

Northwest District Meet Entry Submission Procedure

Any member NW District school failing to submit complete team entries by the published deadline will be subject to a \$150 fine (per school). This includes diving coaches who do not submit Dive lists by the published entry deadline.

Swimming and Diving Coaches are expected to review and understand OHSAA Tournament Rules and Regulations as found on the OHSAA Swimming/Diving Tournament Page

When creating your team database:

1. Use the official School Code as listed on the OHSAA website. (i.e. Bowling Green = BGR)
2. Use the “class” abbreviations FR, SO, JR, SR for each participant in the Hy-Tek file.

Sectional Meet Entries/Guidelines

1. Review the detailed entry instructions posted on the OHSAA website.
2. NW District entry deadline is 5:00 PM on Sunday February 2nd, 2020.
3. Entries must be submitted electronically using Hy-Tek Team Manager software.
<http://www.ohsaa.org/sports/sd/entryforms/entry.htm>
4. **Team entries MUST include eligible divers.**
 - District dive lists (for any gender/division needed) are due to the site manager by 5pm Sunday February 2nd, 2020. Changes/corrections will be made on site.
 - DIVING ENTRIES: According to the State tournament regulations, “by entering a diver into the competition, the coach is verifying that the diver has competed in an 11-dive championship competition at least once during the regular season and is affirming that the diver is capable of performing an 11-dive championship slate.”
*******Head coaches, please review this regulation with your diving coach before submitting your entries!**
5. Psych Sheets will not be posted until **Wednesday, February 5th, 2020 at 6:00pm on the OHSAA website and at www.swimmeet.com**.
6. To replace an individual after the February 2nd, 2020 entry deadline for the Sectional Meet, permission will be granted for medical reasons ONLY – A written excuse from a medical doctor (M.D.) must be submitted. A swimmer may only be replaced; the lineup cannot otherwise be changed.

Tournament Entry Procedure:

When you are ready to submit your team entries for sectionals (please only one school per email):

Format the email subject line using:

Your official school code (3 or 4 letters – NO numbers)

D1 or D2

NW Sectional Entries

For Example:

A. BGR D1 Girls-D2 Boys NW Sectional Entries

B. WAW D1 NW Sectional Entries

**Complete team entries are to be submitted to: northwestdistrictentries@gmail.com

**Girls and Boys should be exported together as one team and in a single email.

**Dive lists will be submitted to: northwestdistrictentries@gmail.com

Questions on the entry procedure and general tournament questions should be emailed to:
nwdistrictmanager@gmail.com . Other emails will not be monitored for OHSAA questions.