



Helpful Information for Competitive Balance Rostering

Updated July 17, 2024

Roster Submission Deadlines:

The roster entry periods for the 2020-21 school year are as follows:

- **2024 Fall Sports** Mon., Oct. 7-Fri., Dec. 13, 2024
- **2024-25 Winter Sports** Mon., Feb. 3-Fri., Apr. 4, 2025
- **2025 Spring Sports** Mon., Apr. 28-Wed., June 6, 2025

NOTE: Schools are HIGHLY ENCOURAGED to begin entering roster data when the roster submission date begins and only save the ending date for making any updates.

Soccer, Volleyball, Basketball, Baseball and Softball:

- In the sports of soccer, volleyball, basketball, baseball and softball, all students who are listed on your OHSAA tournament roster, plus any student who played in a varsity regular season contest (including students who played but later were not part of the team due to injury, transfer, move, quit, dismissal, etc.), MUST annually be entered in the rosters system and assigned a specific tier.
- **NOTE: This is a change from past practice when all students in grades 9 through 12 were entered.**
- The tournament roster limits are 22 for soccer, baseball and softball and 15 for basketball and volleyball.
- Some schools will be below that number and some schools will be above that number due to:
 - Rotating players in and out of their tournament rosters, and/or
 - Including students who were not on the tournament roster but who played in a regular season contest.
- If a student plays in a **VARSITY** regular season contest (or is on the tournament roster for one contest) and subsequently quits the team or transfers to a different school, this student CANNOT be removed from the roster.
- If a student in a sports program does not make the tournament roster for any contest and never enters a varsity regular season contest (even if he/she dresses for the varsity team during the regular season) then the student does NOT need to be added to the Competitive Balance roster.
- If a student is not on the initial tournament roster but is added for a later tournament contest, the student must be added to the roster, regardless of his/her participation in a varsity regular season contest.

Football:

- In the sport of football, all students in grades 10 through 12, plus any ninth grade student who played in a varsity regular season contest (including ninth-graders who played but later were not part of the team due to injury, transfer, move, quit, dismissal, etc.), MUST annually be entered in the rosters system and assigned a specific tier.
- **NOTE: This is a change from past practice when all students in grades 9 through 12 were entered.**
- It does not matter on what team the students in grades 10 through 12 played (varsity, junior varsity, reserve, Gold squad, Black squad, etc.). Each of those students in grades 10 through 12 (including students who were on the roster but later were not part of the team due to injury, transfer, move, quit, dismissal, etc.) MUST be entered.
- Only enter ninth grade students if he/she played in a varsity regular season contest.
- Any ninth-grader who participates in **one** play in a varsity contest shall count as having played in a contest (a play nullified due to penalty does not count). Counting whether a student played in a contest for Competitive Balance purposes in football is different than the football regulation on counting whether a student played in a "quarter."

Some other reminders to assist you with roster entry:

- Roster data entered during the 2020-21 school year will be utilized during the 2021-22 school year to determine divisional placement for Ohio's schools in the respective sport.
- Schools that fail to submit their roster data by the deadline (i.e. submit them late) may be subject to a fine as determined by the OHSAA. Schools that refuse to submit roster data or are found to have falsified roster data may be removed from the OHSAA tournaments and may be subject to additional penalties as determined by the OHSAA.
- For public schools – Non-Enrolled students (Coded as Tier 1 Non-Enrolled) will likely not have a student I.D. #. To enter them into the FinalForms system, you can make up any unique numerical identifier which you will then use throughout the remainder of the student's career (i.e. 1, 1234, 9876, etc.).
- During each respective roster entry period, a school administrator can make updates to his/her roster. For example, a student who lives in the district and is a Tier 0 at beginning of roster entry period but moves out of the district before the deadline needs to be changed to Tier 1 or 2 before the deadline.
- Conversely, after the roster entry deadline has passed, a student's Tier cannot change based on a change in circumstance after-the-fact (i.e. the roster deadline is December 1 but a family moves into a district past that date. It CANNOT be requested to change this student to Tier 0 for a fall sport). A student's Tier is based upon his/her assignment at the conclusion of the roster entry period for that respective sports season.
- **IMPORTANT:** After the conclusion of a CB sports season, each school will be sent a confirmation email asking them to review the final CB numbers for each respective sport. **This email will serve as the school's opportunity to correct any inaccurate data before a specified deadline.** Please pay careful if you have deleted a student from a roster to ensure the deletion is accurately reflected. **REQUESTS FOR CHANGES TO COMPETITIVE BALANCE DATA WILL NOT BE ACCEPTED AFTER THE OHSAA BOARD OF DIRECTORS APPROVES THE DIVISIONAL ALIGNMENTS.**

Additional Assistance:

For specific answers to questions that could not be found within this document or on the Competitive Balance Resource Center (www.ohsaa.org/School-Resources/Competitive-Balance-Resource-Center), please contact the following OHSAA staff members:

- **Rostering/Tiering Questions – Public Schools:** Kristin Ronai (kronai@ohsaa.org) & Ronald Sayers (rsayers@ohsaa.org)
- **Rostering/Tiering Questions – Non-Public Schools:** Kristin Ronai (kronai@ohsaa.org) & Ronald Sayers (rsayers@ohsaa.org)
- **Questions on FinalForms Rostering:** Ronald Sayers (rsayers@ohsaa.org) & Alexis Holderman (aholderman@ohsaa.org)