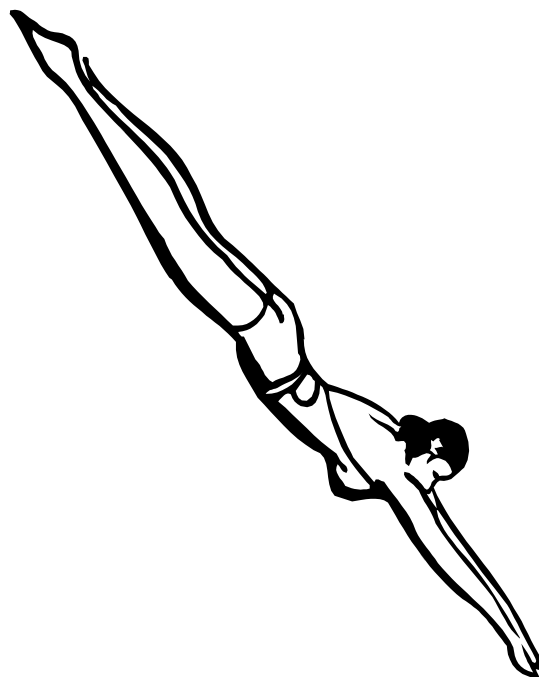




2020 Swimming & Diving Tournament Manager's Manual



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 Lauren Prochaska at lprochaska@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

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

DISTRICT TOURNAMENT MANAGERS

Relay Cards – Will be provide only upon demand. Please contact Lauren Prochaska at lprochaska@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

Ediver™ 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 OHSAA 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

2020 OHSAA Swimming & Diving Calendar

Sectional Tournaments	February 3 – February 8
District Tournaments	February 10 – February 15
State Tournaments – Branin Natatorium – Canton, OH	February 19 – February 22

CONTACT INFORMATION

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

Name	Title	Responsibilities	E-Mail
Dr. Deborah Moore	Senior Director of Compliance & Sports Med.	Oversees the sport & coordinates the tournaments	dmoore@ohsaa.org
Lauren Prochaska	Director of Sport Management	Assists in the coordination of the sport & tournaments	lprochaska@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	rjva.20@gmail.com
Joan Rehfus	State Tournament Manager	Coordinates the State Tournament at Branin Natatorium	rehfus_j@ccsdistrict.org
Beau Rugg	Senior Director, Officiating and Sports	Directs the OHSAA Officiating Program	brugg@ohsaa.org
Brenda Murray	Director of Membership Services	Works with OHSAA 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. **Due to a change in how we calculate representation for 2020 in the diving event, please forward to Deborah Moore at dmoore@ohsaa.org no later than Monday, February 5, 2020 by 5:00 PM the number of divers in each division, boys and girls that will be competing at your sectional tournament as indicated in the official entry form which is due at Noon on February 5.**

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 Lauren Prochaska via email only at lprochaska@ohsaa.org
 - 3. A copy of the forms can be found on pages 5-6 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 **Sunday, February 16, 2020**. 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.

Due to a change in how we calculate first round representation for 2020 in the diving event, please forward to Deborah Moore at dmoore@ohsaa.org no later than **Monday, February 5, 2020 by 5:00 PM the number of divers in each division, boys and girls that will be competing at your district tournament as indicated in the official entry form which is due at Noon on February 5.**

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 16, 2020, 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 18, 2020. **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

The OHSAA is debuting para-swimming events at the District Swimming Tournaments only in 2020. Each school shall be permitted four entries in each individual event (including the two para-swimming events at the District Tournaments) and one relay in each relay event. The Para-Swimming Event Files shall be available to enter swimmers in two categories and two events at the District Tournaments only. The two events are the Boys and Girls 50 yd freestyle in Categories one and two and the Boys and Girls 100 yd. backstroke in categories one and two. All competitors must have their medical verification on file with the OHSAA so that staff can determine the appropriate category for competition and inform you of that placement.

The para-swimming events shall not be counted for team scoring at the District Tournaments, but competitors shall receive individual awards. District managers may choose to arrange these events in any manner that they deem appropriate within the tournament structure.

2020 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 Lauren Prochaska at the OHSAA at lprochaska@ohsaa.org as soon as the tournament has concluded.

2020 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 Lauren Prochaska at the OHSAA at lprochaska@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

2020 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 October 24, 2020.

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 2019-20 NFHS Swimming and Diving Rules will be the official rules.

4. ENTRIES

The entry process for the 2020 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. **The Para-Swimming Event Files shall be available to enter swimmers in two categories and two events at the District Tournaments only.**

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 on **Monday, February 3, 2020 at Noon.**

Psych Sheets shall not be posted until Wednesday, February 5, 2020 at 6:00 PM

The diving entries, which are submitted electronically via edive®, must be in the possession of the tournament manager of either the sectional or district diving competition no later than **Monday, February 3, 2020 at Noon.**

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 **(including the two para-swimming events at the District Tournaments)** 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 20, 2020) 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)

RECOMMENDATION: When a male coach is assigned to a girls team, a female supervisor (non-high school student) should accompany the girls team at all tournaments. When a female coach is assigned to a boys team, a male supervisor (non-high school student) should accompany the boys team at all tournaments.

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.
- (f) The para-swimming events shall not be counted for team scoring at the District Tournaments, but competitors shall receive individual awards.

9. PRELIMINARIES

Preliminaries will start at such times announced by 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 OHSAA 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 OHSAA 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.

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 – Prices of admission are determined by the District Athletic Board, not to exceed \$6.00 per session. The following

ticket procedure will be followed: Tickets will be serially numbered. Each person paying admission must be given the ticket purchased. All tickets are to be torn in half when the purchaser is admitted. If the sale and admittance are handled in the same location, the purchaser is entitled to and shall be given one-half the purchased ticket. Such ticket stubs shall NOT be used as pass-out tickets.

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 – The medal ceremony and the awarding of team trophies is to be a celebration of the accomplishments of the athletes, not an opportunity to display unusual or inappropriate attire. Therefore, for all medal and trophy ceremonies, athletes shall be attired in team issued warm-ups or tee shirts and shall be free of all other articles including but not limited to headwear, sunglasses, footwear other than deck sandals, and any other decorative item. There shall be no flowers brought to the awards podium.

5. DISTRICT AND STATE QUALIFIERS

Sectional Tournaments are qualifying tournaments for the District Tournament and District Tournaments are qualifying tournaments for the State Tournament. Exception: In 2020, para-swim competitors in the 50 Freestyle and 100 backstroke in the two identified categories may enter and compete at the District Tournaments only.

PARA CATEGORIES AND REGULATIONS

For the 2020 District Tournaments, there are two categories for competition. These categories have been provided by US Paralympics Swimming Director, Queenie Nichols.

Para 1 – Non-ambulatory (using a wheelchair) with limited use of all four extremities

Para 2 – Dwarfism, multiple limb deficiencies, ambulatory with assistance, can use a wheelchair with a high functioning upper body

To be considered as a para-athlete, the swimmer must have a documented permanent physical disability which limits one or more major life activities. The disability shall be confirmed by a licensed physician and maintained in the permanent file or on the student's PPE at the school. The verification form can be accessed here

<https://www.ohsaa.org/Portals/0/Sports/Swimming-Diving/ParaSwimVerificationForm.pdf?ver=2019-10-02-162057-750>

Schools and athletes are responsible for adhering to all tournament entry procedures as described in GSR #6. Schools shall enter no more than four athletes in each para event.

Para-athletes are eligible to set a district record in each event entered at the district 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	2020 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	2020 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	2020 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	2020 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS 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	2020 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	2020 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central , East & Southeast	
Northeast	
Northwest	
Southwest	
	24

GIRLS SWIMMING AND DIVING DISTRICT TO STATE – DIVISION II

Division II	2020 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	2020 DIVING QUALIFIERS BASED ON ACTUAL # OF DIVERS ENTERED AT THE FIRST TOURNAMENT LEVEL
DISTRICT	
Central , East & Southeast	
Northeast	
Northwest	
Southwest	
	24

2020
93rd ANNUAL BOYS AND 44th GIRLS STATE
SWIMMING AND DIVING TOURNAMENTS
FEBRUARY 19-22, 2020
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. 5; Fax 330-580-3571; 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 Saturday, February 15, 2020.

3. COACHES MEETING

THERE WILL BE NO COACHES MEETING IN 2020. EACH COACH IS RESPONSIBLE TO PICK UP TEAM PACKETS AND RETURN RELAY CARDS TO THE DESIGNATED LOCATION.

Coaches Packet Pick- up

Diving Coaches can pick up packets in the main office beginning Tuesday from 3:00pm-8:00pm, Wednesday and Thursday from 7:30am-8:30pm, and Friday 7:00am-8:30pm in the main office.

Swimming Coaches packets for both Divisions can be picked up in the Natatorium gymnasium on Wednesday and Thursday from 7:30am-8:30pm.

Relay Cards- must be turned into the main office. Relay cards can be found at the coaches' packet pick up in the gymnasium.

Relay Card Deadline

Division II- Return Relay cards by - 8:00pm- Wednesday

Division I- Return Relay cards by - 8:00pm- Thursday

Alternate Passes-

Coaches can purchase relay alternate passes in the gymnasium –located at the coaches' packet pick up table for \$20 each. PLEASE – purchase passes only if needed. Deck space is limited for the 2020 OHSAA Swimming and Diving Championship

If you cannot arrive in time to pick up your coaches packet by the above relay card deadline. 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 sheets should be **emailed** to Sarah Tobin at ccsmeetentries@gmail.com by Wednesday, February 19 at 8:00pm.
- Division 1 sheets should be **emailed** to Sarah Tobin at ccsmeetentries@gmail.com by Thursday, February 20 at 8:00pm.
- Please write legibly and make sure you fill out all information on the form.

4. SCRATCH PROCEDURE

Scratch sheets will be provided for making changes on Thursday, February 20, at Branin Natatorium at 1:00 PM for Division II and 8:00 PM for Division I. Scratch sheets must be submitted before coaches will be permitted to pick up their packets of swimming and diving materials.

5. ORDER OF EVENTS AND RULES

The order of events for the finals as published in the 2019-20 NFHS Swimming and Diving Rules Book with Ohio modifications will apply.

PRELIMINARIES AND FINALS

1. Diving competition shall be completed on Wednesday, February 19 (Division II Girls and Boys), Thursday, February 20 (Division I Girls) and Saturday February 22 (Division I Boys).

2. Preliminaries for all swimming events for Girls and Boys Division II shall be competed on Thursday evening and for Girls and Boys Division I on Friday morning. The Finals for Division II shall be on Friday evening with Division I on Saturday evening.

Tuesday – February 18, 2020		
Divisions	Event	Time
II Girls & Boys	Diving Warm-Ups	3:00 PM–8:00 PM
Wednesday – February 19, 2020		
II Girls	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – Noon
II Boys	Diving Warm-ups Tournament begins	Noon – 1:50 PM 2:00 PM – 5:00 PM
I Girls & Boys II Girls & Boys	Diving Warm-ups Swimming Warm-ups	5:30 PM – 8:30 PM
Thursday – February 20, 2020		
I Girls	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
II Girls & Boys	Swimming Warm-ups	7:00 AM – 8:50 AM
I Girls I Boys	Swimming Warm-ups	12:00 PM – 12:30 PM 12:30 PM – 1:00 PM
II Girls & Boys	Doors Open for Competitors	2:30 PM
I Boys II Girls and Boys	Diving Warm-ups Swimming Warm-ups	2:45 PM- 4:50 PM
II Girls and Boys	Doors Open for Spectators	3:00 PM
II Girls and Boys	Preliminary Competition	5:00 PM-8:30 PM
I Girls and Boys	Swimming Warm-ups	8:30 PM – 9:30PM
Friday – February 21, 2020		
I Girls and Boys	Doors Open for Competitors	6:00 AM
I Girls and Boys	Swimming Warm-ups	6:15 AM-8:50 AM
I Girls and Boys	Doors Open for Spectators	7:00 AM
I Girls and Boys	Preliminary Competition	9:00 AM – 12:30 PM
I Boys	Diving Warm-ups	2:45 PM – 4:50 PM
II Girls and Boys	Doors Open for Competitors	2:30 PM
II Girls and Boys	Swimming Warm-ups	2:45 PM – 4:50 PM
II Girls and Boys	Doors Open for Spectators	3:00 PM
II Girls and Boys	Final Competition	5:00 PM – 8:30 PM
Saturday – February 22, 2020		
I Boys	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM

I Girls and Boys	Swimming Warm-ups	7:00 AM – 8:50 AM
I Girls and Boys	Doors Open for Competitors	1:30 PM
I Girls and Boys	Swimming Warm-ups	1:45 PM – 3:50 PM
I Girls and Boys	Doors Open for Spectators	2 :00 PM
I Girls and Boys	Final Competition	4:00 PM – 7:30 PM
I Girls	Diving Warm-ups Tournament begins	7:00 AM – 8:50 AM 9:00 AM – 12:00 PM
II Girls & Boys	Swimming Warm-ups	7:00 AM – 8:50 AM
I Girls I Boys	Swimming Warm-ups	12:00 PM – 12:30 PM 12:30 PM – 1:00 PM
II Girls & Boys	Doors Open for Competitors	2:30 PM
I Boys II Girls and Boys	Diving Warm-ups Swimming Warm-ups	2:45 PM- 4:50 PM
II Girls and Boys	Doors Open for Spectators	3:00 PM
II Girls and Boys	Preliminary Competition	5:00 PM-8:30 PM
I Girls and Boys	Swimming Warm-ups	8:30 PM – 9:30PM

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 time of the preliminaries and finals in the 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.

Example:

Girls 200 Medley/ Boys 200 Medley- Starts 12:00pm

Girls 200 free/ Boys 200 free- Starts 12:15pm

Girls 200 IM/ Boys 200 IM- Starts no earlier than 12:30pm etc.

The competition pool will be open after the 50 free.

6. ADMISSIONS

Spectators - Swimming admission is sold as an All-Session ticket per division at **\$25.00** each. Diving admission is sold separately at **\$15.00** per session.

Coaches - To eliminate the need to issue extra passes for teams that have coaches of a different gender than the athletes, each head swimming coach will receive passes based on the following:

- 1-3 qualifiers - one coach pass
- 4-5 qualifiers - two coach passes

- 6-10 qualifiers - three coach passes
- 11 or more qualifiers - four coach passes

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

A relay team counts as four qualifiers. Any coach who is the “Board-approved” coach for more than one school will receive passes based on the formula indicated above, not on the number of schools for whom that coach is the “coach of record.” Schools having divers only will be issued one separate coaching pass, which may be used for the diving event 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.

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

Instructions for purchasing tickets for guests of contestants shall be posted to the OHSAA web site. **Note: If a session is not sold out, all-session tickets will be sold at the door. Please watch the OHSAA website for information.**

Entrance and Deck Information

Athletes and Coaches will enter using the front (NW doors) and back door entrances. Traffic flow on deck is counter clockwise during the tournament. If your swimmer is in either of the next two events following a race, he or she may travel back behind the diving boards to the warm down pool.

All swimmers must report behind the diving boards to check in with the clerk of the course prior to each race.

Teams must sit on the deck or in the south bleachers next to the scoreboard. Absolutely NO swimmer is permitted to sit in the stands for preliminary or final competition.

Only swimmers and coaches with proper credentials are permitted in the gymnasium.

There will be medical staff on duty during the entire tournament. The staff includes: physicians, athletic trainers, and EMT. They will be located on the pool deck behind lane 1.

Credentials must be visible on swimmer and coaches at all times during the tournament.

If you have a team that has both Division I and Division II swimmers or divers, you are welcome to bring them with you to both meets. 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 – All top 8 finishers will need to report immediately to the awards stand at finals wearing their team warm ups. The medal ceremony and the awarding of team trophies is to be a celebration of the accomplishments of the athletes, not an opportunity to display unusual or inappropriate attire. Therefore, for all medal and trophy ceremonies, athletes shall be attired in team issued warm-ups or tee shirts and shall be free of all other articles including but not limited to headwear, sunglasses, footwear other than deck sandals, and any other decorative item. There shall be no flowers brought to the awards podium.

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 **2020** are:

Central/Southeast	4
East/Northeast	8
Northwest	4
Southwest	9

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

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 17, 2020. Proper credentials must be presented for admission at the pass gate.

11. TICKET INFORMATION

Coaches: Online ticket sales for swimming will open Sunday at 6:00 p.m.

For those coaches who did not order tickets online, doors will open for ticket purchasing Monday at 9:00 a.m.

Diving Competition- \$10.00 per person, available the day of the event at the main entrance.

Swimming Competition- Seating is limited. There is limited walk-up ticket sales to the general public. Tickets may only be obtained through a participating high school coach. Once state qualifiers have been determined each participating school is permitted to purchase a predetermined number of tickets based on the number of qualifiers. Coaches must submit their ticket request form with payment by designated date. Tickets are sold as all-session ticket books only for \$20.00 each per division.

Important Message to all Coaches:

Process for your parents/guests to enter the building.

It is your responsibility to get your tournament tickets into the hands of parents and guests affiliated with your school prior to the start of the competition. The will call window opens at the same time as spectator doors each session, meaning most guests will want their tickets prior to the doors opening so they can line up to enter according to the ticket number for both prelims and finals.

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.

The number on your all-session ticket will determine the order that the spectator is permitted to line up to enter the facility for both the preliminaries and the finals. If the doors open, and the person holding the ticket number just ahead of yours is not present, you may enter the building as the next person in line.

Schedule

Division II Prelims – Thursday

Line up begins at 2:00 pm. No one will be permitted to line up prior to this time.

Doors open- 3:00 pm

Division II – Finals – Friday

Line up begins at 1:00 pm. No one will be permitted to line up prior to this time.

Doors open- 2:00 pm

Division I Prelims – Friday

Line up begins at 6:00 am. No one will be permitted to line up prior to this time.

Doors open- 7:00 am

Division I – Finals – Saturday

Line up begins at 1:00 pm. No one will be permitted to line up prior to this time.

Doors open- 2:00 pm



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: _____