

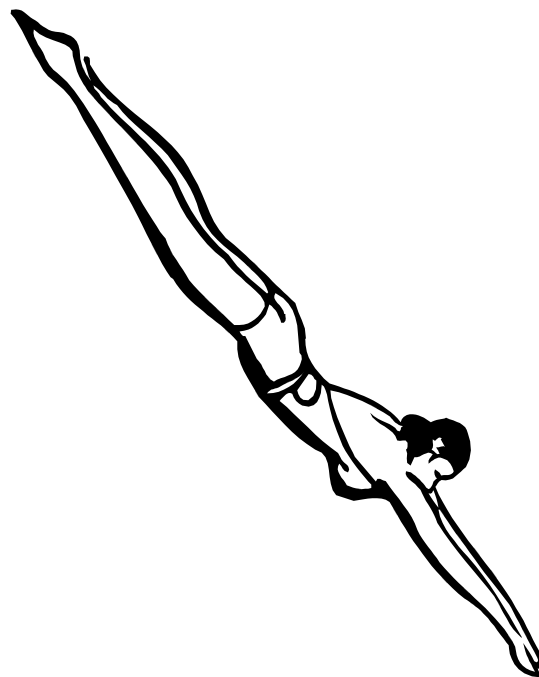


2021

Swimming & Diving

Tournament Manager's

Manual



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

4080 Roselea Place ~ Columbus, OH 43214

(614) 267-2502 ~ (614) 267-1677 (fax)

www.ohsaa.org

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SECTIONAL TOURNAMENT MANAGERS

Relay Cards – Will be provide only upon demand. Please contact Beau Rugg brugg@ohsaa.org if your site needs cards.

Note the following:

Financial & Personnel Reports – can be found at www.ohsaa.org/financial/reports

Tournament Diving Score Sheet – can be found at www.ohsaa.org/sports/sd/diveforms/score_11.pdf

Edive™ is the required entry software for the OHSAA diving tournament

DISTRICT TOURNAMENT MANAGERS

Relay Cards – Will be provide only upon demand. Please contact Beau Rugg at brugg@ohsaa.org if your site needs cards.

Note the following:

State Qualifier Information – refer to instructions found on page 4

Financial & Personnel Reports – can be found at www.ohsaa.org/financial/reports

Tournament Diving Score Sheet – can be found at www.ohsaa.org/sports/sd/diveforms/score_11.pdf

Edive™ is the required entry software for the OHSAA diving tournament

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 OHSA 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

2021 OHSA Swimming & Diving Calendar

Sectional Tournaments	February 8 – February 13
District Tournaments	February 15 – February 20
State Tournaments – Branin Natatorium – Canton, OH	February 24 – February 27

CONTACT INFORMATION

OHSA Office – 4080 Roselea Place, Columbus, OH 43214 ~ 614-267-2502 ~ 614-267-1677 (fax)

Name	Title	Responsibilities	E-Mail
Beau Rugg	Senior Director of Officiating and Sport Management.	Oversees the sport & coordinates the tournaments	brugg@ohsaa.org
R. J. Van Almen	State Rules Interpreter Director of Development for Swimming and Diving Officiating	Conducts state rules interpretation meetings. Fields rules inquiries. Coordinates state tournament officials. Responsible for the initial and continuing education of swimming and diving officials	riva.20@gmail.com
Joan Rehfus	State Tournament Manager	Coordinates the State Tournament at Branin Natatorium	rehfus_j@ccsdistrict.org
Brenda Murray	Director of Membership Services	Works with OHSA website and swimming and diving entries	bmurray@ohsaa.org

TOURNAMENT MANAGER INSTRUCTIONS

SECTIONAL MANAGERS ONLY

I. INFORMATION ITEMS

- A. **Sectional Entry Procedures** – eligible schools must submit the applicable OHSAA Tournament Entry Information per instructions of the District Athletic Boards. This process is now conducted strictly online and coaches were instructed to utilize our online entry procedures through their school's myOHSAA account.
- B. Qualifiers from the Sectional to the District Tournament are published on the OHSAA website.
- C. Sectional site assignments can be found online at ohsaa.org
- D. Please note that entry procedures for swimming have been separated from the entry procedures for diving.
- E. **To submit their tournament diving entry form, schools are required to complete the on-line form as found in edive®. Go to <http://www.edive.info/index.htm> for information about this electronic program. Diving entries must be submitted in two forms, one, in eDive to the Diving Site Manager at either the Sectional or District level AND two, in Hy-Tek with the swimming entries to the respective Sectional Meet Manager.**

II. ACTION ITEMS

- A. **Participation Forms – Swimming and Diving**
 - 1. Complete and send each form to the OHSAA office immediately after completion of your tournament.
 - 2. Please return to Beau Rugg via email only at brugg@ohsaa.org
 - 3. A copy of the forms can be found on pages 7-8 and online (go to the S&D page).
- B. **Eligibility Certificates** – Certificates are no longer required to be sent to managers. All administrators shall certify eligibility and retain these certificates for inspection at the school if necessary.
- C. **Tournament Entry Forms** – Please access this information from the OHSAA website based on instructions from your District Athletic Board representative.
- D. **Financial & Personnel Reports**
 - 1. The required reports can be found at www.ohsaa.org/financial/reports where you will be provided with instructions on downloading and completing the forms. **Please read and follow the instructions provided.**
 - 2. Complete all sections and submit one copy to the Treasurer of your District Athletic Board within 10 days after your tournament, and retain one copy for your files.
- E. **Qualifiers** – the Sectional Manager must notify the corresponding District Manager of the qualifiers to the District Tournament by Monday following the Sectional Tournament.
- F. **Sectional Computer Tournament Entry** – detailed information is available at www.ohsaa.org on the swimming & diving page. Please ensure that schools utilize the proper school code. School codes can be found online within the computer entry information or at this link: <http://ohsaa.org/sports/swimming/codelist>. We recommend that each Sectional Manager provide a concise list of the schools and corresponding school codes for those schools participating in his or her sectional tournament.

- G. **Tournament Diving Entry** – All diving entries shall be submitted to you as manager via edive®. A backup copy of an 11-dive scoresheet is provided on our website.
- H. **Emergency Contact Forms** – Please consult these forms for each school that is entered in your sectional tournament. These forms, which each school administrator must complete within the school's MyOHSAA account, are the only way for you to determine which coaches have been authorized to accompany athletes to your tournament and possess the appropriate credentials to coach in Ohio. Coaches who are not listed on these forms shall be denied deck access to your event.

TOURNAMENT MANAGER INSTRUCTIONS

DISTRICT MANAGERS ONLY

I. INFORMATION ITEMS

- A. Qualifiers from the District to the State Tournament are published on the OHSAA website.
- B. Sectional site assignments and Sectional Entry Procedures can be found online at www.ohsaa.org

II. ACTION ITEMS – please duplicate forms as needed

A. Qualifiers

1. Districts to Sectionals – please coordinate with Sectional Tournament Managers to arrange for the electronic transfer of the necessary information for your qualifiers.
2. Districts to State – e-mail the District results, finals and consolation finals to **Pam Cook** (PAMSWIM@aol.com) by **Saturday, February 20th** at midnight with the exception of the Central District D1 tournament which will be due on **Sunday, February 21, 2021 after the completion of their meet**. State Tournament Manager Joan Rehus will distribute information to each District Manager regarding procedures. For your reference, Joan's cell phone number is 330-327-3780.
3. Qualifiers Packets – **We are no longer providing hard copy of this information. Please direct coaches with qualifiers to the swimming page here <http://www.ohsaa.org/sports/swimming-diving/tournament-info> to retrieve all important information.** The following forms can be found at this link:
 - a. Coaches Memo
 - b. Important Information for Coaches with qualifiers
 - c. State Tournament Relay Card Procedure
 - d. Program Correction Form
 - e. Online Ticket order Procedures

Note: State tickets can be ordered only through our online ticketing process.

 - f. Video discussing the State Tournaments

B. Financial & Personnel Reports

1. The required reports can be found at www.ohsaa.org/financial/reports where you will be provided with instructions on downloading and completing the forms. **Please read and follow the instructions provided.**
2. Complete all sections and submit one copy to the Treasurer of your District Athletic Board within 10 days after your tournament, and retain one copy for your files.

C. Tournament Back-Up

1. Please send the following:
 - a. Full Meet Hy-Tek back-ups from all districts
 - b. Hy-Tek file of your updated district records and state records after the conclusion of your meets.

- D. Tournament Diving Entry – For District Tournaments that are not preceded by a Sectional Diving competition, all diving entries shall be submitted to you as manager via edive®. A backup copy of an 11-dive scoresheet is provided on our web site here www.ohsaa.org/sports/sd/diveforms/score_11.pdf .**

Please Remind Diving Coaches of this Information for State Tournament Qualifiers

Submission of Diving Entries – All qualifiers will be advanced from their District site to the State Tournament in accordance with the representation approved by the Board. The dive sheet that was competed at District Tournament will be advanced to the State Tournament as well. Beginning on Sunday, February 21, 2021, changes can be made by emailing John Mihevic @ MIHEVIJP@MiamiOH.edu directly with the name of the diver and the dives to be changed. Changes can be made using this method until Noon on Tuesday, February 23, 2021. **After that date, all changes will be made in person at CT Branin Natatorium during warm up sessions and up until ninety minutes before the start of the specific diving event.**

E. Para-Swimming Events

To: Para Athlete

Re: Entry Instructions for 2021 Para Athlete Competition

- 1. Two Para athlete events (50 Free and 100 Back) will be swum in 2021 at the State Tournament. There will be two categories for Para athlete events (Para I and Para II) – see #9 below.**
- 2. Read the following document and FAQ's on the OHSAA swimming link.
Para-Swimming: [Verification Form](#) | [FAQs](#)**
- 3. Complete the athlete verification form and submit to OHSAA by February 3, 2021.
<https://ohsaaweb.blob.core.windows.net/files/Sports/Swimming-Diving/2019-0/ParaSwimVerificationForm.pdf>**
- 4. Athletes may enter one or both events in their Para category, the 50 Free and the 100 Backstroke. The Para events will be swum after each of the respective non-Para events.**
- 5. The athlete will not be identified by specific division, but by Para category and gender.**
- 6. The para events will be swum at the State meet in the Division 2 meet sessions.**
- 7. The Para events will not be scored.**
- 8. The athlete will receive an award for a top 8 finish in his/her Para event.**
- 9. Enter the Para athlete(s) by emailing Pam Cook at pamswim@aol.com with the swimmer name, school, grade, events being entered, by event number and by event definition, and an entry time (if available) by February 8, 2021. The event numbers are as follows. This will be verified by the ParaSwimming Sports Verification Form which is required to be sent to OHSAA.**

Para 1 Girls Events:

Event #145: 50 Free Girls (Para 1)

Event #150: 100 Back Girls (Para 1)

Para 1 Boys Events:

Event #165: 50 Free Boys (Para 1)

Event #170: 100 Back Boys (Para 1)

Para 2 Girls Events:

Event #245: 50 Free Girls (Para 2)

Event #250: 100 Back Girls (Para 2)

Para 2 Boys Events:

Event #265: 50 Free Boys (Para 2)

Event #270: 100 Back Boys (Para 2) 10.

Questions? Contact Pam Cook at pamswim@aol.com

2021 OHSAA **Swimming** Tournament Participation Form

The OHSAA Board of Directors semi-annually sets up the representation from each district based upon the number of teams actually participating in the tournaments. Please list the school and the number of swimming participants that actually participated in the tournament.

Tournament Date: _____

District: _____

Tournament Location: _____

Boys or Girls: _____

Tournament Manager: _____

Division: _____

Schools Represented by Teams (7 or more)

	School	#		School	#
1	_____	_____	13	_____	_____
2	_____	_____	14	_____	_____
3	_____	_____	15	_____	_____
4	_____	_____	16	_____	_____
5	_____	_____	17	_____	_____
6	_____	_____	18	_____	_____
7	_____	_____	19	_____	_____
8	_____	_____	20	_____	_____
9	_____	_____	21	_____	_____
10	_____	_____	22	_____	_____
11	_____	_____	23	_____	_____
12	_____	_____	24	_____	_____

Schools Represented by Individuals (less than 7)

	School	#		School	#
1	_____	_____	7	_____	_____
2	_____	_____	8	_____	_____
3	_____	_____	9	_____	_____
4	_____	_____	10	_____	_____
5	_____	_____	11	_____	_____
6	_____	_____	12	_____	_____

Schools Registered That Did Not Participate

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Return to Beau Rugg at the OHSAA at brugg@ohsaa.org as soon as the tournament has concluded.

2021 OHSAA **Diving** Tournament Participation Form

The OHSAA Board of Directors semi-annually sets up the representation from each district based upon the number of divers actually participating in the tournaments. Please list the school and the number of diving participants that actually participated in the tournament.

Tournament Date: _____ District: _____
 Tournament Location: _____ Boys or Girls: _____
 Tournament Manager: _____ Division: _____

Schools Represented by Divers

School	# of divers	School	# of divers
1 _____	_____	13 _____	_____
2 _____	_____	14 _____	_____
3 _____	_____	15 _____	_____
4 _____	_____	16 _____	_____
5 _____	_____	17 _____	_____
6 _____	_____	18 _____	_____
7 _____	_____	19 _____	_____
8 _____	_____	20 _____	_____
9 _____	_____	21 _____	_____
10 _____	_____	22 _____	_____
11 _____	_____	23 _____	_____
12 _____	_____	24 _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Schools Registered That Did Not Participate

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Return to Beau Rugg at the OHSAA at brugg@ohsaa.org as soon as the tournament has concluded.



MANAGER'S RESPONSIBILITY TO NOTIFY SPECTATORS OF OHSAA VIDEO RECORDING AND PHOTOGRAPHIC POLICY

Please insure that the following information is conveyed to all spectators both via public address announcements and signage at your tournament site. The information is in keeping with OHSAA sports regulations and must be communicated to all persons who enter your facility.

"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."

TOURNAMENT REGULATIONS

2021 REGULATIONS BOYS AND GIRLS SWIMMING AND DIVING TOURNAMENTS Sectional – District – State

NOTE: The following regulations apply to all levels of tournament competition unless otherwise specified. These regulations were adopted by the Ohio High School Athletic Association Board of Directors on January 12, 2021.

The Executive Director is authorized to modify these regulations when it is deemed necessary by the Executive Director, subject to ratification by the Board of Directors.

A. GENERAL

1. ELIGIBILITY

All participants must be eligible in accordance with the OHSAA Bylaws and Sports Regulations.

A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.

2. DIVISION

There will be two divisions in both the Boys and Girls Sectional-District and State Swimming and Diving Tournaments.

3. RULES

The 2020-21 NFHS Swimming and Diving Rules will be the official rules.

4. ENTRIES

The entry process for the 2021 State Swimming Tournament requires electronic entries beginning at the sectional level. The computer software approved by the OHSAA for swimming entries is the Hy-Tek Team Manager Program. To submit their tournament diving entry form, schools are required to complete the on-line form as found in edive®. Go to <http://www.edive.info/index.htm> for information about this electronic program. **Diving entries must be submitted in two forms, one, in eDive to the Diving Site Manager at either the Sectional or District level AND two, in Hy-Tek with the swimming entries to the respective Sectional Meet Manager.**

Information about this process will be posted to the OHSAA web site at www.ohsaa.org. Swimming Tournament event files for the Sectional Tournaments are located on the OHSAA web site. Schools shall download the appropriate tournament event file based on their division: Boys Division I or II, Girls Division I or II.

Para-Swimming Events will be swum during the D2 competitions at the State Meet. The deadline for Athlete Verification Form is February 3, 2021 and the deadline for entries will be February 8, 2021. Please email Pam Cook at pamswim@aol.com for further information.

Eligible schools must submit the OHSAA Entry form **ONLINE** as well as verify that they have completed the Official OHSAA Eligibility Certificate.

The swimming entries, which are submitted electronically, must be in possession of the Sectional Tournament Manager by: **Please refer to your respective district athletic board websites for specific deadlines.**

Psych Sheets: Please refer to your respective district athletic board website.

The diving entries, which are submitted electronically via edive®, must be in the possession of the tournament manager: **Please refer to your respective district athletic board websites for specific deadlines.**

NOTE: Coaches are responsible for checking their online entry submission and may make changes after the deadline for submission, only with the payment of a \$150 fine and approval of the OHSAA, and only up until the date and time that the psych sheets are publicly posted to the District Athletic Board websites.

No changes to the entries for any school shall be permitted after the posting of the psych sheets with the exception of students who must be withdrawn due to medical reasons verified by a physician. A substitute may replace the injured/ill athlete provided the substitute is listed on the eligibility certificate, has not exceeded the entry limitations as prescribed by NFHS rules and is submitted to the tournament manager NO LATER THAN 7:00 AM of the first day of sectional competition. "Sectional competition," for the purpose of this regulation, refers to 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. After that time, no substitutions will be accepted. It is not permissible to replace the injured/ill student with a student who has already been entered into the tournament in two individual events.

- (a) Each school shall be permitted four entries in each individual event and one relay in each relay event. EXCEPTION: In District Tournaments not preceded by Sectional Tournaments, the District Board may determine the number of individual entries per event up to a maximum of four. The District 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.
- (b) An individual may be entered in no more than two individual events. At the scratch meeting, no additions or substitutions shall be made.
- (c) An individual shall be permitted to participate in a maximum of four events, no more than two of which shall be individual events. Each tournament is considered a separate competition whether competed on one or two days.
- (d) In relay events (200-Yd. Medley Relay, 400-Yd. Freestyle Relay and 200-Yd. Freestyle Relay), any eight individuals who are listed on the eligibility certificate may be listed as entries, any four of which shall be assigned to participate. These eight may be changed at each level of tournament competition provided participation limitations are not exceeded.
- (e) A school that competes in at least two interscholastic meets as a school team prior to the non-interscholastic cutoff date (January 25, 2021) is eligible for relay event entry at the Sectional/District Tournament regardless of the number of individuals entered and competing.
- (f) All member schools' entries into the swimming and diving tournaments shall enter at the same level.
- (g) 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.
Note: Representation for the State Diving Tournaments shall be calculated based on the entries for this current season.

5. SCHOOL REPRESENTATIVE

No team or individual will be allowed to compete in Sectional, District and State Tournaments 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)

6. COACHES' INFORMATION MEETING

School representatives shall be present at the designated time for any meeting conducted at the Sectional-District or State Swimming and Diving Tournaments. Unless the tournament manager is notified of delay due to emergency reasons, individual or team entries will be automatically scratched at the conclusion of the reading of the entries for the entire tournament.

7. SEEDING

In the Sectional-District Tournaments, all swimmers shall be seeded according to times listed on the official entry form, provided the time of any contestant is not challenged by the coaches present at the scratch meeting. Seeding for the Sectional-District heats shall be by chronological order of time. This procedure applies both to individuals and to relay teams. The number of swimmers in each heat is to be arranged at the scratch meeting in both the Sectional and District Tournaments. The seeding for the State Tournament shall be according to Rule 5, Sections 2 and 3 of the NFHS Rules. No changes in heats will be made under this system in case of a scratch.

8. SCORING AND QUALIFICATION

- (a) 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.
- (b) Points for 9th through 16th places shall be awarded on the basis of consolation finals.
- (c) The 20 highest scoring divers through the preliminaries shall qualify for the semifinals. (NFHS Rule 9-4-4).

- (d) The 16 highest scoring divers through the semifinals shall qualify for the finals. (NFHS Rule 9-4-5).
- (e) In the event of disqualification in the championship finals, contestants in the 9th through 16th places shall not be advanced.

9 Tournament start times will be announced by Meet Tournament Managers.

10. MEDICAL EXAMINATIONS

The management of swimming pools used for Sectional-District and State Tournament and the tournament manager reserve the right to require medical examination of participants to ensure compliance with Ohio's Health Code.

11. 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.

12. FINANCIAL REPORTS

Managers of the Sectional and/or District Tournaments shall submit a complete financial report to their respective District Athletic Boards.

13. UNSPORTING CONDUCT PENALTY

During participation in OHSAAs 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 OHSAAs Executive Director's Office by the tournament manager. The Commissioner'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. Each individual 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 Natatorium policy, disregarding instructions by tournament personnel including life guards, or engaging in unsafe behavior during warmups and/or competition.

14. 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.

15. SPONSORSHIP AND RIGHTS

The Ohio High School Athletic Association is the sponsoring association for the Sectional, District and State Swimming and Diving Tournaments. 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 Commissioner for the State Tournaments. The videotaping of any or all portions of the tournaments is prohibited without permission.

16. 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.

17. 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.

18. 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.

19. SIGNS AND BANNERS

Signs and schools banners are permitted subject to the approval of the tournament manager. Pennants, shakers and noisemakers are NOT PERMITTED. **AT THE STATE LEVEL NO BANNERS WILL BE PERMITTED THIS YEAR.**

20. MEET MOBILE

The Board of Directors has authorized the use of the application "Meet Mobile" at all tournament facilities where possible. This application shall be active at all district sites and the state tournament site. Sectional sites are encouraged to provide access to the application whenever possible.

21. 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.

B. SECTIONAL AND DISTRICT TOURNAMENTS

1. ASSIGNMENTS TO DISTRICT TOURNAMENTS

District Athletic Boards determine tournament sites, dates, employ managers and officials, and assign schools to tournaments.

2. ADMISSIONS

Sectional – District

TICKETS – If tickets are offered they will be sold online only through tickets codes for participating schools.

3. **Practice.** District Athletic Boards should eliminate practice in pools used for District Swimming and Diving Tournaments if it is feasible.

4. **AWARDS**

Sectional – Sectional trophies will not be awarded.

District – Individual awards will be presented to the first eight places in each event. Trophies for the championship and runner-up teams and medals for the coach of championship and runner-up teams in each district will be presented. No other awards may be presented at the site of the Sectional or District tournaments, except for those furnished by or approved by the OHSAA.

Awards Ceremony – There will be no awards ceremony. Each District will have a process for athletes/teams to receive their awards. Districts may announce award winners generally on the PA system.

5. **DISTRICT AND STATE QUALIFIERS**

Sectional Tournaments are qualifying tournaments for the District Tournament and District Tournaments are qualifying tournaments for the State Tournament. To enter a District/State Tournament, one must first qualify for that event in a Sectional/District Tournament.

Swim-offs are required in case of a tie 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 for the points for the Sectional/District Tournament. The disqualification shall be noted on the Sectional or District Tournament Results.

In the event of a tie or ties in swimming for the last at-large qualifying position between students in different districts, and due to the fact that the results are not known until the information is transmitted to Canton, all students who are tied for that last at-large qualifying position shall qualify to the State Tournament.

In the event of a tie for the last qualifying position in diving, 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 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.
2. With a five-judge panel, the highest cumulative total from 5 scores on all dives will be used.
3. It is highly recommended that all Districts use seven judges at the District Tournaments.
4. In the event that a district is not able to qualify the entire number of divers based on the representation, the diver with the next highest score from another district will fill that position. This process will be followed until the full number of qualifiers (24 total) is achieved.

**BOYS SWIMMING AND DIVING
DISTRICT TO STATE – DIVISION I**

Division I	2021 AUTOMATIC SWIMMING QUALIFIERS
DISTRICT	
Central, East & Southeast	2
Northeast	2
Northwest	2
Southwest	2
	8

16 at-large swimming qualifiers will be selected on the basis of times recorded in the District Tournaments.

Division I	2021 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central, East & Southeast	
Northeast	
Northwest	
Southwest	
	24

**BOYS SWIMMING AND DIVING
DISTRICT TO STATE – DIVISION II**

Division II	2021 AUTOMATIC SWIMMING QUALIFIERS
DISTRICT	
Central, East & Southeast	2
Northeast	2
Northwest	2
Southwest	2
	8

16 at-large swimming qualifiers will be selected on the basis of times recorded in the District Tournaments.

Division II	2021 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVER ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central , East & Southeast	
Northeast	
Northwest	
Southwest	
	24

**GIRLS SWIMMING AND DIVING
DISTRICT TO STATE – DIVISION I**

Division I	2021 AUTOMATIC SWIMMING QUALIFIERS
DISTRICT	
Central, East & Southeast	2
Northeast	2
Northwest	2

Southwest	<u>2</u>
	8

16 at-large swimming qualifiers will be selected on the basis of times recorded in the District Tournaments.

Division I	2021 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central , East & Southeast	
Northeast	
Northwest	
Southwest	
	24

GIRLS SWIMMING AND DIVINGDISTRICT TO STATE – DIVISION II

Division II	2021 AUTOMATIC SWIMMING QUALIFIERS
DISTRICT	
Central, East & Southeast	2
Northeast	2
Northwest	2
Southwest	2
	8

16 at-large swimming qualifiers will be selected on the basis of times recorded in the District Tournaments.

Division II	2021 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central , East & Southeast	
Northeast	
Northwest	
Southwest	
	24

2021
94th ANNUAL BOYS AND 45th GIRLS STATE
SWIMMING AND DIVING TOURNAMENTS
FEBRUARY 24-27, 2021
BRANIN NATATORIUM – CANTON, OHIO
Joan Rehfus, Manager

1. TOURNAMENT MANAGER

The State Swimming and Diving Tournaments are under the supervision and sponsorship of the OHSAA with the Canton City Schools Board of Education cooperating. The State Tournament Manager is Joan Rehfus, Ph: 330-438-2738 Ext. 17551; E-mail address: rehfus_j@ccsdistrict.org.

2. 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 by **Saturday, February 20, 2021** at midnight with the exception of the **Central District D1 tournament** which will be due on **Sunday, February 21, 2021 after the completion of their meet.**

3. COACHES MEETING

THERE WILL BE NO COACHES MEETING IN 2021. EACH COACH IS RESPONSIBLE TO PICK UP TEAM PACKETS AND EMAIL RELAY CARDS TO THE DESIGNATED LOCATION.

Coaches Packet Pick- up

Diving Coaches can pick up packets beginning Tuesday, February 23rd from 9:00am 6:00pm at the Natatorium office. All other days will be available for pick up from 7:00am to 7:00pm.

Swimming Coaches packets for both Divisions can be picked up at the Natatorium beginning on Tuesday from 9:00am to 6:00pm. Packets can be picked up at the **FIELDHOUSE LOBBY** on Wednesday, Thursday and Friday located across from Natatorium from 9:00am to 7:00pm. Any remaining D1 boys packets can be picked up at the Natatorium Office on Saturday from 9:00am to Noon.

Alternate Passes: Due to Covid restrictions, teams will not have an option to purchase alternate passes this year.

Relay Cards must be electronically sent Sarah Tobin by deadline listed below.

You can email your relay entries to ccsmeetentries@gmail.com. Please see instructions below.

- All sheets must be signed or have an electronic signature included, one sheet for girls and one sheet for boys.
- Division 2 Girls sheets should be **emailed** to Sarah Tobin at ccsmeetentries@gmail.com by Tuesday, February 23rd at 6:00pm.
- Division 2 Boys sheets should be emailed to Sarah Tobin at ccsmeetentries@gmail.com by Wednesday, February 24th at 6:00pm.
- Division 1 Girls sheets should be **emailed** to Sarah Tobin at ccsmeetentries@gmail.com by Thursday, February 25th at 6:00pm.
- Division 1 Boys sheets should be emailed to Sarah Tobin at ccsmeetentries@gmail.com by Friday, February 26th at 6:00pm.

4. SCRATCH PROCEDURE

Please see R.J. Van Almen or Sarah Tobin before the start of competition.

5. ORDER OF EVENTS AND RULES

The order of events for the finals as published in the **2020-21** NFHS Swimming and Diving Rules Book with Ohio modifications will

apply.

1. Diving competitions for all divisions will be conducted as shown on the schedule below.

2. All timed final events for swimming will be conducted as shown below for all divisions.

Wednesday – February 24, 2021		
II Girls	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
Swimming	Door Open for Competitors	1:30 PM Teams will be assigned arrival times.
II Girls	Swimming Warm-ups Meet Starts - Timed Finals	1:45 PM Teams will be assigned warm ups times. 4:30 PM
Thursday – February 25, 2021		
II Boys	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
II Swimming	Door Open for Competitors	1:30 PM Teams will be assigned arrival times.
II Boys	Swimming Warm-ups Meet Starts - Timed Finals	1:45 PM Teams will be assigned warm ups times. 4:30 PM
Friday – February 26, 2021		
I Girls	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
Swimming	Door Open for Competitors	1:30 PM Teams will be assigned arrival times.
I Girls	Swimming Warm-ups Meet Starts - Timed Finals	1:45 PM Teams will be assigned warm ups times. 4:30 PM
Saturday – February 27, 2021		
I Boys	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
Swimming	Door Open for Competitors	1:30 PM Teams will be assigned arrival times.
1 Boys	Swimming Warm-ups Meet Starts - Timed Finals	1:45 PM Teams will be assigned warm ups times. 4:30 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.

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 competition at State Tournaments. These coaches shall appear on the school's Emergency Contact Form as proof of their board approval and credentialing.

No swimmer, diver or school swimming team shall utilize the Branin Natatorium pool or the diving boards 30 days prior to the Boys and Girls State sponsored Swimming and Diving Tournaments, except at the discretion of the Branin Natatorium management and the appointed hours announced by the State Tournament manager specifically for swimming or diving practice.

Any violation of this regulation shall result in the disqualification of the swimmer or diver from the State sponsored Swimming and Diving Tournaments.

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 after the 50 free.

6. ADMISSIONS

Spectators – Swimming and diving admission will be sold online at \$25.00 per session. Programs will be included with price of admission.

Coaches – Due to Covid restrictions, **only one coaching pass** will be issued per qualifying team. Coaches will not be permitted to watch other sessions they are not coaching in.

Schools having divers will be issued one separate coaching pass, which may be used for the diving competition only.

Contestants

Each qualifying swimmer and diver will receive a contestant 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. Each athlete pass is only good for the session they swim or dive in. They will not be allowed on deck to watch other sessions.

Entrance and Deck Information

Athletes and Coaches will enter building using assigned door which will be communicated prior to the meet. Teams will be assigned seating areas and must remain there during the duration of the meet.

There will be an athletic trainer and physician. They will be located on the pool deck behind lane 1.

Due to Covid restrictions athletes and coaches will only be permitted in the building during your competition session. Credentials must be visible on swimmer and coaches at all times during the tournament. Credentials are good for the session they are issued for.

There shall be **no shaving or body painting** in the C.T. Branin Natatorium facility; no balloons, or noise makers allowed on the premises. **In addition, there shall be no cell phones permitted in any of the locker rooms or changing areas in the Natatorium.**

7. 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 – There will be no formal award ceremony. There will be a general announcement on the placers in each event and a process for the schools to pick up the appropriate awards at the natatorium.

8. OFFICIALS

The officials for the boys and girls state swimming and diving tournaments are selected according to procedures adopted by the Board of Directors. Note the changes in groupings. The assignments by District for 2021 are:

Central/Southeast	3
East/Northeast	6
Northwest	2

A separate diving panel will officiate the girls and boys diving competition.

Note: Due to availability of officials due to Covid – 19, the most qualified officials will be used regardless of District.

9. EXPENSE ALLOWANCE FOR STATE TOURNAMENT PARTICIPATION

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

10. 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 Tuesday, February 23, 2021. Proper credentials must be presented for admission at the pass gate.

11. TICKET INFORMATION

Qualifiers will be given ticket codes for their family to purchase tickets.

Process for your parents/guests to enter the building.

Diving: Doors will open at 8:15 am for spectators

Swimming: Doors will open at 3:45 for spectators.

Health Screenings will take place as you enter the building. Please be advised that we will follow state and local Covid guidelines including any state and local orders that are in effect during this meet.

No tents or other enclosures will be permitted on the property of the Canton City School District. There will be no standing in line except at the designated times. There is absolutely no alcohol or other drugs permitted on the property. Security personnel will be monitoring these regulations at all times.



Ohio High School Athletic Association
4080 Roselea Place
Columbus, Ohio 43214
614-267-2502
www.ohsaa.org

POSITION STATEMENT ON SERVICE DOGS

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.

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 athletes are gathered to an individual who is not listed on this form.**

1. Login to your myOHSAA account. <https://officials.myohsaa.org/Logon>
If you do not know your login credentials, click the "Forgot Login" link, enter the email address to which this email was sent and submit. You will receive an email from info@myOHSAA.org which will contain your username and a link to reset your password.
2. Once you are logged into your myOHSAA account, clear any and all Dashboard items that appear on the screen.
3. To access OHSAA tournaments, click the purple trophy icon labeled "Tourney Mgt." that appears near the top of your myOHSAA account.
4. 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. Which could indicate wrong or incomplete information is available.
 - 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 you manage.

If you need assistance, please contact the OHSAA Membership Services department, Ron Sayers at rsayers@ohsaa.org or Brenda Murray at bmurray@ohsaa.org

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

The OHSAA has published a manual entitled Contest and Event Management Guidelines which can be accessed here <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/ContestMgtGuidelines.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=itMW5EMyFAKFUKPMhFhmi1rEVLYimtGTeeBATYISEMI%3D>

On behalf of the Joint Advisory Committee on Sports Medicine, this excerpt from the manual is appended for your use.

Appendix A. — 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. — <https://www.ohsaa.org/Portals/0/Sports/GeneralSportsRegulations.pdf>
- Emergency Action Plan Worksheet - Student Response Team (Anyone Can Save A Life). — <http://www.anyonecansavealife.org>
- Emergency Action Plan Worksheet - Event Staff (Anyone Can Save A Life). — <http://www.anyonecansavealife.org/event-staff-training/index.htm>
- Coordinate with Local Emergency Medical Systems (EMS) Sample Letter (Anyone Can Save A Life). — http://www.anyonecansavealife.org/wcm/groups/mdtcom_sg/mdt/documents/documents/ems-coordination-sample-letter.pdf
- The Intra-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practices Recommendations. — <https://natajournals.org/doi/pdf/10.4085/1062-6050-48.4.12>
- School Safety/Emergency Operations Plan (Ohio Attorney General School Safety Task Force – June 2013) — <https://education.ohio.gov/getattachment/Topics/Other-Resources/School-Safety/SSTF-School-Plan-Template.pdf.aspx>
- List of medical equipment recommended.

Tournament Manager signature: _____

AT signature: _____