

2025 O.C.C. CHAMPIONSHIPS – DIVING INFORMATION
January 18, 2025

Location: Upper Arlington High School
 1625 Zollinger Rd, Upper Arlington, OH 43221

Dive Meet Director:
 Ryan Wilson- 614-668-2761- ryan_wilson06@yahoo.com

Girls Diving Referee:
 Melanie Ryan – melryan1029@yahoo.com

Boys Diving Referee:
 Steve Mayo- smayo77040@aol.com

All Participating Divisions will compete at the same time. Awards and scores will then be broken out by Conferences.

Participating Teams:

- **Capital:** Big Walnut, Delaware, Dublin Scioto, Franklin Heights, Westerville North, Westerville South, Westland, Worthington Kilbourne
- **Cardinal:** Dublin Jerome, Hilliard Darby, Marysville, Olentangy, Olentangy Berlin, Thomas Worthington
- **Buckeye:** Canal Winchester, Groveport, Lancaster, Logan, Newark, Pickerington Central, Reynoldsburg, Teays Valley
- **Central:** Dublin Coffman, Hilliard Bradley, Hilliard Davidson, Olentangy Liberty, Olentangy Orange, Upper Arlington
- **Ohio:** Central Crossing, Gahanna Lincoln, Grove City, New Albany, Pickerington North, Westerville Central

Time Schedule:

Pool deck opens for participants at 6:30am

Division	Warm-Up Time	Competition Time
Boys All Divisions	7:00 am	8:00 am
Girls All Divisions	10:45 am *or as soon as the boys are done	11:45 am *or following 60 minutes of warm-up

Meet Information:

- A. All participants must be eligible under the rules of the OHSAA.
- B. All coaches/representatives should read and understand the regulations for swimming & diving meets which are published by the OHSAA on the Web Site.
- C. This meet shall be for diving
- D. Each school shall be permitted four (4) entries per gender.
- E. An individual may be entered in no more than two (2) individual events. The diving event counts as one of the individual events.
- F. The girls and boys events will be contested in two separate sessions.
- G. Championship scoring for twelve (12) places will be followed.
- H. Individual medals will be awarded to the first three places.
- I. The official coach/school representative must be with their team/swimmer(s) at all times. This shall include the entire warm-up period and all competition. If it is determined that the coach/school representative is not in attendance at any time, the team and all swimmers will be disqualified from further competition.
- J. Coaches/school representatives are to pick up admission passes at the main entrance of the natatorium. Competitors will be admitted to the warm-up session only upon presentation of contestants passes. Only the designated coaches will be permitted to receive the contestant passes. Non-competing team members, cheerleaders, timers, stats, significant others, etc. must purchase admission tickets. Ticket link- <https://events.hometownticketing.com/boxoffice/ohiocapitalconference/L2VtYmVkl2V2ZW50LzQ0>
- K. Doors open for Spectators at 7am for first event.
- L. No air horns or noise making devices will be permitted in the natatorium.
- M. Official School Banners will be permitted; however, other banners and signs of any type will not be permitted. The use of videotaping equipment must adhere to OHSAA policy.
- N. Only certified high school coaches or reps, divers, meet officials and meet volunteers will be permitted on the pool deck during the meet warm-up and/or competition.
- O. Neither Upper Arlington City Schools nor the meet management will be responsible for lost or stolen personal items or valuables.
- P. Each school is asked to handle its own discipline and litter problems. Any contestant or team found guilty of vandalism, theft, or conduct unbecoming an athlete will be barred from further competition.

Dive Meet Information:

- A. Entries are due by Wednesday, January 15 2025, at 09:00pm**
- B. The meet shall follow 11 dive championship meet format.
- C. Scoring will be as follows:
Individuals: 16, 13, 12, 11,10, 9, 7, 5,4,3,2,1
- D. Participating divers must be listed on a school's Team Manager entry file with swim entries.
- E. Results will count toward determining OCC Swimming and Diving Champion.
- F. Max 4 girls and 4 boys per school may be entered.
- G. Depending on the number of entries, cuts MAY BE MADE after Prelims and Semis. Notice will be provided at the start of the session.

Dive Sheet Entries Instructions:

We will be using *Clean Entries* for dive sheet entries. If you have issues, contact Ryan Wilson at ryan_wilson06@yahoo.com.

1. Go to www.cleanentries.com

If coach and team are already registered on the cleanentries.com site, skip to #4 below. Periodically please review your profile in order to make sure it is still accurate.

2025 OCC Meet Names:

- 2025 OCC- Capital Conference
- 2025 OCC- Ohio Conference
- 2025 OCC- Buckeye Conference
- 2025 OCC- Central Conference
- 2025 OCC- Cardinal Conference

2. Adding you as a Coach

- i. If first time user, click on Create Account on top right of main screen
- ii. Fill in the six fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
- iii. Click "Register me as a Coach"
- iv. Click "Create User"
- v. If all is completed correctly, you will receive a "Complete" message on your screen.
- vi. You must verify your account before proceeding. You will have two options to verify your account:

Option #1

- Write down or copy with your mouse the activation code you see on your screen.
- In the upper right-hand corner of the window, there is a "Verify Account" link.
- Click that link and either enter or paste the activation code in the space provided.

Option #2

- An email will be sent to the email address you just registered. You will need to click on the link contained in the email in order to verify your account or copy/paste it into your web browser address bar and press "ENTER".
 - Very often, these verify emails end up in your "spam" or "junk" folder.
 - Please search for them there. If you are using a "school" email address and do not receive the verification email, try a non-school email address or option. Many times school systems block these types of "no reply" emails.
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- If it is completed correctly, you will receive this message: "The user name [] has been activated."
 - Click "Login" in the upper right corner.
 - Fill in the two fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
 - Click "log In"
 - Complete "Coach Profile"
 - If you have membership numbers for other diving organizations, please enter them here as well.
 - Once all the Required fields and any optional fields are complete, click "Save Profile"

3. Adding your team

- i. Go to the Left side of the page and click "Click here to Add the teams that you belong to" under "Teams I am Affiliated With"
- ii. Select your team from the list. If it is not listed, click "click here to add it."
- iii. Fill in the fields. Use the OHSAA Tournament Name & the HyTek Code. They can be found here: <http://officials.myohsaa.org/Outside/SearchSchool>
- iv. Once all fields are complete, click "Save the Team"
- v. Click the "Meets" box at the top of the page.
- vi. Click the upcoming meet you will be attending
- vii. Scroll down the page and click in each answer box if the statement is correct.
- viii. Click the "Save my changes" box.

4. Register Diver into Database and Enter Diver into Meet (The coach may do all this at one time!)

- i. If you (coach) have not already logged in, do so.
- ii. Click on the "Dashboard" box at the top of the page.
- iii. Click on "Manage Entries" link located next to "Your Teams Upcoming Meets"
- iv. Select the meet from the dropdown box labeled #1 by clicking the down arrow key
- v. located at the right side of the green highlighted box.
- vi. All your entries for that meet will appear for all your schools by school (if you coach at more than one school).
- vii. Select the team from the dropdown box labeled #2 by clicking the down arrow key located at the right side of the green highlighted box.
- viii. All the members of that team will appear in the box labeled #3.
- ix. At this point you will have two options.

Option #1

- Select a diver from the list by clicking on the diver's name.

Option #2

- Click on "<Register a new diver>
 - Even if the diver has not registered on the cleanentries.com site and set up a profile, as the coach may add them to the database at this time. You will need the diver's correct birth date!
- a. Click on "Register Selected Athlete for Meet" box labeled #4.
 - b. If you selected a diver already in the list, then skip to "j." below.
 - c. If you opted to "Register a new diver", then the "Adding a New Athlete" window will open.
 - d. Fill in the four fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
 - e. IT IS VERY IMPORTANT THAT THE "DATE OF BIRTH" FIELD IS CORRECTLY ENTERED. THIS FIELD CANNOT BE CHANGED LATER WITHOUT ADMINISTRATIVE ASSISTANCE. IF IT IS INCORRECT AND THE DIVER IS A CLUB DIVER, IT CAN CAUSE PROBLEMS FOR AGE-BASED ENTRIES!!!
 - f. Click "Continue" If all is completed correctly, a "no reply" message will be sent to the coach's email address. It will contain a Username, temporary password, and security question and answer for the diver just added.
 - g. Very often, these "no reply" emails end up in your "spam" or "junk" folder. Please search for them there. If you are using a "school" email address and do not receive the email, try a non-school email address.
 - h. Please give a copy of the email to the diver, as at some point the diver will need to login and fill out their profile information.

- i. The "Event Selection" window will open only if there is more than one event in the selected meet that the diver is eligible to enter. If there is only one event available for the diver, skip to "4." below.
- j. Click on the appropriate event in box #1.
- k. Click "Continue with Registration" in box #2.

5. Event Registration

- i. The "Event Registration" window will open.
- ii. Make sure Meet name, Diver name, and your team name is correctly displayed.
- iii. Enter dive number and position. Indicate Vol/Opt.
- iv. Note: The rules for the event are to the right of the entry box.
- v. After entering all dives, click "Check My Dive Sheet".
- vi. The system will validate the sheet. If there are errors, it will inform you of the problem. You will not be allowed to proceed until the sheet is valid.
- vii. After the sheet is validated, click "Save My Dive Sheet". The diver is not entered in the meet until the sheet is validated and you click "Save My Dive Sheet"!
- viii. You will be taken back to the "Manage Entries" screen so that you may register/enter the next diver.
- ix. On the "Manage Entries" screen, after you select the meet in which you entered your diver, the diver's name will appear below Box #1. There are three icons next to the diver's name. By clicking on the respective icon, you may: Scratch the diver (Red "x"), Edit the dive sheet (pencil) or Print the dive sheet.
- x. Options #1 & #2 are only available while entries are still open!

6. Dive Changes:

- i. You may make changes to the sheet online until the registrations close
- ii. (You may still make changes thereafter on deck up until the posted deadline for on deck changes prior to the beginning of the meet.)
- iii. Login as the coach
- iv. Click "Dashboard" at the top of the screen
- v. Click on the pencil next to the diver's name under the correct meet in order to make changes to the diver's sheet.
- vi. Make dive changes by following instructions under "Event Registration" above.