

# Ohio High School Athletic Association

\* SOUTHWESTERN DISTRICT \*

[www.swdab.org](http://www.swdab.org)

PRESIDENT  
RAY SPICHER  
Phone: 513-552-8211  
Princeton High School  
11080 Chester Road  
Cincinnati, Ohio 45246

To: High School Principals  
Girls Swimming and Diving Coaches

January 14, 2005

VICE PRESIDENT  
DAVE GRAY  
Phone: 937-692-8637  
Franklin-Monroe Schools  
P.O. Box 78  
Pittsburg, Ohio 45358

## Regarding Girls Div I Swimming Sectional – Centerville Site

Please notify your Swimming and Diving Coaches and/or School Board appointed representative of the following **entry information**. Per OHSAA direction, all teams must use the electronic meet entry process. There will not be an entry meeting and all non-electronic forms must be delivered to the entry chairman by the deadlines listed in this information. There are no entry fees for the State Swimming and Diving Tournament.

ANDY BIXLER  
Phone: 937-394-2011  
Anna High School  
1 Merrill Way  
Anna, Ohio 45302

The following information and attached entry regulations are applicable to those participating in the Boys Sectional Swimming -- Centerville Site.

### Schedule:

#### DIVING:

Thursday, February 10, 2005

Miami University (Oxford OH)

Warm-up at 5:00 PM Meet at 6:00 PM

#### Weather Contingency:

Contact Ward Billhimer [wbillhimer@cinci.rr.com](mailto:wbillhimer@cinci.rr.com)

ROBERT HUELSMAN  
Phone: 937-473-3746  
Covington High School  
807 Chestnut St.  
Covington, Ohio 45318-1797

#### SWIMMING:

Saturday, February 12, 2005

Washington Township Recreation Center

895 Miamisburg-Centerville Road (State Rte 725)

Warm-up at 1:00 PM Meet at 3:00 PM

#### Weather Contingency:

Washington Township Recreation Center

Sunday, February 13, 2005

Warm-up 8:00 AM Meet 10:00 AM\*\*\*

**\*\*\* Note potential time conflict with Boys that swim at Wittenberg**

GENE KLAUS  
Phone: 937-832-6012  
Northmont High School  
4916 National Road  
Clayton, Ohio 45315

GEORGE RISE  
Phone: 937-783-2461  
Blanchester High School  
3482 State Route 28  
Blanchester, Ohio 45107-0128

SECRETARY  
JOHN ROSSI  
Phone: 513-422-8237  
Fax: 513-422-8257  
1302 Park Dr.  
Middletown, Ohio 45044

#### 2nd Weather Contingency

Washington Township Recreation Center

**If both boys and girls are cancelled**

Sunday, February 13, 2005

Warm-up 1:30 PM Meet 3:30 PM

**If Sunday is cancelled**

Tuesday, February 15, 2005

Warm-up at 10:30 AM Meet at 12:30 PM

TREASURER  
ROBERT DENNEY  
Phone/Fax: 937-293-3480  
3073 E. Stroop Rd.  
Kettering, Ohio 45440-1335

### Information Sources:

- Entry regulations & site assignments are posted at [www.swdab.org](http://www.swdab.org)
- General Sectional Entry Procedures are posted at [www.ohsaa.org/sports/sd/entryforms/entry.htm](http://www.ohsaa.org/sports/sd/entryforms/entry.htm)
- Centerville Sectional Entry Instructions are enclosed

**OHSAA has standardized computer procedures for the State Swimming and Diving Tournament. Sectional, District, & State meets will operate using Hy-Tek Meet manager.**

**Entry requirements:**

The following items are to be received by the entry chairman no later than

**7:00 PM on Wednesday February 2, 2005**

- OHSAA Tournament Meet Entry Form (posted at [www.ohsaa.org](http://www.ohsaa.org))
- Completed OHSAA Eligibility Certificate (posted at [www.ohsaa.org](http://www.ohsaa.org))
- Information sheet (enclosed)

**Event Entry Data:**

Files are to be sent electronically or by mailed disk to be received by the entry chairperson no later than:

**4:00 PM on Sunday, February 6, 2005**

If mailed, plan accordingly for the information to be received by the required deadline.

The above required items are to be sent to the entry chairperson:

**Dave Murray**  
**2663 Greenside Drive**  
**Beavercreek, OH 45431**  
**Phone: 426-7857**  
[d.h.murray@sbcglobal.net](mailto:d.h.murray@sbcglobal.net)

Julie Remski, Meet Manager  
(937) 434-9263  
[jremski@woh.rr.com](mailto:jremski@woh.rr.com)

**COMPLETE AND RETURN WITH FORMS LISTED BELOW**

**TEAM CONTACT INFORMATION**

SCHOOL \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

HEAD COACH \_\_\_\_\_ DAY PHONE \_\_\_\_\_ EVE PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

ASST COACH \_\_\_\_\_ DAY PHONE \_\_\_\_\_ EVE PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

DIVING COACH \_\_\_\_\_ DAY PHONE \_\_\_\_\_ EVE PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**CHECKLIST**

**BOYS    GIRLS**

       **SCHOOL TEAM ELIGIBILITY FORM**    Deadline Wednesday, February 2, 2005 7pm

       **ATHLETES ELIGIBILITY FORM**    Deadline Wednesday, February 2, 2005 7pm

**MAIL TO ENTRY CHAIRMAN:**

Dave Murray  
2663 Greenside Drive  
Beavercreek, OH 45431  
Phone: (937) 426-7857

## 2005 SWIMMING AND DIVING TOURNAMENT ENTRY REGULATIONS

1. OHSAA Team Entry, Eligibility Sheets and the event entry program to download are available at the website, [www.ohsaa.org](http://www.ohsaa.org).
2. **January 24, 2005 is the THIRTY (30) DAY CUT-OFF FOR INDEPENDENT SWIMMING.**
3. A school that actually competes in at least two interscholastic meets as a school team prior to the non-interscholastic cut-off date (January 24, 2005) is eligible for relay event entry at the Sectional District tournament regardless of the number of individuals entered and competing.
4. **Each school shall be permitted four (4) entries in each individual event and one (1) team in each relay event with no cut-off times.**
5. **A competitor shall be permitted to participate in a maximum of four (4) events, no more than two (2) of which may be individual events.**
6. **Relay team members may be changed from the Sectional to the District to the State Tournament** provided swimmers are on the school's tournament eligibility list and will not have participated in more events than permitted by the federation rules (Rule 3, Section 2, Article 2, See Note). **Names** of up to eight individuals and the notation of those who are actually competing on the relay are to be listed on the relay cards which are then to be turned in at the appropriate time **on the day of competition**
7. In championship meets, a competitor officially becomes a participant in an individual event when the official entry form is delivered to the meet manager at the specified time and place. (Rule 3 Sec 2 Art. 2)
8. National Federation Swimming/Diving Rules stipulates that a team consists of one (1) or more competitors. Therefore, any school entering individuals in the Swimming/Diving Tournament is eligible for team point scoring. (Rule 1 Section 4 Article 1)
9. **For the boys**, the Centerville, Keating, Mason and Springfield sites will each have two (2) automatic qualifiers and the next twenty-four (24) at large qualifiers for a field of thirty-two (32) in individual events. For relay events, there will be two (2) automatic qualifiers from each site plus sixteen (16) additional at large qualifiers for a field of twenty-four (24). **In addition, any individual or relay team with a faster time than the last automatic qualifier will be permitted to compete in the District.** Boy divers from the Keating, Mason and the combined Centerville/Springfield sites will each qualify two (2) divers for a total of six (6) automatic qualifiers. In addition eighteen (18) divers based on scores will also qualify for a field of twenty-four (24).

The District Tournament will qualify three (3) in each swimming event to the State Meet, with eleven (11) additional State qualifiers chosen at large on the basis of times recorded in the district meets around the state. Six (6) divers will qualify to the State Meet.
10. **Division I Girls:** The Centerville and Keating Sectionals will each have two (2) automatic qualifiers plus a total of twenty-eight (28) at large qualifiers for a field of thirty-two (32) in individual events. For relay events, each site will have two (2) automatic qualifiers plus a total of twenty (20) at large qualifiers for a field of twenty-four (24). **In addition, any individual or relay team with a faster time than the last automatic qualifier will be permitted to compete in the District.** The sectionals at Centerville and Keating will qualify two (2) automatic divers each, plus a total of twenty (20) additional divers based on score for a field of twenty-four (24) qualifying to the District Tournament.

The Division I District Tournament will qualify four (4) in each swimming event to the State Meet, with an additional eleven (11) additional State qualifiers chosen at large on the basis of times recorded in the district meets around the state, Seven (7) divers will qualify to the State Meet.
11. Please refer to the National Federation High School Swimming and Diving Rulebook for 2004-2005 and the January ATHLETE as well as the following **web sites:** **1)** [www.OHSAA.org](http://www.OHSAA.org); **2)** [www.swdab.org](http://www.swdab.org) for additional information regarding the tournament.

From: Ms. Julianne Remski  
Centerville Swimming and Diving Sectional Manager

**2005 SWIMMING AND DIVING TOURNAMENT  
CENTERVILLE SECTIONAL  
Entry Instructions**

Entries for the Centerville Boy's and/or Girl's Div.1 Sectionals must be in the hands of the Entry Chairman by 4:00 p.m., Sunday, February 6, 2005: Please use email, wherever possible, for questions.

Sectional Entries include:

- a) OHSAA Tournament Meet Entry Form
- b) OHSAA Eligibility Certificate
- c) Event Entry Data

OHSAA Tournament Meet Entry Form and OHSAA Eligibility Certificate must be delivered to the Entry Chairman.

**Dave Murray**  
**2663 Greenside Drive**  
**Beavercreek, OH 45431**  
**Phone: 426-7857**  
[d.h.murray@sbcglobal.net](mailto:d.h.murray@sbcglobal.net)

Event Entry Data options:

- a) Schools with less than 7 individuals may submit event entries on the OHSAA-provided paper event entry forms or by computer program. The OHSAA-provided forms must be delivered to the Entry Chairman with the other OHSAA forms or an electronic copy emailed to the Entry Chairman ([d.h.murray@sbcglobal.net](mailto:d.h.murray@sbcglobal.net))
- b) Schools with 7 or more individuals are required to submit event entries by computer program. Hy-Tek Team Manager II is the required computer program for Sectional entries.

OHSAA-provided paper event entry forms:

- a) Official entry for schools with less than 7 individuals and not submitting a computer file.
- b) Information must be typed.
- c) Include relay swimmers not competing in individual events and place "R" in/near relay column.
- d) Entries must be to the hundredth of a second.
- e) Divers must be listed.

Computer Entry:

- a) Official entry for schools with swim teams or schools with less than 7 individuals and submitting a computer file. Verification of the computer file is the school's responsibility.
- b) Computer files must be emailed to the Entry Manager ([d.h.murray@sbcglobal.net](mailto:d.h.murray@sbcglobal.net)). Computer files received by February 5, 2005 will be imported into Hy-Tek Meet Manager and a team entry list returned by email. Corrections or minor changes will be accepted prior to the 4:00 p.m., Sunday, February 6, 2005 entry deadline. Corrections or minor changes must be in writing. If a new computer file is submitted, it will be the official entry and no listing will be returned for coaches' verification.
- c) Hy-Tek Team Manager II:
  - a. A Team Manager event file is available on the [www.ohsaa.org](http://www.ohsaa.org) web server as well as on [www.swimmeet.com](http://www.swimmeet.com). Setup instructions are included in this information
  - b. Relay only swimmers must be included in the computer file.
  - c. Entries must be to the hundredth of a second.
  - d. Divers must be included in the computer file.

From the OHSAA website re Entry Instructions

### Sectional Computer Meet Entry

[Please read all instructions and view the Frequently Asked Questions at the bottom of the page before contacting your sectional entry person for assistance.](#)

1. Download the appropriate Sectional Meet Event File (i.e. if you have a boys only, download the boys – Div. 1 file; if you have a boys – Div. 1 and girls – Div. 1 team, download the boys – Div. 1 file and the girls – Div. 1 file)
  - [Boys – Div. 1 Sectional Meet Event File](#)
  - [Girls – Div. 1 Sectional Meet Event File](#)
  - [Girls – Div. 2 Sectional Meet Event File](#)
2. Import the file/s from step 1 into Team Manager, assign the athletes to events with times ([per Team Manager Instructions](#)), export the entry file/s and print the Team Manager Entry Report/s. (i.e. if you have boys only, you will export the boys – Div. 1 entry file and print the Boys – Div. 1 Entry Report; if you have boys and girls – Div. 1, you will export 2 entry files and print 2 entry reports – one for boys – Div. 1 and one for Girls – Div. 1) **Be sure and use the school code and school name exactly as it is in the [OHSAA School Code](#) list.**

**Note.** All teams must use the electronic meet entry process. Non-electronic forms (see link below) will be used only for schools entering individual participants.
3. Email each entry file/s to the [Sectional Computer Entry](#) person as an attachment. The Sectional Computer Entry will email you back confirmation of receipt of the file/s.
4. Print the [OHSAA Tournament Meet Entry form](#). List the Board-approved coach or faculty representative that will accompany the athletes to the tournament. Obtain the proper signatures.
5. Fill out the [OHSAA Eligibility Certificate](#) (if not already done).
6. Send through regular mail the following documents to the Sectional Computer Entry person. The Sectional Computer Entry person will not process the Sectional Meet Entry file until all required documents have been received: Deadline - 4:00 p.m., Monday, February 7.
  - Team Manager Entry Report/s
  - OHSAA Tournament Meet Entry form
  - OHSAA Eligibility Certificate
7. If you need technical assistance, contact your Sectional Computer Entry person.

## 1. HOW TO DOWNLOAD AND IMPORT THE SECTIONAL MEET EVENT FILE/S

- From the OHSAA site download the following files:
  - Boys Sectional Event file (if you have a boys team)
  - Girls – Division 1 Sectional Event file (if you have a girls – division 1 team)
  - Girls – Division 2 Sectional Event file (if you have a girls – division 2 team)
- Remember where you place the files you download.
- From Team Manager Main Menu, choose FILE – IMPORT – MEET EVENTS
- In Import Events window, change Look IN to correct drive and directory and click on file to use.
- Click OPEN.
- Click Ok to unzipped files window.
- Double-click the “hyv” file in the Import Events window, Click OK, Click OK
- From Team Manager Main Menu Screen, click MEETS
- Double-click the Sectional Meet Event file that you downloaded
- Change the Meet Name to the correct name
- Enter the Location
- Change the date to the correct date
- Set up Maximum Individual Entries per Athlete to 2
- Set up Maximum Relay Entries per Athlete to 3 or Maximum Combined Events to 4
- Click OK
- Click NO to age up athletes.

If you have both girls and boys, you do the above procedure twice, once for the girls sectional event file and once for the boys sectional event file.

## 2. CREATING THE SECTIONAL MEET ENTRY FILE

- a) Click on MEETS and click on either the Boys or Girls Sectional Meet
- b) Click on Entries, Choose to enter athletes either by event or by athlete name.
- c) Choose your high school team from Choose For Team on second row from top
- d) If you chose Entries by Event, click on each event. The swimmers who are eligible to swim the event will appear in the lower half of the window with their best time in the event. To enter them in the event, click on the Entered box.
- e) After entering the athletes in the events, click on the X in the second row in the top right corner to return to Meet window.
- f) Click on Print. Click on Meet Entry Report. In Meet Entry window, click on Team and choose your high school. Click on Create Report box on bottom right.
- g) Check over your meet entry report making sure all athletes have been entered in the proper event. Make any changes as appropriate.
- h) If you have a boys and girls team, you will do steps a-g twice, once for boys and once for girls
- i) After you have entered your athletes in the events for the sectional meet, click on X in the second row on the top right corner to be back to the main menu

## 3. EXPORTING THE SECTIONAL ENTRY FILE

- Click on File – Export – Meet Entries.
- Choose the appropriate Sectional Meet (if it does not appear in the Meet window)
- Click on Export to Drive to choose where you will store the Sectional meet entry file. (If you are sending the file through regular mail, save the file on a floppy disk)
- Either send the floppy disk through regular mail or attach the exported file to an email and email to the sectional computer entry person.
- Mail printed copy of export file, floppy disk with exported file on it (if not emailed) and high school entry form with signature to the Sectional entry person.

**Centerville Site - 2005**  
**OHSAA Team List**

**Must be entered as listed**

<b>Code</b>	<b>Name</b>	<b>"Short" Name</b>
BVC	Beavercreek	Beavercreek
BELB	Bellbrook	Bellbrook
CEN	Centerville	Centerville
CNM	Clayton Northmont	Northmont
DCA	Dayton Carroll	Carroll
DCJ	Dayton Chaminade-Julienne	Chaminade-Julienne
DCH	Dayton Christian	Dayton Christian
DTMV	Dayton Miami Valley	Miami Valley
DOA	Dayton Oakwood	Oakwood
DSSF	Dayton Stivers School for the Arts	Stivers
DST	Riverside Stebbins	Stebbins
EAT	Eaton	Eaton
FAI	Fairborn	Fairborn
FRA	Franklin	Franklin
GVV	Germantown Valley View	Valley View
GRE	Greenville	Greenville
HHW	Huber Heights Wayne	Wayne
KAAL	Kettering Alter	Alter
KFA	Kettering Fairmont	Fairmont
KMK	Kings Mills Kings	Kings
LEB	Lebanon	Lebanon
MAS	Mason	Mason
MIA	Miamisburg	Miamisburg
MID	Middletown	Middletown
MMA	Middletown Madison	Madison
MLM	Monroe Lemon-Monroe	Lemon Monroe
NCT	New Carlisle Tecumseh	Tecumseh
NMTV	New Madison Tri-Village	Tri-Village
PIQ	Piqua	Piqua
SID	Sidney	Sidney
SPR	Springboro	Springboro
SRC	Springboro Ridgeville Christian	Ridgeville Christian
SNO	Springfield North	North
TED	Trenton Edgewood	Edgewood
TRO	Troy	Troy
VANB	Vandalia-Butler	Butler
WAY	Waynesville	Waynesville
WCA	West Carrollton	West Carrollton
XEN	Xenia	Xenia

**OHSAA TOURNAMENT – SECTIONAL ENTRY**

The OHSAA Tournament entry will be an electronic file and is handled differently than previous high school meets. The meet event file for Sectionals is located on the OHSAA website and there is one for Boys, Girls – Division 1 and Girls – Division 2. You will download the appropriate meet event file depending on whether you have a boy, girls – division 1 or girls – division 2 team.



Re: **Weather related contingency plans for the Centerville Sectional Site**

A Contingency plan has been devised should weather during the scheduled dates of February 11th and 12th create a need for rescheduling. We wish to advise you of these plans so that you can have proper transportation and representation arrangements in place to facilitate the full participation of your student-athletes in this the first part of the state tournament.

**REGARDING COMPETITION SCHEDULED FOR FRIDAY FEBRUARY 11TH**

**BOYS SWIMMING: Rescheduled for Sunday, February 13, 2005**  
Warm-up at 8:00 AM Meet at 9:30 AM

**REGARDING COMPETITION SCHEDULED FOR SATURDAY, FEBRUARY 12TH**

**GIRLS DIVISION I SWIMMING: Rescheduled for Sunday February 13, 2005**  
Warm-up at 8:00AM Meet at 10:00 AM.

**IF BOTH FRIDAY FEB. 11TH AND SATURDAY FEB. 12TH ARE CANCELED**

**BOYS SWIMMING: Rescheduled for Sunday February 13, 2005**  
Warm-up at 8:00 AM Meet at 9:30 AM.

**GIRLS DIVISION I SWIMMING: Rescheduled for Sunday February 13, 2005,**  
Warm-up at 1:30 PM Meet at 3:30 PM

**IF THE ABOVE CONTINGENCIES FOR SATURDAY AND SUNDAY ARE NOT POSSIBLE:**

**BOYS SWIMMING: Rescheduled for Monday February 14, 2005**  
Warm-up at 10:30 AM Meet at 12:00 N

**GIRLS SWIMMING: Rescheduled for Tuesday February 15th,**  
Warm-up at 10:30 AM Meet at 12:30 PM

**INFORMATION REGARDING CANCELLATIONS WILL BE POSTED ON THE FOLLOWING WEBSITE**

**www.cancellations.com**  
**Zip Code: 45429**  
**Centerville Sectional Swimming**

Should you need any further information regarding these contingency plans for the 2005 Boys and Girls Centerville Sectional Site, you may contact:

Julie Remski, Meet Manager  
(937) 434-9263 (H)  
[jremski@woh.rr.com](mailto:jremski@woh.rr.com)