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**NORTHEAST DISTRICT  
AKRON DII SECTIONAL**

**DII SECTIONAL INFO GUIDE**



## School Emergency Contact Form: Verification Instructions through myOHSAA

The Emergency Contact Form is used by OHSAA tournament managers in the event they need to contact school personnel in an emergency. Athletic administrators are asked to view and submit the form. The forms will auto-populate with the information from the staff member's profile. Information on the form can be changed by the athletic department but it will only update the form. If further edits are needed, then the athletic administrator must let the coach or staff member know to update their myOHSAA account.

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, 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 display here.
5. Once everything is correct, review and authorize the information by check marking the box.
6. Click "Submit"

For further assistance, please contact Alexis Holderman at [aholderman@ohsaa.org](mailto:aholderman@ohsaa.org)

## 2026 NORTHEAST OHIO HIGH SCHOOL SECTIONAL SWIMMING AND DIVING MEET

**FROM:** Mike McGee  
[mmcgee0225@gmail.com](mailto:mmcgee0225@gmail.com) 330-606-5287

**DATE:** **FRIDAY, FEBRUARY 13, 2026**

**LOCATION:** University of Akron, Ocasek Natatorium

### **MEET INFORMATION:** 2026 Akron DII Swimming Sectional Meet

**DATE / TIME:** Friday, February 13 - 11:00am start

**SWIMMING COMPETITION:** 8 lanes, 25 yards

**SCORING: Team Scoring (16 place scoring)**

Individual: 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1

Relays: 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2

Ties up to 16<sup>th</sup> place will be resolved in one of three ways: a swim-off, a toss of a coin, or one swimmer may defer to the other swimmer. This will be for each session.

**AWARDS:** No awards are given at the sectional level.

**PARKING:** Please see the attached map for bus drop off, pick-up and parking.

**ADMISSION:** **\$10 adults, \$5 students**

**MEET SCHEDULE:** Start time 11:00am (enter building 8:30, 3 Flights of warm-ups 9, 9:30, 10am)

### **ENTRIES PROCEDURES:**

- Entries should be electronic on Hy-Tek Team Manager
- Electronic entries must be e-mailed to Mike McGee at [mmcgee0225@gmail.com](mailto:mmcgee0225@gmail.com) by 5pm on Sunday, February 8, 2026
- **All** coaches must be listed in your electronic entry or they will not be allowed on deck at Districts
- You must use the correct school code. A list of those codes is included in this packet. Please make sure yours is correct in the Hy-Tek program
- **Each team is allowed up to 4 entries in each individual event**
- **Teams are allowed one relay per event**
- Contestants are allowed to enter a maximum of four events (no more than two individuals).
- There will not be any relay only swimmers allowed due to space limitations. You must use the swimmers you have entered in the Meet to fill out all of your relay spots. NO Exceptions!
- Being listed on a relay does not count as an event until the swimmer actually swims the event.
- No Divers are to be entered into your Hy Tek entries. Only on Clean Dive. See attached diving sheet.
- **Entries are due 5pm on Sunday, February 8, 2026.** Entries may be turned in earlier as it would help with the clerical work. You will receive a confirmation email once the Meet Manager has received your entries and entered into Meet Manager.
- During the meet there will be **NO SUBSTITUTIONS FOR ANY REASON**. Any team attempting a substitution will have that/those swimmers disqualified, according to OHSAA rules.
- Be sure to include USA number for any USA swimmer.

**DIVING COMPETITION:** **Diving Coordinator:** Dave Poduska

See the attached diving information page about site, dates, entries and other important information (pg. 4 of this document)

**Diving entries** must be submitted in Clean Dive to the Diving Site Manager by Sunday, February 8, 2026.

### **PARA SWIMMING:**

Para Athlete Coaches: Please read the document entitled Para Athlete Entry Instructions for 2026 Para Athlete Competition which will be posted on the OHSAA.org website. Make sure to complete the Para Athlete verification form also found on the OHSAA.org swimming link. Note specific dates for submitting the verification form and how to enter your para swimmers.

## COACHES:

**Coaches:** please read in the section entitled ENTRIES (4) the bolded NOTE entry in the 2026 REGULATIONS BOYS AND GIRLS SWIMMING AND DIVING TOURNAMENTS at [www.ohsaa.org](http://www.ohsaa.org).

**DECK CREDENTIALS:** Wristbands will be distributed to board approved coaches from each school. **The assistant coaches must be listed on the myOHSAA emergency contact list by Sunday, February 8, 2026 to get deck credentials.** Credentials **MUST** be displayed at all times or else you will be asked to leave the facility. All swimmers in the meet will be stamped or marked when entering. Any swimmer not participating in the meet will **NOT** be permitted in the facility due to strict capacity guidelines.

**UNSPORTSMANLIKE CONDUCT PENALTY:** During participation in OHSAA tournaments, any student or coach ejected for unsportsmanlike 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 for unsportsmanlike conduct shall be reported to the OHSAA Commissioner by the tournament manager. The Commissioner will investigate the situation and may impose additional penalties in accordance with Bylaw 11 if the situation warrants. Participation in an athletic contest is a privilege. Each individual is expected to conduct himself or herself in an exemplary manner while participating.

**GOVERNING RULES:** The meet will be conducted under the OHSAA 2026 Boys and Girls Swimming and Diving Tournaments rules and regulations located on <https://www.OHSAA.org>. **The official coach or school representative must be with his/her swimmers or divers at all times. This includes the entire warm-up period and all competition.** If it is determined that the coach or representative is not in attendance at any time, all competitors from the school will be disqualified from further competition.

### **SWIM COACHES AND ATHLETE CHECK-IN:**

Relay cards / Heat Sheets / Scratch sheet will be available in your coaches' packet that you will receive as you check in prior to locker room and pool deck access.

- **Please line up your swimmers participating in the meet in alphabetical order (boys and girls mixed together).**
- Coach will receive a wristband that must be worn at all times. Athletes will be marked.

### **MEDICAL FORMS**

- Coaches should have all medical forms with you for all of your swimmers and divers during competition. For any and all swimmers using the kinesis/medical tape, you must have the properly signed documentation to present at all levels of regular and post-season competition.

### **TEAM SEATING ASSIGNMENT**

All teams have designated bleachers that their team needs to report to. Deck / Stands / Racquetball court chart of the location will be distributed with the psych sheet.

### **HOSPITALITY**

The Cloverleaf swim parents have made a hospitality room available for coaches/officials/volunteers only in the room behind the blocks.

### **USA OBSERVATION:**

This meet will be USA observed; therefore, all USA Swimming registered athletes' times will be uploaded to SWIMS. Please make sure you have USA Swimming ID # in the database to ensure that the times are uploaded. If you are unsure, please email Sarah Tobin.

## **QUALIFIER INFORMATION: D2 Districts at CSU, Friday, February 20 start time NOON**

**The 2026 Northeast Ohio District Swimming and Diving Tournament schedule has changed. Make sure to go to the NEDAB.org site to access ALL DISTRICT SWIMMING AND DIVING information.**

AUTOMATIC QUALIFIERS / AT-LARGE QUALIFIERS FROM SECTIONALS TO DISTRICTS

	<b>INDIVIDUAL</b>	<b>RELAYS</b>
<b>GIRLS DII</b>	2 automatic x 2 = 4 At-large Qualifiers = 28 <b>TOTAL: 32</b>	2 automatic x 2 = 4 At-large Qualifiers = 20 <b>TOTAL: 24</b>
<b>BOYS DII</b>	2 Automatic x 2 = 4 At-large Qualifiers = 28 <b>TOTAL: 32</b>	2 Automatic x 2 = 4 At-large Qualifiers = 20 <b>TOTAL: 24</b>

### **DISTRICT INFORMATION:**

Is located on the NEDAB site and will be available around TBA. The information will not be sent out.  
<https://ohsaa.org/Northeast-Sports-Tournaments/Swimming-Diving>

**STATE MEET QUALIFIERS:** The Northeast District Tournament will qualify the following number of athletes to the State Meet as automatic qualifiers.

D I & DII GIRLS: 2 SWIMMERS / 2 RELAYS / TBD DIVERS

DI & DII BOYS: 2 SWIMMERS / 2 RELAYS / TBD DIVERS

**THE 2026 SWIMMING AND DIVING SECTIONAL MEET SCHEDULE**  
**At University of Akron, Ocasek Natatorium**

**RULES REGARDING USE OF THE FACILITY**

1. All policies & procedures, as posted via signage around the pool deck area should be used as a reference point.
2. There is no insurance coverage for property damage. Any damage at the site by participants, including cost of repair, will be assessed to the responsible school. Schools and the president of the NEDAB will be notified the next working day of any damage caused by participants.
3. Coaches are responsible for maintaining cleanliness of their deck and locker room areas to be sure they are free of food and other debris.
4. No body painting will be allowed in any available locker room or restroom located in the Ocasek Natatorium.
5. Per State Association orders, the facility will be closed following the last swimming event. There will be no celebrations in the facility after the meet.
6. No noise makers (horns, bells, whistles, sirens, drums, etc.) will be allowed during the meet. Including music playing except what is being played over the PA system.
7. No rub-downs allowed in the facility.
8. No shaving in any available locker rooms or restrooms located throughout Ocasek Natatorium.
9. Taping of signs to painted surfaces will not be permitted.
10. Absolutely no glass containers allowed on the pool deck or in the stands.

**OFFICIALS POINT OF INTEREST**

- A. Difference between a scratch and a declared false start (DFS). A scratch will remove a swimmer from the entire meet; a DFS will remove that swimmer from a particular event. It still counts as an event swum. The coach **MUST** tell the referee or starter of any DFS **PRIOR** to that event. Being a championship meet, any swimmer missing his or her event will be disqualified from further competition for the rest of the meet. Any results prior to the missed event will still be counted.
- B. The whistle starting commands will be used.
- C. There will be dual confirmation on all false starts and relay takeoffs.
- D. Swimmers are allowed to wear one (1) suit during competition. Any school logo on suits shall not exceed 9 square inches.
- E. Suits cannot go below the top of the kneecap for both boys and girls.
- F. Only one (1) manufacturer's logo on suits and caps.
- G. Make sure that all your swimmers have legal caps. The caps must be team or plain cap. No club teams or college caps are allowed. A swimmer is allowed to wear two caps.
- H. There will be four-five officials. The referees and starters will remain at their positions throughout. The remaining officials may rotate their positions.

**DURING THE MEET**

- First feet entry in both the deep and shallow end during the warm-up periods.
- No coaches are allowed behind the blocks with their swimmers once the competition begins.
- **No coaches or swimmers are allowed to be on the scorer's table platform. MEET PERSONNEL ONLY!**

**INCLEMENT WEATHER**

Teams/Schools should plan on the meet proceeding as scheduled on the timeline outlined unless the University of Akron is closed. The University of Akron reserves the right to postpone &/or reschedule if weather situation dictates those measures. If any postponement or rescheduling were to occur, information would be passed along to teams/schools as soon as possible.

**COACHES' MEETING AND RELAY SHEETS:** There might be a short coaches meeting, if requested by the tournament manager and or the officials. The relay sheet is due by 8pm on Thursday, February 8 or must be turned in when checking into the facility the day of the meet.



**CONTACT INFORMATION:**

Meet Manager / Entries: Mike McGee    mmcgee0225@gmail.com

**ALL THIS INFORMATION IS ALSO FOUND ON THE NE  
OHIO BOARD SITE: [nedab.org](http://nedab.org)**

# Sectional Swimming Tournament Entry Process

Please complete the steps below to ensure that your swimming participants are appropriately entered into the sectional tournament.

- Athletic Administrators or Principals must complete the OHSAA Tournament Entry Process for swimming and diving in myOHSAA by the tournament entry deadline. He or she must list the Board-approved coach or faculty representative that will accompany the athletes to the tournament. Tournament managers will access this form through myOHSAA.

The following steps must be completed by the established deadline in the tournament manager’s manual. These steps will enter your swimmers into their events for seeding and heat assignments. Schools entering teams must complete these steps with Hy-Tek Meet Manager software. Schools entering individual swimmers must enter their participants per their sectional manager's instruction.

- Download the appropriate Hy-Tek Sectional Tournament Event File(s), found [here](#).
- Import the file/s from step 3 into Hy-Tek Team Manager
  - Assign the athletes to events with times
  - Export the entry file/s and print the Team Manager Entry Report/s.

NOTE: Be sure and use the school code and school name exactly as it is in the [OHSAA School Code](#) list.

- Email each entry file(s) as an attachment to the sectional tournament manager.
- Email the entry report(s) to the sectional tournament manager.
- If you need assistance, contact your sectional tournament manager.

## HY TEK CODE TO USE:

SCHOOL	CODE	SCHOOL	CODE	SCHOOL	CODE
Alliance	ALL	Archbishop Hoban	AAHO	Badger	KBA
Bay	BVB	Buckeye	MBU	Canfield	CAN
Canton Central Catholic	CCC	Canton South	CSO	East Palestine	EPA
Cloverleaf	LCL	Columbiana	CLUB	Copley	COP
Crestview	CCR	CVCA	CVCA	Dalton	DAL
East Canton	ECA	Elyria Catholic	ECAT	Fairview	FPF
Holy Name	PHHN	Loudonville	LOU	Marlington	AMA
McDonald	MCD	Midview	GMI	United	HUN
Orrville	ORR			Padua Franciscan	PPF
Poland Seminary	PSE	Rocky River	RORV	Roosevelt	KRO
Salem	SAL	Smithville	SMI	South Range	NLSR
Southeast	RAVS	Springfield	NMS		
Tallmadge	TAL	Waynedale	ACW	West Branch	BWB
Woodridge	PWO				



## AKRON D2 SECTIONAL RELAY CARDS PROCEDURES

**RELAY CARDS-** must be turned in one of two different ways:

1) emailed to Mike McGee by the times listed below, or 2) bring in person and present at the check-in or scorer's table.

### Relay Card Deadline

Return Relay cards by – 7:00pm- Thursday, February 12

**All sheets must be signed or have an electronic signature.**

**Please write legibly (or type on in the document) and make sure you fill out all information on the form.**

**All relay cards submitted electronically, please send to Mike McGee at [mmcgee0225@gmail.com](mailto:mmcgee0225@gmail.com)**





SCHOOL NAME \_\_\_\_\_ CODE \_\_\_\_\_

COACH NAME \_\_\_\_\_

COACH SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GIRLS 200 MEDLEY RELAY		GIRLS 200 FREE RELAY		GIRLS 400 FREE RELAY	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	

BOYS 200 MEDLEY RELAY		BOYS 200 FREE RELAY		BOYS 400 FREE RELAY	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	

## ATTENTION ALL COACHES – SWIMMING AND DIVING:

### DIVING FORMAT AND SCHEDULE FOR THE 2026 NORTHEAST OHIO POST-SEASON DIVING COMPETITION

#### 2026 NORTHEAST OHIO DISTRICT DIVING SCHEDULE

Again in 2026 all Northeast Ohio DII and DI Girls and Boys divers will advance directly to Districts at Cleveland State University on **Wednesday, February 18, 2026 (DII) and Thursday February 19, 2026 (DI)**. There will be **NO** Sectional competition in diving this year in either division. The respective diving sessions are listed below. Note the change in warm up time and competition start time for the morning session.

#### WEDNESDAY, FEBRUARY 18, 2026

GIRLS DIVING DII WARM-UP	10:00 AM - 11:00 AM	COMPETITION	11:00 AM
BOYS DIVING DII WARM-UP	5:00 PM - 6:00 PM	COMPETITION	6:00 PM

#### THURSDAY, FEBRUARY 19, 2026

GIRLS DIVING DI WARM-UP	8:00 AM - 9:00 AM	COMPETITION	9:00 AM
BOYS DIVING DI WARM-UP	5:00 PM - 6:00 PM	COMPETITION	6:00 PM

**NB: In the event there are more than 40 girls for D1 diving, prior to the start of the meet, the meet manager and the head official will determine if there will be cuts after the first 3 dives.**

All entries will be entered at [cleanentries.com](https://cleanentries.com).

- ❖ Confirmation of **COMPLETING** 11-dives shall be cross referenced through [cleanentries.com](https://cleanentries.com).
- ❖ 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 sectional and/or district tournament manager.

**Deadline for entries is SUNDAY, February 8<sup>th</sup> by 5:00pm.**

Questions? Contact [poduska@ieee.org](mailto:poduska@ieee.org).



## DIVING ENTRY INSTRUCTIONS FOR COACHES

1. Go to [www.cleanentries.com](http://www.cleanentries.com)

\*If coach and team are already registered on the cleanentries.com site, skip to #4 below. Periodically please review your profile 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

1. Many times, school systems block these types of "no reply" emails.
2. If it is completed correctly, you will receive this message: "The user name [ ] has been activated."
3. Click "Login" in the upper right corner.
4. Fill in the two fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
5. Click "log In"
6. Complete "Coach Profile"
7. If you have membership numbers for other diving organizations, please enter them here as well.
8. 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 and the HyTek Code. Assigned HyTek codes can be found [HERE](#).

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. g. Click on "Register Selected Athlete for Meet" box labeled #4.
2. h. 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's 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.