

## 2016 D1 Central District Track – Online Entry Instructions

**Submit entries** online at [www.baumspage.com](http://www.baumspage.com) before **2:00 PM on Sunday, May 15!**

Entry window opens at 2:00PM, May 1 and **closes precisely at the time listed above!**

**Late entries will not be accepted without payment of a \$150 late fee and approval by the OHSAA!**

**Scratch / replacement – see 5b under entry requirements – strictly enforced**

**Entry Requirements:** \*See complete regulations at: [www.ohsaa.org/sports/tf/tfrrgt.htm](http://www.ohsaa.org/sports/tf/tfrrgt.htm)

1. **A maximum of two eligible athletes may be named on the entry form for each event** other than relay events. \*See OHSAA Regulations – Sect. 5.4
  - a) **A contestant shall not be entered in more than four individual events including relays!**
2. **Members of relay teams must be designated prior to competing the first time.**
  - a) All members of a relay team must be listed on the **Numeric Roster** and **Eligibility Certificate!**
3. **Fax, mail, or e-mail an Eligibility Certificate** to the Tournament Manager **before Friday, May 13th!**
  - a) **Fax to (614)921-7331 Attention: District Tournament Manager, Chris Ludban**
4. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries before the deadline listed!
  - a) **Submit a complete roster!** The **Numeric Roster** and **Eligibility Certificate** must include everyone!
  - b) **Numbers are required for all athletes before the district entry form can be accessed!**
5. **Substitutions must be submitted online before 12:00 noon the 1st day** competition begins.
  - a) You may substitute for a contestant who has been entered on the **Online Entry Form** or you may delete. **You may not add a name in an event that was left blank on the Online Entry Form!**
  - b) **A substitute may replace a listed athlete provided the substitute is on the Numeric Roster and provided the substitute is submitted no later than 12:00 noon the first day of the event is contested. After that time no substitutions will be accepted. Substitutions for events starting on Saturday must be made when the coach checks-in on Saturday!**

### **Scratch Procedures:**

1. All scratches must be submitted online to baumspage scratch window by 12:00 PM (noon) the first day of competition.
2. After the entry window closes you may not add an athlete to your roster. (get your roster set prior to May 15 at 2:00 PM)
3. Please provide full information in your scratch/replace, please format scratches properly. SCRATCH Tom Jones and ADD: John Smith, seed mark. Do not submit a scratch without first and last name.

### **Number Changes:**

1. All athletes must have a number; you may not have duplicate numbers.
2. Roster numbers must be up to date by May 15, 2:00 PM when the entry windows close.
3. Number changes can be submitted through the scratch window.
4. Number changes can be made at the meet with the proper OHSAA change form (bring your own form)
5. Number changes must be made in a timely manner prior to the meet start time.

**If there are any problems with the Online Form, use the Contact Us link to submit a Help Request!** Please allow up to 8 hours for a response. \*Most responses will be in less than 4 hours.

- **In an emergency, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195!**