

## OHSAA Central District D1 and D2 Scratch Procedures

Date: 4/30/17

To: Central District Coaches

From: Timing First, LLC

The following procedures must be used for scratch / replacements using the baumspage scratch window at the Hilliard Darby and Westerville South sites:

1. **All scratches are due by 12 PM (noon) the first day of competition.** Firm timestamps will be used. Please make all scratches before 11:59 AM.
2. You can only scratch replace with athletes on your online roster from Baumspage as of **May 14 at 2 PM**. After that point no additions to your roster are allowed.
3. You must format the scratch window properly to provide all information:
  - a. Scratch George Washington, add Thomas Jefferson (seed marks must be used). Failure to use first, last name and seed mark will result in no changes being made.
4. **Jersey number changes** can and should be made through the window. Be clear ... change John Adams jersey number #123.
5. **Make your scratch / replacements one time.** Do not make the same scratch multiple times.
6. No additions will be allowed after May 14 at 2 PM. If you did not enter an event as of May 14 at 2 PM you cannot add to the event. Only scratch and replace.

\*Failure to follow these instructions will result in no changes made.