

# **Tournament Policies and Procedures**

[Click here for additional information on tournament procedures set by the Central District Athletic Board](#)

## **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.

## **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.

## **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.

## **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.

## **Seeding Process (Revised 9/9/2024)**

### **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 or individuals 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.

### **Order of draw for Baseball/Basketball/Volleyball/Soccer/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.

1. 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.
2. The seeded teams shall be selected by a vote of the coaches. The team with the highest point total shall be the highest seed.
3. 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 year.
4. 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.
5. 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.
6. 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. Sectional games for passing purposes must have over 50% of teams entered in the tournament playing in a sectional game, if not then only the teams advancing to the regional may pass. 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.
7. 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.
8. At the district level, when playing at a neutral site, the better seeded team will be considered the home team.
9. In cases not covered by this policy, or a conflict between this policy and OHSAA occurs, the OHSAA regulations will be followed.
10. 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.

### **Comp Tickets**

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 team sports (i.e. soccer), each school will have access to eight (8) comp tickets.
3. 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.