

## 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 7<sup>th</sup>, 2021.
3. Entries must be submitted electronically using Hy-Tek Team Manager software.  
<http://www.ohsaa.ort/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 7<sup>th</sup>, 2021. 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 10<sup>th</sup>, 2021 at 6:00pm on the OHSAA website and at [www.swimmeet.com](http://www.swimmeet.com)** .
6. To replace an individual after the February 7<sup>th</sup>, 2021 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](mailto: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](mailto:northwestdistrictentries@gmail.com)

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