

**CENTRAL DISTRICT ATHLETIC BOARD POLICY  
HANDBOOK**

**2024-25**

***Tournament Managers version***

***Last edit – September 2024***



<b>Policy Title</b>	<b>Page</b>
<b>Tournament Organization and Operations (TO &amp; O)</b>	
2001 Tournament Manager Job Description	2
2002 Manager /Assigner Fee Schedule	4
2003 Officials Assignments with vote	5
2004 Guideline for assigning officials	5
2005 Officials fees	6
2006 Admission Tickets, Prices, Parking fees	8
2007 Tournament Evaluation	9
2008 Transfer/Delay of tournament games	9
2009 Failure to appear	10
2010 Practice on Tournament site	10
2011 Site Rental and Preparation fees	11
2012 Tournament programs and heat sheets	12
2013 Schools late/absent from draw/failure to seed	13
Seeding process	
2013.1 Baseball/Basketball/Soccer/Softball/ Volleyball draw procedures	14
2013.2 Cross Country draw procedures	15
2013.3 Golf Draw procedures	16
2013.4 Gymnastics draw procedures	17
2013.5 Tennis draw procedures	18
2013.6 Track draw procedures	19
2013.7 Wrestling draw procedures	20
2014 Disposition of tournament equipment	21
2015 Tournament pass policy	22
2016 Tournament staffing fees	23
2017 Trophy and Awards Presentations	24
2018 Warm up time/late arrival	25
2019 Tournament fees – Golf/Bowling	26
2020 Food/refreshments/souvenirs	26
2021 Cheerleader Regulations	27
2022 Television and Radio Fees	27

**Throughout this document the following notations will be used:  
OHSAA for the Ohio High School Athletic Association  
CDAB for the Central District Athletic Board.**

# Tournament Organization and Operations (TO & O)

## CDAB TO&O Policy Number 2001

### Tournament Manager/Job Description

The primary function of the Tournament Manager is to coordinate the sectional and district tournament in and between divisions to assure that there is uniformity in the operation of the tournaments. Most of the work of the Manager is performed before the tournaments begin. The operation of each tournament is the responsibility of the individual Site Manager. During the playing of the tournament, the Tournament Manager acts in a supervisory role. Listed below are some duties and responsibilities of the Tournament Manager. Not all duties and responsibilities listed below are applicable to all Tournament Managers in all sports. Tournament Managers are to contact their District Board Liaison if in doubt, or if they have duties or responsibilities not listed.

#### A. Organization

1. Meet with Site Managers and review the organization of tournaments. Qualified individuals will be selected to serve as Tournament Site Managers. The individuals should be selected based on their knowledge of the sport for which they manage and for their organizational and administrative skills. Each site manager will be given a copy of the duties and responsibilities as outlined in the Tournament Managers Manual. A line of communication will be maintained between the manager and the CDAB.
2. Review the OHSAA tournament handbook with Site Managers to assure that all tournaments are operated in accordance with these rules.
3. Prepare a letter providing pre-draw information (date, site, times, etc.) to be sent to each school's athletic director and head coach. Include in this document information on how the athletic director can request a change in date/time/venue. Also include information for the coach on how to obtain scout passes. This letter shall be sent in sufficient time that schools will receive it a minimum of 10 days prior to the drawing. A copy of the letter is to be sent to District Board Members, Secretary, and Treasurer.
4. Take care of special problems at individual sites.
5. Prepare a document highlighting tournament procedures, seeding procedures and draw procedures to be shared with each participating school. Include guidance on steps to follow when requested changes in event times and/or date. Instructions may be printed, a power point, or video that will be shared electronically one week prior to the draw meeting.
6. Review the list of duties and responsibilities of site managers as found in the District Board Tournament Manual.
7. Coordinate brackets preparation for team and official assignments with the CDAB webmaster.
8. In sports where applicable, prepare a list of team assignments to sites and present it to the District Board for approval.
9. Document annual processes and timeline of activities performed from start through end of tournament.

#### B. Tournament Sites (Also See Policy #4005)

1. Prepare a list of tournament sites and present it to the District Board for approval.
2. Obtain qualified tournament Site Managers.
3. Report any unplayable or sub-standard sites to the District Board.
4. When requested, if the Board moves a tournament from one site to another site in the same sport, the CDAB Secretary is to send an email to the Principal and Athletic Director of the school from which the tournament was moved notifying the school of the change, and when appropriate, provide school officials of the reasons for the change.

C. Officials - Selection (Where vote of coaches taken)

1. The OHSAA office will develop a “pool” of eligible officials and send the “pool” to the District Athletic Board.
2. The Tournament Manager and/or Sport Assigner will use the OHSAA approved list to assign officials for each tournament contest using the OHSAA approved assigning tool.
3. A list of officials assigned for each game will be provided to each site manager unless this information is readily available to the host school through the OHSAA assigning tool.
4. The Tournament Manager/Assigner will enter game changes created by cancellations, conflicts or other emergency situations into the approved OHSAA scheduling tool.

D. Officials - Selection (Where no vote is taken by coaches)

In those sports where game officials are not selected by a vote of the coaches, the Tournament Manager/Assigner shall secure the services of the best qualified registered officials. The tournament manager/assigner will issue contracts using the approved OHSAA assignment tool.

E. Golf - Rules Committee

The Golf Tournament Manager shall direct the Site Manager to appoint a three- member rules committee. The rules Committee will use USGA and OHSAA rules in rendering decisions regarding tournament play. The Committee shall, if possible, include the golf course Professional as a member of the rules committee. If the Committee consists of coaches of participating teams, and a rule interpretation affects a committee member’s team and players, the coach will be replaced by another coach not so affected.

F. Draw Meeting

1. Set-up the draw meeting for each division. If using virtual meetings, coordinate set-ups with the CDAB Secretary.
2. Email or have emailed the most current bracket to coaches the day before the draw meeting.
3. Email, or have emailed, the on-line seeding results the day before the draw meeting. Follow seeding procedures as outlined in Board Policy
4. Conduct drawing according to directions given by the OHSAA and the District Board including a public disclosure of how each school voted.
5. Provide copies of all information given to Site Managers and schools to District Board members, Secretary, Treasurer and send a copy of the drawing results to the CDAB Webmaster.
6. Send a list of schools absent from the draw to the CDAB Treasurer.

G. CDAB Web Site

Coordinate with the CDAB Secretary in providing the Webmaster with tournament information including contest results, drawing and seeding results, brackets, changes in game sites and contest starting times, and other information that schools and fans should know.

H. Post Tournament

1. Evaluate tournament operation and make suggestions to the District Athletic Board in a written report. The Manager will review with each Site Manager the evaluation report of his/her tournament and take actions to resolve those problems mentioned by the coaches and administrators.
2. Report name of any official who fails to honor a written contract.

3. Inventory all Board owned equipment and supplies and forward a copy of the inventory to the District Board Secretary.

**I. Other Duties**

1. Plan for trophy presentation. ((Policy 4012)
2. Accommodate radio and television broadcast crews.

**Revised 7/2022**

**CDAB TO & O Policy Number 2002**

Managers/Assigners Stipend

Basketball – Boys & Girls	Manager	\$4000.00
	Assigner	\$1800.00
Baseball	Manager	\$2000.00
	Assigner	\$ 900.00
Bowling	Manager	\$1000.00
Cross Country	Manager	\$1300.00
	Includes assigning officials	
Golf	Manager	\$1000.00
Gymnastics	Manager	\$1300.00
	Includes assigning officials.	
Soccer – Boys & Girls	Manager	\$2000.00
	Assigner	\$1300.00
Softball	Manager	\$2000.00
	Assigner	\$ 900.00
Swimming/Diving	Manager	\$1300.00
	Includes assigning officials	
Tennis – per gender	Manager	\$1000.00
	(If split by Division - \$500.00 per division)	
Track	Manager	\$1200.00
	Includes assigning officials	
Volleyball	Manager	\$1500.00
	Assigner	\$ 900.00
Wrestling	Manager	\$1300.00
	Includes assigning officials	

Mileage reimbursement for managers and assigners will be paid at the current IRS rate.

**Revised 8/2024**

## **CDAB TO & O Policy 2003**

### **Officials Assignment with a Vote of Coaches**

The Assignment of officials to tournament games will be made by the CDAB or their designated assigner. The Assignments will be made using the following guidelines.

1. Officials listed in the “Officials Pool” provided by the OHSAA will be assigned tournament games. Should there be a need to use an official not in the Official’s Pool, approval must be sought from the OHSAA Officiating department.
2. The Tournament Manager/Assigner, after receiving the list of “Officials Pool”, will estimate the number of officials that will be needed to officiate the tournament. The Official Pool will contain all information the Tournament Manager will need to assign officials to games. (Phone numbers, addresses, availability, etc).
3. The Tournament Manager/Assigner/DAB DragonFly coordinator will issue game contracts to the selected officials using the OHSAA approved assignment tool.
4. Officials who do not honor a signed contract, may be subject to disciplinary action by the OHSAA, which may include suspension from future sectional and district assignments and payment of the official’s fee.
5. The Tournament Manager/Assigner is authorized to fill vacancies created by cancellations and other emergencies. Priority should be those officials in the “pool” to fill vacancies.

Revised 6/24/19

## **CDAB TO & O Policy Number 2004**

### **Payment Guidelines**

1. Officials will be assigned using the OHSAA approved assigning program.
2. Officials will be paid through OHSAA approved payment procedures.
3. Officials will be paid the OHSAA approved game fees listed in the current OHSAA Officials manual. Fee to include a travel allowance if applicable. (\$1.00 per mile over 50, one way)
4. Travel allowance will be determined using Map Quest or a similar internet mapping service. Distance will be calculated from the official’s home address on file with the OHSAA to the game site.
5. All payments made to officials for tournament officiating will be treated as income for the purposes of IRS reporting.
6. Officials shall not receive any miscellaneous allowances for tournament contests.
7. In tournaments in which both licensed and unlicensed officials are used, the unlicensed officials will be paid 75% of the established fee plus the regular travel payment.
8. Refer to the OHSAA Officials Handbook for the current official’s fee schedule.

Revised 8/2024

## CDAB TO & O Policy Number 2005

### **Official's Fees for Tournament Contests. – updated August 2024 by OHSAA Bd of Directors**

The CDAB will follow the fee schedule established by the OHSAA and published in the current OHSAA Officials Handbook.

Sport	Sectional	District
Baseball	\$85.00	\$100.00
Basketball	\$100.00	\$110.00
Alternate - District		\$45.00
Cross Country	NA in Central	Referee \$30.00/Race Head (Starter, Clerk, Umpire, Observer) \$25.00/race Assistant (Starter, Clerk, Umpire, Marshall) \$22.00/race
Gymnastics		
Referee	NA in Central	\$135.00 per session
Chief Judge	NA in Central	\$115.00 per session
Judge	NA in Central	\$100.00 per session
Soccer		
Center/2-man	\$85.00	\$95.00
AR	\$75.00	\$85.00
Softball	\$85.00	\$100.00
Swimming		
Referee	\$70.00 per gender/session*	\$100.00 per gender/session
Starter	\$65.00 per gender/session*	\$90.00 per gender/ session
Others	\$55.00 per gender/session* *If heat count exceeds 41, add \$2.00 for each heat more than 41 for all officials	\$75.00 per gender/session
Diving		
Referee	NA in Central	\$90.00
Judge	NA in Central	\$75.00
Track/Field		
Referee	NA	\$130.00 per District
Head Starter Clerk/Umpire/Field	NA	\$120.00 per District
Assistant Starter Clerk/Umpire/Field	NA	\$110.00 per District
Umpire/Field Event Official	NA	\$95.00 per District
Volleyball		
R1/R2	\$75.00	\$80.00 – Semi's \$90.00 – Final's
Line Judge – PAVO & Non-PAVO	\$40.00	\$50.00

Wrestling		
1 Day	\$250.00	\$380.00
2 day– (Friday/Sat)	\$315 (\$115/\$200)	\$380 (\$165/\$215)
Weighmaster	\$25.00	\$25.00
Sport	Sectional	District
Baseball	\$85.00	\$100.00
Basketball	\$100.00	\$110.00
Alternate - District		\$45.00
Cross Country	NA	\$130.00/ \$22.00 per race
Gymnastics		
Referee	NA in Central	\$135.00 per session
Chief Judge	NA in Central	\$115.00 per session
Judge	NA in Central	\$100.00 per session
Soccer		
Center/2-man	\$85.00	\$95.00
AR	\$75.00	\$85.00
Softball	\$85.00	\$100.00
Swimming		
Referee	\$70.00 per gender/session*	\$100.00 per gender/session
Starter	\$65.00 per gender/session*	\$90.00 per gender/ session
Others	\$55.00 per gender/session* *If heat count exceeds 41, add \$2.00 for each heat more than 41 for all officials	\$75.00 per gender/session
Diving		
Referee	NA in Central	\$90.00
Judge	NA in Central	\$75.00
Track/Field		
Referee	NA	\$120.00 per District
Starter/Clerk	NA	\$100.00 per District
Head Field Judge	NA	\$100.00 per District
Others	NA	\$85.00 per District
Volleyball		
R1/R2	\$75.00	\$80.00
Line Judge – PAVO & Non-PAVO	\$40.00	\$50.00
Wrestling		
1 Day	\$250.00	\$380.00
2 day– (Friday/Sat)	\$315 (\$115/\$200)	\$380 (\$165/\$215)
Weighmaster	\$25.00	\$25.00

Travel Allowance - \$1.00 per mile, one way, beginning with mile 51 from the official's home address to the event site using Google Maps, or a similar mapping program.

Cancellations – If an official is notified of a cancellation, or rescheduling, prior to departure the official will not receive compensation. A telephone call or text message at least one hour before the designated start time is considered sufficient. If an official is notified in route, or after the official arrives at the site and the contest has not started, the official will receive a travel stipend of \$30. If after the official arrives, the tournament contest is started and is interrupted due to weather or other reasons, and the contest is not completed on the day scheduled, the official will receive full game payment. An official completing an interrupted contest on another day will receive full game payment.

Revised 9/2024

## **CDAB TO & O Policy Number 2006**

### Admission Tickets

Tickets may be digital tickets purchased through an online process with a vendor contracted by the OHSAA. (Currently Hometown Ticketing) or purchased on site with cash at the same price as digital tickets at all OHSAA member high school venues.

### Tournament Admission Prices

All tickets prices are set by the OHSAA. Prices are inclusive of Hometown Ticketing fees. Schools will be provided with online access codes, if needed, by the ticket vendor.

Revised 8/2024

### Parking Fees by host site

Parking fees are defined in the Site Agreement. When High Schools are serving as host sites, the site must request permission from the CDAB to charge for parking. Maximum fee to be \$5.00.

For non-high school venues, parking fees may be set by the host venue as CDAB may not be authorized to control pricing.

All expenses related to the collection of parking fees are the responsibility of the host venue unless fees are being shared with the CDAB.

Revised 8/11/21



## **CDAB TO & O Policy Number 2007**

### **Tournament Evaluation**

The CDAB shall evaluate the organization and administration of each of its tournaments. The evaluation process shall be conducted for the purpose of improving the operation of the tournaments. Participating schools shall be a part of the evaluation.

Evaluation will be conducted online by the coaches, athletic directors, and principal. After a school has completed its sectional/district play, the coach will make an evaluation using the online instructions on the Central District Web Page at [www.ohsaa.org/CDAB](http://www.ohsaa.org/CDAB). Evaluations will be tabulated by the District Board Secretary and/or Webmaster. The evaluations will be distributed to the District Athletic Board, Tournament Managers, and all other interested parties.

Revised 7/16/09

## **CDAB TO & O Policy Number 2008**

### **Transfer/Delay of Tournament Games**

Ideally, all conflicts for hosting tournament events will be communicated to the Tournament Manager prior to the draw meeting. (Graduation; field/court not available because of other school use.) After the tournament drawing is made, the Tournament Manager is granted authority by the CDAB to make changes in starting times, playing dates, and site assignments for good and just cause.

Whenever it becomes necessary to delay the start of a contest, change a playing date, and/or change a site assignment, the procedure to be followed shall be:

1. The Athletic Administrator will Contact the Tournament Manager, in writing (email is acceptable) to make the request. The Tournament Manager will consider the circumstances, communicate with all Athletic Administrator's involved and will issue a decision.
2. If the Tournament Manager is unavailable, the CDAB sport liaison or CDAB President shall make the decision.
3. Once the change is confirmed the Tournament Manager will contact both schools Athletic Administrator's, both coaches, Board Liaison, Board Secretary, Treasurer and Sport Assigner.
4. The Tournament Manager will update the bracket in MyOHSAA which will update the website.
5. The Tournament will notify the Central District Webmaster of all changes in starting times, playing dates, and site assignments as soon as possible. The Webmaster will post such changes on the CDAB Web Page.

Revised 08/2024

## **CDAB TO & O Policy Number 2009**

### **Failure to Appear for a Tournament Contest**

#### **Baseball, Basketball, Soccer, Softball, and Volleyball**

If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of the tournament game the space on the bracket may be declared vacant. A forfeit shall be declared, and the opposing team shall advance to the next round of competition.

#### **Bowling, Cross Country, Golf, Gymnastics, Swimming & Diving, Tennis, Track & Field, Wrestling.**

If a team or individual participant fails to appear or is not ready to compete at the time of their scheduled competition, the team or individual participant shall be disqualified and removed from the event or tournament competition.

**Fines associated with failure to appear will be assessed by the OHSAA pursuant to General Regulation 6.**

Revised 6/24/19

## **CDAB TO & O Policy Number 2010**

### **Practice at a Tournament Site**

No school shall practice on a tournament site after site assignments have been made. No host school shall permit a school to practice or scrimmage on the tournament site by teams assigned to that site.

For sports where sectional games are played on the home **site**, the above policy does not apply to the home team that hosts a sectional tournament game. The host school will not permit a team to practice on its playing field or floor if that team is in the same division.

Golf – this rule does not apply since public golf courses are used for tournament sites. Costs of practice rounds are the responsibility of the school and/or individuals.

**Revised 8/14/15**

## CDAB TO & O Policy Number 2011

### Tournament Site Rental and Preparation

Tournament site rental contracts and agreements shall be entered into by the District Athletic Board and the owner of the tournament site. The OHSAA Site Agreement contract form shall be used.

The Secretary or Treasurer of the District Board shall be given the authority to issue and sign the OHSAA site agreements on behalf of the CDAB. The site agreement will define the fee to be paid to the host school for the use of their facility. The fee will include rent (at CDAB rate unless school sets rate), custodial fees, staffing fees (as set by the CDAB), district administrative processing fees that may be charged by the treasurer's office, incidentals (such as extra port-a-johns, trash dumpsters).

If the host site is a College, University or a non-school facility, the host site may have their own site agreement that must be used. If that is the case, the site's agreement must be reviewed by the OHSAA legal counsel and appropriate Director. Once approved, they will have the agreement signed by the OHSAA Executive Director and return to the CDAB for further processing.

### Rental Fees In Lieu Of Local School Policy

When the Board of Education of a tournament site has set rental rates for the use of its building (facilities) those rates are to be paid. The rates set below are the recommended rates in Lieu of no B.O.E. rate.

Baseball/Softball	\$250.00 per game
Fee includes all field prep - field crew, lining materials and drying agent for normal conditions	
Basketball	\$300.00 per game
Gymnastics	\$750.00 per day
Soccer	\$175.00 per match
Tennis	\$150.00 per day
Track/Field	\$500.00 per day
Volleyball	\$175.00 per match
Wrestling	\$750.00 per day

Revised 7/2022

## **CDAB TO & O Policy Number 2012**

### **Tournament Programs/Heat Sheets**

#### **Boys & Girls Basketball, Volleyball**

Programs for boys and girls basketball and volleyball tournaments will be the responsibility of the CDAB secretary in cooperation with the company selected to print the program. The program publisher will serve as lead in the gathering of information including team records, team pictures, etc. (Currently the OHSAA/CDAB is using Royal Publishing)

The CDAB Secretary will work with the program publisher to:

1. Inform schools of the procedures to be followed in submitting program information to the publisher. Schools will receive a schedule of deadlines for the submission of team pictures, team rosters, and team records.
2. provide the publisher a list of all tournament sites, site managers' names and address, and the number of programs to be sent to each site.

The price of the program is set by the District Athletic Board at **\$2.00**. The host school may keep all the proceeds from the sale of tournament programs.

As a service, media members are to receive programs at no cost.

#### **Swimming/Wrestling/Gymnastics/Track & Field - Heat Sheet/Bout Sheets:**

The host school is given the option of printing a program for the tournament assigned to that site. The cost of printing the program shall be the responsibility of the host site. The site retains all profits and assumes all expenses. The maximum charge shall not exceed \$5.00. As a service, media members are to receive programs at no cost.

Revised 08/2024

## **CDAB TO & O Policy Number 2013**

### **Teams Late/Absent from Drawing Meeting/Failure to Seed**

If a school fails to have a representative present at the drawing and seeding meeting the Manager/Site Manager, shall use the following procedure:

- a. For teams in the top half of the seeded teams (one more than half if an odd number of teams) - the school absent will be placed on the bracket after the #1 seed is given the opportunity to place themselves. If #1 selects a line, the absent school will be placed on the furthest line, excluding a bye line, in the other half of the bracket from the #1 seed. If the #1 seed passes, the absent school will be placed on the first, non-bye line.
- b. If more than one team is absent in the top half of the seeded teams, schools will be placed, in order of seed, as far apart as possible after #1 has their choice.
- c. For teams in the bottom half of the seeded teams – the school absent will be placed on the bracket after all other teams have selected their bracket placement.
- d. If more than one team is absent in the bottom half of the seeded teams, the schools will be placed, in order of seed, after all other schools have selected their bracket placement.

In the sport of Golf, schools that are absent from the draw meeting will be placed on the tee sheets after all other teams have been placed.

Schools that fail to fulfill the pre-tournament responsibilities are subject to a fine for each violation as per OHSAA Sports Regulation 6. In addition, a school that fails to be represented at the draw meeting forfeits their opportunity to host their first tournament contest.

Refer to OHSAA General Sport Regulations 6

### **Seeding Process**

1. Seeding process:
  - a. There shall be a two-point differential between the first and second seeds. (i.e. If there are 20 teams, first seed will receive 20 points, second seed will receive 18 points)
  - b. There shall be a one-point differential between all subsequent seeds.
  - c. A school's point total shall be calculated by dropping the highest and lowest vote they have received.
  - d. A school shall not vote for themselves.
  - e. If a school fails to vote, their second high score will also be dropped from their point total.

**Revised 09/09/2024**

## CDAB TO & O Policy Number 2013.1

### Order of draw for Baseball/Basketball/Volleyball/ Soccer/ and Softball

The Tournament Manager will conduct and/or supervise all drawings in all divisions to ensure that the drawings follow the same procedure. All teams of each Division will conduct the order of draw in a common meeting. The Tournament Manager shall supervise the procedures.

2. All participating teams will be seeded in sports where seeding is done for positions on the tournament bracket, for selection of a playing site, and for any other reason.
3. The seeded teams shall be selected by a vote of the coaches. The team with the highest point total shall be the highest seed.
4. If two or more teams are tied for a seeded spot, the school that receives the most individual votes at, or above, the tied position shall receive the higher seed.  
If a tie still exists, the tie will be broken by a coin toss. The school to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school's name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.
5. Drawing meetings will be conducted according to directions given by the OHSAA and the District Athletic Board. A public disclosure shall be made of how each school voted in the seeding process.
6. Seeded Teams shall make, in order of their seed, their choice of placement on the tournament bracket. Where applicable, District level sites will be known ahead of the tournament drawing process. Each school shall have two minutes to make their selection.
7. Passing shall be permitted as follows:  
The number of schools advancing to the district tournament may pass. All others must place themselves on the bracket when their seed is called. If there is not a sectional level game prior to the district, the number of schools advancing to the regional may pass.  
**Note:** As an example, if eight teams are advancing to the district tournament, seeds No. 1 through No. 8 may pass, but all other teams must place themselves on the bracket. Or, if there is not a sectional level game prior to the district and three teams are advancing to the regional tournament, seeds No. 1 through 3 may pass, but all other teams must place themselves on the bracket.  
At each point where a seeded team places itself on the bracket, the seeds above that team which previously passed shall be given the option to place themselves on the bracket starting with the highest seed going first. Those teams may choose to pass again.  
**Example:** Seed No. 1 places itself on the bracket. Seeds No. 2 and 3 pass. Seed No. 4 places itself on the bracket. Instead of going to Seed No. 5, Seed No. 2 shall then be given the option to place itself on the bracket followed by Seed No. 3.
8. At the Sectional level, and in District semi-finals in some sports, the better seeded team has the right to host. If the better seeded team is unable to host, the opponent will have the option to host. If neither can host, the better seed team will be responsible for obtaining a site.
9. At the district level, when playing at a neutral site, the better seeded team will be considered the home team.
10. In cases not covered by this policy, or a conflict between this policy and OHSAA occurs, the OHSAA regulations will be followed.
11. The sport of boys' and girls' basketball will use the OHSAA board approved seeding system.
12. The tournament manager has the authority to adjust site assignments to accommodate schools that share a coach. All teams/individuals for a coach should be placed so the coach may be present.

Revised 9/2024

## CDAB TO &O Policy Number 2013.2

### Cross Country Seeding/Draw Procedure

1. Schools will be seeded by the Head Coach using the CDAB online procedures.
2. **Any school listed as entering Individuals will not participate in the seeding process. These schools still need to attend the draw meeting. Schools entering individuals will be placed in a District after all seeded teams have made their selection. Placement will go in alphabetic order in even years, reverse alphabetic in odd years. Placement will be made to balance the number of participants in each District.**
3. If two or more schools are tied for a seeded spot, the school that receives the most individual votes at, or above, the tied position shall receive the higher seed.
4. If a tie still exists, the tie will be broken by a coin toss. The school to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.
5. The last seeded school shall select first. Site selection will continue in reverse order until the number of regional qualifying schools is reached. There will be no passing in this group of schools.
6. The remaining schools (the number of schools representing the number Regional Qualifiers) shall then select by rank order, starting with the #1 seed. The highest seeded team may choose to pass. When the next seed has selected, it becomes the higher seed's selection again.
7. When a section is full, the selecting team may bump the lowest seeded number to an alternate section A school that is bumped may then choose a site of their choice that is open or occupied by a school that has a lower seed.
8. Site placement of schools entering individuals - Schools that are only entering individuals in the tournament will be placed at a site by the tournament manager after all other schools have selected their site. The Tournament Manager shall rule on any procedure not covered by this policy.
9. Schools absent from the draw will be placed according to seed by the draw meeting Coordinator. If multiple schools are absent, the meeting coordinator will alternate placement of teams between the District sites.
10. The Tournament Manager shall rule on any procedures not covered in this policy. The manager is not permitted to change procedures covered in this policy.

Revised 7/2022

## CDAB TO & O Policy Number 2013.3

### Golf Seeding and Drawing Procedures

1. The drawing and seeding meeting will be conducted according to OHSAA and CDAB regulations.
2. **Any school listed as entering Individuals will not participate in the seeding process. Schools entering individuals will be placed in at a Sectional site after all seeded teams have made their selection. Placement will go in alphabetic order in even years, reverse alphabetic in odd years. Placement will be made to balance the number of participants in each Sectional.**
3. Each school must be represented by its golf coach or a faculty representative to participate in the drawing. Schools not represented at the drawing will be assigned to a tee time at the end of the drawing.
4. All teams will be seeded. Ties in seeding will be broken by using the following Procedure: the team that receives the most individual votes at the tied position or above shall receive the higher seed. If a tie still exists, the tie will be broken by a coin toss. The school to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.
5. Teams will have their choice, according to seed rank, a playing site and tee time.
6. Passing – The number of schools advancing to the district tournament may pass. All others must place themselves on the tee sheet when their seed is called. If a higher seeded team passes, they will be given the opportunity to place themselves on the tee sheet after a lower seeded team makes their selection. For example, if #1 passes, #2 places themselves on the tee sheet, #1 then gets to go on the tee sheet or pass.
7. The tournament manager has the authority to adjust site assignments to accommodate schools that share a coach. All teams/individuals for a coach should be placed so the coach may be present.

Revised 8/2023



## CDAB TO & O Policy Number 2013.4

### Gymnastics Seeding Procedures

1. The on-line seeding process and the draw meeting will be conducted according to the OHSAA and CDAB regulations
- ~~2.~~ All teams shall be seeded using the online procedures. For the purposes of seeding only, a school must have **three (3)** competitors per event to be considered a team.
3. Schools with less than **three (3)** competitors per event will register on-line as individual competitors. Individual competitors are not seeded. Coaches do not vote. Individual competitors will be assigned a competitive rotation by the meet manager at the draw meeting.
4. Detailed instructions and the deadlines for each step of the seeding process for teams and registering of individuals online at [www.ohsaa.org/cdab](http://www.ohsaa.org/cdab) and are included in the information packet sent to the athletic directors of participating schools.
5. Schools/Coaches failing to complete all phases of the online seeding process will be assessed a fine by the OHSAA pursuant to General Sports Regulation 6.
6. Each coach's vote and the results will be emailed to coaches before the draw meeting.
7. Ties in seeded will be broken as follows: the team that receives the most individual votes at the tied position or above shall receive the higher seed. If a tie still exists, the tie will be broken by a coin toss. The school to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.
8. Schools not in attendance and the individual competitors will be assigned to an open rotation at the end of the draw. An afternoon slot may be held open for the individual competitors. The meet manager will announce this option at the start of the draw.
9. The team with the greatest number of points will be seeded #1. This team has the first choice to select the session, flight, and event. All other teams will follow in rank order. A coach has the option to select or to pass.
10. A school is considered late if the coach arrives after the first team has chosen its rotation.
11. Once all teams in attendance have chosen their rotation, the meet manager shall assign the individual competitors. Next the teams not represented at the draw shall be placed in the remaining open slots taking into consideration the coaches of multiple teams. The teams are assigned according to the rank order of their seed.

Revised 8/2024

## **CDAB TO & O Policy Number 2013.5**

### **Tennis Seeding Procedures**

The Tournament Manager or site manager will conduct the draw meeting. There will be two mandatory virtual meetings of coaches to complete the site selection and individual player placement.

1. Coaches will follow the online procedures to submit team records, team rosters and voting for team seeding prior to the site selection meeting.
2. All teams will be seeded prior to selection of sites.
3. Coaches will be provided with a copy of the seeding results and a copy of all team rosters prior to the site selection meeting.
4. A site selection meeting will be held three days prior to placing individuals on the bracket. During the site selection meeting, the coaches will pick their sites in order of seed.
5. The day after the site selection meeting, coaches will receive a master list of the team rosters for teams at their selected site. Coaches will vote online to seed four singles players and four doubles teams from their site rosters.
6. Results of the individual seeding will be shared with coaches prior to the individual placement on brackets.
7. Ties in seeds will be broken as follows: the team/individual that receives the most individual votes at the tied position or above shall receive the higher seed. If a tie still exists, the tie will be broken by a coin toss. The school/individual to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.
8. During the individual placement meeting, coaches will place their individuals on the bracket. Seeded individuals will be given the opportunity to place themselves in order of seed. Non-seeded individuals will be placed according to OHSAA tournament guidelines. Assignments for non-seeded players will go in A-Z order by school name in even years, Z-A by school name in odd years. Seeded players may pass, non-seeded must go on the bracket when called.
9. If a coach or school representative does not attend the site selection meeting, their school will be placed after all other schools have selected their site.
10. If a coach or school representative does not attend the individual placement meeting, players from their school will be placed after all individuals have been placed.
11. The tournament manager has the authority to adjust site assignments to accommodate schools that share a coach. All teams/individuals for a coach should be placed so the coach may be present.

Revised 8/2024

## CDAB TO & O Policy Number 2013.6

### Track Seeding Procedure

#### Seeding

All teams will be seeded.

#### Vote on Seeded Teams

1. Each school shall complete the online seeding procedures. [www.ohsaa.org/cdab](http://www.ohsaa.org/cdab) This vote shall be public.
2. **Any school listed as entering Individuals will not participate in the seeding process. These schools still need to attend the draw meeting. Schools entering individuals will be placed in a District after all seeded teams have made their selection. Placement will go in alphabetic order in even years, reverse alphabetic in odd years. Placement will be made to balance the number of participants in each District.**
3. Ties in seeds will be broken as follows: the team that receives the most individual votes at the tied position or above shall receive the higher seed. If a tie still exists, the tie will be broken by a coin toss. The school to call the toss will be the first one to appear in an alphabetic listing of the schools without the use of the respective city name unless the city name is part of the official school name. Selection will go from A-Z in even numbered years; Z-A in odd numbered years.

#### Regional Qualifiers:

The OHSAA office will determine the number of regional qualifiers.

#### Placement of Schools in Each District

1. The last seeded school shall select first. Site selection will continue in reverse order until the number of regional qualifying schools is reached. There will be no passing in this group of schools.
2. The remaining schools, representing the number of Regional Qualifiers, shall then select by rank order, starting with the #1 seed. The highest seeded team may choose to pass. When the next seed has selected, it becomes the higher seed's selection again.
3. When a section is full, the selecting team may bump the lowest seeded school to an alternate section. A school that is bumped may then choose a site of their choice that is open or occupied by a school that has a lower seed.
4. Schools absent from the draw will be placed, by the draw meeting coordinator, according to seed. If multiple schools are absent, the meeting coordinator will alternate placement of teams between the District sites.
5. Site placement of schools entering individuals - Schools that are only entering individuals in the tournament will be placed at a site by the tournament manager after all other schools have selected their site. The Tournament Manager shall rule on any procedure not covered by this policy.
6. The Tournament Manager shall rule on any procedures not covered in this policy. The manager is not permitted to change procedures covered in this policy.
7. The tournament manager has the authority to adjust site assignments to accommodate schools that share a coach. All teams/individuals for a coach should be placed so the coach may be present.

Revised 8/2024

## **CDAB TO &O Policy Number 2013.7**

### **Wrestling Team Seeding Procedures**

The Tournament Manager will conduct or supervise drawings in all divisions to ensure that the drawings follow the same procedure.

The seeding and drawing meeting(s) will be conducted according to OHSAA regulations and according to the Central District Athletic Board Policy. A public disclosure of how each school voted in the seeding process will be made.

1. All teams will be seeded using individual seeding criteria.
2. The seeded teams shall be determined by a method each assigning point values for returning wrestlers based on their record at time of voting as well as their success in the district and/or state tournament. If two or more teams are tied for a seeded spot, the tie will be broken by using the following procedure. (1) The team with the most returning state champions will receive the higher seed, if that does not break the tie; (2) The team with the most returning state placers will receive the higher seed, if that does not break the tie; (3) The team with the most returning state qualifiers will receive the higher seed, if that does not break the tie; (4) The team with those most returning district 5<sup>th</sup> and 6<sup>th</sup> placers will receive the higher seed, if that does not break the tie; (5) The team with those most returning district qualifiers will receive the higher seed, if that does not break the tie; (6) The team with those most wrestlers who have a winning record with 10 or more varsity matches will receive the higher seed, if that does not break the tie; a vote of the coaches will be held to determine the higher seed, if that does not break the tie; (7) Coin Flip.
3. Site selection by schools with teams
  - A. Schools serving as host sites will be placed on the board first if they wish to remain at home.
  - B. The team seeded last will select a site first. Site selection will continue in reverse order. If a site is full, a team may bump another team. A team that is bumped may then choose a site of their choice that is open or occupied by a team that has a higher seed number.
4. Site placement of schools entering individuals - Schools that are only entering individuals in the tournament will be placed at a site by the tournament manager after all other schools have selected their site. The Tournament Manager shall rule on any procedure not covered by this policy.
5. In cases not covered by this policy, or a difference between this policy and OHSAA requirements occur, OHSAA regulations will be followed.
6. The tournament manager has the authority to adjust site assignments to accommodate schools that share a coach. All teams/individuals for a coach should be placed so the coach may be present.

See Failure to Appear Policy 4007  
Revised 8/2024

## **CDAB TO & O Policy Number 2014**

### **Disposition of Tournament Equipment**

Disposition of Tournament Equipment shall be as follows.

#### **Basketball**

One ball shall be given to each District Tournament winner.

#### **Volleyball**

One ball shall be given to each District winner.

#### **Track**

The Tournament Manager shall retain shot, discus, and wind gauge for use the following year. High jump and pole vault cross bars will be retained by the host school.

#### **Tennis**

The Tournament Manager will retain sealed cans of balls and net sticks for the next season.

#### **All Other Tournaments**

OHSAA policy on disposition of game balls shall be followed.

Revised 8/14/15

## **CDAB TO & O Policy Number 2015**

### **Tournament Pass Policy –**

#### **OHSAA tournament pass policy as of September, 2023**

##### **DAB Passes To Tournament Events:**

1. All DAB members will be receiving a hard pass with a customized QR code on it. This pass will be used through the state tournament unless the state venue is a Ticketmaster facility or there is assigned seating (State Basketball, Wrestling).
2. Each pass is valid for two (2) entries/scans into the event.
3. These are being processed by HTT and be available by mid-September.
4. Each board member will also receive ten additional passes good for Sectional and District that can be distributed as they choose.

##### **Administrator Comps:**

1. Each school will receive a customized code they will use to access comp tickets for any tournament event that their school is affiliated with (*exception: state wrestling and any others will be communicated to the participating schools*).
2. For individual sports, each school will have access to three (3) comp tickets.
3. For team sports, each school will have access to eight (8) comp tickets.
4. These comps can be used by the School Superintendent, Principal, Athletic Director or however the school chooses to use.

##### **High School Coach Scouting Comps:**

1. Head Coaches in each sport will receive one digital pass good for two admissions. This pass can be used for scouting purposes or to attend games.
2. Additional scouting passes must be purchased.

##### **College Coach Scouting Comps:**

1. College coaches will need to purchase a ticket to enter any tournament event.

##### **Officials Observers:**

1. Comp tickets are available to officials' observers as they are assigned to events to cover. They will have a digital ticket to enter.

Outside of a team roster/travel party list there should be no pass list, and no one admitted without a digital ticket/scan.

Revised 9/2023

## CDAB TO & O Policy Number 2016

### Tournament Fees –

#### Subject to change if OHSAA sets different fees.

Listed below are the amounts approved for standard tournament operations. Amount includes staffing, administrative/payroll expenses, and rental. Host schools have the flexibility to set their own pay scale for staff provided they do not exceed the defined budget. If there are extenuating circumstances the host school may contact the CDAB treasurer to ask for additional funding. Please refer to the CDAB Financial Procedures for a suggested schedule.

	<u>Sectional</u>	<u>District</u>
Baseball	\$400 per game better seed host	\$700 per game (includes rental)
Basketball	\$500 per game better seed host	\$900 per game (includes rental)
Bowling	\$650 per session	\$650 per session
Cross Country	N/A	\$500 per race
Golf	\$850 per day	\$975 per day
Gymnastics	N/A	\$4100 per day (includes rental)
Soccer	\$450 per game	\$675 per game (includes rental)
Softball	\$400 per game	\$700 per game (includes rental)
Swimming	\$2500 per day	\$4500 per day
Tennis	\$1250 (two days)	\$1320 DI (two days) \$1200 DII (two days)
Track/Field	N/A	\$12500 Triple Site 4 Days \$8500 Double Site 3 Days
Volleyball	\$450 per match, better seed host (CDAB pays line judges)	\$675 per match (includes rental) (CDAB pays line judges)
Wrestling	\$4400 1 day, 3 mats (includes rental)	\$7800 - 2 day (includes rental)

Extraordinary expenses that may apply in each sport:

**Facility fees** – Costs related to custodial services, special equipment, port-a-johns. (Facility use fee waived for home site sectionals)

**Security** – CDAB will reimburse the host site for all security expenses they determine as needed for their site.

**Officials** – The CDAB Treasurer will pay all OHSAA/CDAB assigned officials.

Revised – 9/2023

## CDAB TO & O Policy Number 2017

### **Trophy and Awards Presentation**

In all tournaments in which trophies and/or awards are to be presented to teams and individuals, the following procedures shall be followed.

The Tournament Manager will review the Awards Ceremony Policies with the Site Managers at the manager's meeting.

The Tournament Site Manager is responsible for organizing the awards presentation ceremony.

1. The Tournament Site Manager will include in the tournament information packet an awards ceremony instruction sheet. The awards ceremony instruction sheet will contain the following:
  - a. At the end of the contest, the coach and coaching staff will gather players for a short meeting, the purpose being to give the players time to compose themselves for the awards ceremony.
  - b. A brief outline of the ceremony explaining what will take place and the sequence in which it will take place.
  - c. A statement regarding proper conduct of players during the ceremony.
  - d. Runner Up awards will be presented first, followed up with the Championship awards.
  - e. Trophy presentations will be made to the team captains or to those individuals designated by the coach.
  - f. In the presentation of individual awards, the athlete's name will be announced and a school administrator will present him/her with the medal.
  - g. All players are to remain until all awards have been presented.
  - h. If weather conditions are not conducive to conducting an awards presentation, the awards will be presented to the team and individuals in a private setting.
2. The Tournament Site Manager will (basketball, volleyball, baseball, softball), discuss with the coach, the awards ceremony procedures prior to the start of the championship game.

The District Board will designate who will make the presentations. Should the Board not designate the person to make the awards, the Site Manager will assume those responsibilities.

Revised 6/24/19



## **CDAB TO & O Policy Number 2018**

### **Warm-up Time After Late Arrival**

The Site Manager or head contest official, when appropriate, will determine the amount of time that will be allowed for a team warm-up when a team arrives late and there is not enough time prior to the scheduled start of the game for the team to get in the normal warm-up. If the team does not appear within thirty minutes after the scheduled starting time of the contest, OHSAA regulations will apply.

OHSAA Handbook – Regulation 16.4 Failure to Appear: If a team fails to appear and is not ready to play within 30 minutes of the scheduled starting time of a tournament game, the space on the bracket may be declared vacant. The opposing team will then be awarded a bye into the next round of competition.

### **Golf**

When a team arrives late and has missed its first tee time, the team will still be able to participate and qualify for the next tournament. However, if two tee times are missed, the team is disqualified, but the three remaining players, or the number of players who have not missed their tee time, may still participate as individuals, and qualify for the next tournament.

### **Golf - Delay, Cancellation of Play**

The site manager will have the responsibility of making all decisions about suspension of play, delay in start of play, or cancellation of play. These decisions will be made in consultation with the golf course manager.

Revised: 7/11/11

## **CDAB TO & O Policy Number 2019**

### **Collection of Tournament Fees (Such as Golf Green Fees and Bowling Lane fees)**

**8/11/21 - Currently not in effect. DABs to pay all green fees and bowling lineage.**

The CDAB will annually set fees to cover the cost of facility fees that participating schools must pay to participate in Boys and Girls Golf and Boys and Girls Bowling. Failure to pay the established fees by the published deadlines will result in a late payment fee.

1-59 days late – no penalty

60 or more days late – the fee DOUBLES and the school cannot participate until the fee has been paid.

Revised 8/11/21

## **CDAB TO & O Policy Number 2020**

### **Food and Refreshments**

It is the policy of the CDAB not to provide food and/or refreshments to coaches, officials, or team during, before, or after a Central District tournament game, match, meet, or drawing. The regulation does not prohibit site managers from providing drinks to the game officials at halftime or after the game, match, or meet.

In cases where food and or refreshments are provided to coaches, officials, or teams from other organizations (boosters), the cost of such shall not be charged to the District Board, nor shall the cost be taken from the receipts of the tournament.

Adopted: January 5, 1988

### **Souvenir Items**

The sale of souvenir items at OHSAA/CDAB sponsored sectional and district tournament by any group or individual, unless authorized by the CDAB is prohibited. Host (site) schools may sell souvenir items, or permit any of its booster groups to sell souvenir items as long as those items do not contain the words, “Central District Tournament”, “Central District Sectional or District Tournament,” Ohio High School Athletic Association” “O.H.S.A.A.”, or any logo or insignia of the Central District Athletic Board and the Ohio High School Athletic Association. Included, but not limited to such items as Tee Shirts, Sweaters, Sweatshirts, Hats, Pictures, Badges, and Pennants.

By action of the CDAB the sales rights for souvenir items and wearing apparel is reserved to the OHSAA and the CDAB. Games of chance (50/50 and raffles) are prohibited at all events except basketball.

Adopted 7/13/91

**CDAB TO & O Policy Number 2021**

**Cheerleader Regulations**

Refer to OHSAA tournament regulations for the specific sport.

**CDAB TO & O Policy Number 2022**

**Radio and Television**

Refer to the OHSAA Media Regulations