the right side of the green highlighted box.
6. All your entries for that meet will appear for all your schools by school (if you coach at more than one school).
7. Select the team from the dropdown box labeled #2 by clicking the down arrow key located at the right side of the green highlighted box.
8. All the members of that team will appear in the box labeled #3.
9. At this point you will have two options.

### Option #1

- Select a diver from the list by clicking on the diver's name.

### Option #2

- Click on "<Register a new diver>
  - Even if the diver has not registered on the cleanentries.com site and set up a profile, as the coach may add them to the database at this time. You will need the diver's correct birth date!
1. Click on "Register Selected Athlete for Meet" box labeled #4.
  2. If you selected a diver already in the list, then skip to "j." below.
  3. If you opted to "Register a new diver", then the "Adding a New Athlete" window
  4. will open.
  5. Fill in the four fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
  6. **IT IS VERY IMPORTANT THAT THE "DATE OF BIRTH" FIELD IS CORRECTLY ENTERED. THIS FIELD CANNOT BE CHANGED LATER WITHOUT ADMINISTRATIVE ASSISTANCE. IF IT IS INCORRECT AND THE DIVER IS A CLUB DIVER, IT CAN CAUSE PROBLEMS FOR AGE-BASED ENTRIES!!!**
  7. Click "Continue" If all is completed correctly, a "no reply" message will be sent to the coach's email address. It will contain a Username, temporary password, and security question and answer for the diver just added.
  8. Very often, these " no reply" emails end up in your "spam" or "junk" folder. Please search for them there. If you are using a "school" email address and do not receive the email, try a non-school email address.
  9. Please give a copy of the email to the diver, as at some point the diver will need to login and fill out their profile information.
  10. The "Event Selection" window will open only if there is more than one event in the selected meet that the diver is eligible to enter. If there is only one event available for the diver, skip to "4." below.
  11. Click on the appropriate event in box #1.
  12. Click "Continue with Registration" in box #2.

### 5. Event Registration

1. The "Event Registration" window will open.
2. Make sure Meet name, Diver name, and your team name is correctly displayed.
3. Enter dive number and position. Indicate Vol/Opt.
4. **Note: The rules for the event are to the right of the entry box.**
5. After entering all dives, click "Check My Dive Sheet".
6. The system will validate the sheet. If there are errors, it will inform you of the problem. You will not be allowed to proceed until the sheet is valid.
7. After the sheet is validated, click "Save My Dive Sheet". **The diver is not entered in the meet until the sheet is validated and you click "Save My Dive Sheet"!**
8. You will be taken back to the "Manage Entries" screen so that you may register/enter the next diver.
9. On the "Manage Entries" screen, after you select the meet in which you entered your
10. diver, the diver's name will appear below Box #1. There are three icons next to the diver's
11. name. By clicking on the respective icon, you may: Scratch the diver (Red "x"), Edit the dive sheet (pencil) or Print the dive sheet.
12. **Options #1 & #2 are only available while entries are still open!**

### 6. Dive Changes:

1. You may make changes to the sheet online until the registrations close
2. (You may still make changes thereafter on deck up until the posted
3. deadline for on deck changes prior to the beginning of the meet.)
4. Login as the coach
5. Click "Dashboard" at the top of the screen

6. Click on the pencil next to the diver's name under the correct meet in order to make changes to the diver's sheet.
7. Make dive changes by following instructions 1-12 under "Event Registration" above.

**Districts Administrative Notes:**

- Please let our staff handle any water or medical emergencies.
- As coaches, please ensure that your divers understand meet protocols, relax, be comfortable, not feel rushed, and do not hesitate to ask for a dive to be repeated if they are unsure.

**District Diving Schedule:**

Team	Division	Site	Date	Deck Opens	Warm-Ups Start	Competition Starts
Boys & Girls <i>(this will be one session)</i>	II	Columbus School for Girls	Monday 2/12/2024	3:45pm	4:00pm	4:45pm
Boys & Girls <i>(this will be two sessions, running simultaneously)</i>	I	OSU – McCorkle Pavilion	Tuesday 2/13/2024	4:15pm	4:30pm	5:30pm

- A minimum of 15-minute warm-ups for all competitors will be offered after rounds 5 and 8.
- At Districts, we will cut to 20 divers after 5 dives and 16 divers after 8 dives.

**Districts Dive Changes:**

- If an athlete will be unable to compete at Districts, please notify Melanie Ryan at [melryan1029@yahoo.com](mailto:melryan1029@yahoo.com) or 614-915-4741 as soon as possible.
- For dive changes in advance of the meet can be taken via email up to 24 hours before the start of the competition. Please email Melanie with your changes.
- Per OHSAA rules, once these deadlines pass, dive changes can be made on deck up until 30 minutes prior to the scheduled start of the event.

**Divers Advancing from Districts to State:**

- 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 (for districts this will be the Sectional tournament, for our district with will be from those entered to the District Tournament).
- This representation will be posted to the Swimming and Diving page on the OHSAA website & Swimmeet.com.
- There are no diving alternates to the state meet.
  - However, 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.
- Ties at Districts

- In the event of a tie for the last state qualifying position in diving, the position will go to the diver with the highest score after the application of the following procedure:
  - With a seven-judge panel, the highest cumulative total from the five middle scores on all dives will 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.
  - With a five-judge panel, the highest cumulative total from 5 scores on all dives will be used.