

OHSAA Business Rules for Divisional Assignments & Representation

Created by OHSAA Staff Approved by the OHSAA Board of Directors Last Updated 9/25/24

These business rules were created to assist with the implementation of General Sports Regulation 17.3, School Assignments – Divisions. Additionally, these business rules contain processes and procedures for determining representation at the State Level Tournaments for any non-regional concept sport.

Table of Contents:

- 1. Obtaining and Use of Enrollment Numbers
- 2. Appeals of Data
- 3. Timeline
- 4. Divisional Assignments
 - a. Individual Sports
 - b. Non-Competitive Balance Team Sports
 - c. Competitive Balance Team Sports
- 5. Representations
 - a. Formulas
 - i. Automatic Qualifiers
 - ii. Extra Qualifiers
 - iii. Ties

1. Obtaining and Use of Enrollment Numbers

- In accordance with the Ohio High School Athletic Association (OHSAA) Business Rules for Obtaining Enrollment Data, adopted by the OHSAA Board of Directors, the OHSAA obtains Initial Enrollment Numbers for member schools from the Ohio Department of Education (ODE) for use on a biennial basis.
- The data are extracted from the Department's Education Management Information System (public schools) or Report of a Nonpublic School (non-public schools) for students in grades 9, 10 and 11 by gender using the information from the October count. The OHSAA refers to this Initial Enrollment Number as a school's EMIS count.
- For divisional assignments to OHSAA tournament, beginning with the 2021-22 school year, Initial Enrollment Numbers (EMIS) will be calculated in a school year beginning with an odd numbered year for use in the next two school years.
- For each Competitive Balance sport, the EMIS count is combined annually with a specific sport's distinct Competitive Balance Roster Data (referred to as Competitive Balance Enrollment) to create a school's final tournament enrollment for each specific sport.
- The tournament enrollment is then utilized to assign a school to its respective tournament division, following the principles as outlined in General Sports Regulation 17, Tournaments, and the business rules herein.

2. Appeals of Data

- Procedures for appealing Initial Enrollment Data (EMIS) is described in Business Rule 1 above:
 - School principals or superintendents/heads of school will have the ability to appeal their EMIS numbers in a procedure developed by the Executive Director's Office. The procedure will be sent electronically to school administrators and posted on the OHSAA website (www.ohsaa.org).
 - The appeals process will occur AFTER the EMIS numbers have been shared with each member school. The EMIS numbers are generally shared with member schools within the four months following the collection of the data from ODE during each even-numbered year.
 - The appeals process will include submitting to the Executive Director's Office a report/written correspondence that supports the enrollment number that the school believes is a more accurate reflection of the enrollment at their school and includes a detailed explanation of how the school determined the Ohio Department of Education (ODE) made an error in pulling the data.
 - No requests for review will be accepted that are not authorized and signed by either the principal or superintendent and no requests may be submitted directly to ODE.
 - No further inquiries or appeals will be accepted after the established/published deadline.
 Depending on when the data is received/verified, a deadline will be established accordingly for schools to appeal.
- Procedures for appealing Competitive Balance data:
 - AFTER the Competitive Balance data submission deadlines have passed in each sports season of each year (regardless of whether or not it is an EMIS collection year), the Executive Director's Office will email each school the data that has been submitted for review (appeal). This email will be sent to school athletic administrators generally within two weeks after the submission deadline.
 - Athletic administrators are highly encouraged to specifically review their students especially those that are Tier 2 to make sure the students have been tiered correctly.

- Note: Athletic administrators at public schools who work with an outside technology company to collect their data are especially encouraged to review their Tier 2 students since history has shown not all addresses collected by such companies match those specifically assigned to the school's attendance zone.
- Should the athletic administrator find an error, the appeals process will include submitting to the Executive Director's Office a report/written correspondence via email that supports the school's belief that a student(s) Tier should change before a specified deadline.
- No further inquiries or appeals will be accepted after the established/published deadline. The deadline will generally be no later than two weeks after the email regarding the data has been sent.
- Once the OHSAA Board of Directors approves the tournament division assignments and school division assignments for the next school year, **no inquiries or appeals will be accepted.**
 - Exceptions will occur if an error was made by the Executive Director's Office or the Executive Director's Office discovers an error (whether intentional or not) was made by the school.
 - 1.) Corrections of such errors will only be made when it results in the school(s) being placed in a higher tournament division.
 - 2.) Corrections of such errors will NOT result in the tournament division assignments being redrawn and/or the movement of any other schools not involved in the error to another division (Example: It is discovered that School A tiered a student incorrectly and the Executive Director's Office corrects the error. The result of the correction is that School A moves from Division II to Division I. School B is the last school in Division I before the dividing line to Division II. Even though School A is being moved to Division I, School B will NOT be moved to Division II to compensate for School A moving and will remain in Division I.).

3. Timeline

- With EMIS data being calculated in school years beginning with odd numbered years (i.e. 2021-22, 2023-24, 2025-26, etc.), sport specific divisional assignments and representations shall be determined and approved using this data on the following timelines:

• Non-Competitive Balance Sports

The non-competitive balance sports are:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>				
Boys Cross Country	Boys Bowling	Boys Lacrosse				
Girls Cross Country	Girls Bowling	Girls Lacrosse				
Field Hockey	Gymnastics	Boys Tennis				
Boys Golf	Ice Hockey	Boys Track & Field				
Girls Golf	Boys Swimming & Diving	Girls Track and Field				
Girls Tennis	Girls Swimming & Diving	Boys Volleyball				
	Boys Wrestling					
	Girls Wrestling					

- Fall and Winter Sports
 - Developed during the spring of the corresponding even numbered year and approved during the April, May, or June Board of Directors meeting, unless otherwise noted.
- Spring Sports
 - Developed during the summer of the corresponding even numbered year and approved during the August/September Board of Directors meeting, unless otherwise noted.
- Implementation
 - These sport specific divisional assignments and representations shall be utilized for the following two school years.
- <u>Example</u>
 - EMIS data calculated in the fall of 2023 shall be used to develop sport specific divisional assignments and representations during the spring and summer of 2024.
 - Once approved by the OHSAA Board of Directors, the sport specific divisional assignments and representations shall be utilized during the 2024-25 and 2025-26 school years.

• **<u>Competitive Balance Sports</u>**

• The competitive balance sports are:

<u>Fall</u>	<u>Winter</u>	Spring
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Soccer		
Volleyball		

- Fall and Winter Sports
 - Developed during the spring of the corresponding even numbered year and approved during the April, May, or June Board of Directors meeting, unless otherwise noted.
- Spring Sports
 - Developed during the summer of every school year and approved during the August/September Board of Directors meeting, unless otherwise noted.
- Implementation
 - These sport specific divisional assignments and representations shall be utilized for only the following school year.
- <u>Example</u>
 - EMIS data calculated in the fall of 2023 shall be combined with the sport specific competitive balance data collected throughout the 2023-24 school year to develop sport specific divisional assignments and representations during the spring and summer of 2024.
 - Once approved by the OHSAA Board of Directors, the sport specific divisional assignments and representations shall be utilized during the 2024-25 school year.

- EMIS data calculated in the fall of 2023 shall be combined with the sport specific competitive balance data collected through the 2024-25 school year to develop sport specific divisional assignments and representations during the spring and summer of 2025.
 - Once approved by the OHSAA Board of Directors, the sport specific divisional assignments and representations shall be utilized during the 2025-26 school year.

4. **Divisional Assignments**

Individual Sports

- Per OHSAA General Sports Regulation 17.2, School Assignments Divisions, "the number of schools assigned to each division shall be determined by the number of **school teams** that participated in the tournament" during the school year in which the assignments are being developed.
 - For example, divisional assignments being developed in the spring and summer of 2024 are based on the number of school teams that participated in that sport's tournament during the 2023-24 school year.
 - The number of school teams shall be determined through tournament participation reports compiled by the District Athletic Boards or State Office after the first level of the sport's tournament.
 - Per General Sports Regulation 17.1, Tournament Assignments, the number of individuals needed to be designated as a team are as follows:

Bowling	5	Swimming & Diving	6
Cross Country	5	<u>Tennis</u>	4
<u>Golf</u>	4	Track & Field	9
<u>Gymnastics</u>	3	<u>Wrestling</u>	7

- The number for a team designation has been selected to reflect either the minimum number of participants needed to score in a contest, or the number of participants needed to compete in at least half of the contest's events.
- Once the number of school teams that participated in the tournament has been determined, the OHSAA staff must determine the number of divisions to which the schools shall be assigned.
 - In accordance with General Sports Regulation 17.1, Tournament Assignments, the number of divisions in individual sports shall be determined by the OHSAA Board of Directors and such determination MAY utilize the chart below:

Number of Teams	Divisions
200 or less	I
201-450	I, II
451-700	I, II, III
701 or more	I, II, III, IV

- If the sport meets a threshold required to have more than one division, the steps below shall be utilized to divide schools into the appropriate number of divisions:
 - Schools that fielded a team within the tournament shall be sorted by the EMIS count for the gender of the sport in question.

- Those schools shall be placed evenly within the divisions for that sport based on the EMIS count for that sport's gender (largest schools in Division I and so on).
 - Notes:
 - If the divisions cannot be made exactly even, an attempt shall first be made to decrease the number of teams in the largest and/or smallest divisions to create more equal divisions.
 - If the largest and/or smallest divisions cannot be made smaller without making the divisional assignments extremely uneven, the divisions shall be divided as close to even as possible without consideration of the number of schools in the largest and/or smallest divisions.
- The EMIS number of the last school in a division shall serve as the floor number for that division.
- The floor number minus one for a larger division shall serve as the ceiling number for the division immediately proceeding the larger division.
- All schools in the state shall be placed into the divisions for that sport based on the dividing lines created throughout this process.
 - Division assignments for schools who did not sponsor a team in the preceding year can be found through the school's myOHSAA account.
- Divisional assignments in individual sports shall be utilized for two years.

- Non-Competitive Balance Team Sports

- Per OHSAA General Sports Regulation 17.2, School Assignments Divisions, "the number of schools assigned to each division shall be determined by the number of school teams that participated in the tournament" during the school year in which the assignments are being developed.
 - For example, divisional assignments being developed in the spring and summer of 2024 are based on the number of school teams that participated in that sport during the 2023-24 school year.
 - The number of school teams shall be determined through review of the brackets for the specific sports after the first level of the sport's tournament.
- Once the number of school teams that participated in the tournament has been determined, the OHSAA staff must determine the number of divisions to which the schools shall be assigned.
 - In accordance with General Sports Regulation 17.1, Tournament Assignments, the number of divisions in Lacrosse, Boys Volleyball, Field Hockey, and Ice Hockey shall be determined by the OHSAA Board of Directors and such determination MAY utilize the chart below:

Number of Teams	Divisions
200 or less	I
201-450	I, II
451-700	I, II, III
701 or more	I, II, III, IV

If the sport meets a threshold required to have more than one division, the steps below shall be utilized to divide schools into the appropriate number of divisions:

- Schools that fielded a team within the tournament shall be sorted by the EMIS count for the gender of the sport in question.
- Those schools shall be placed evenly within the divisions for that sport based on the EMIS count for that sport's gender (largest schools in Division I and so on).

o Notes:

- If the divisions cannot be made exactly even, an attempt shall first be made to decrease the number of teams in the largest and/or smallest divisions to create more equal divisions.
- If the largest and/or smallest divisions cannot be made smaller without making the divisional assignments extremely uneven, the divisions shall be divided as close to even as possible without consideration of the number of schools in the largest and/or smallest divisions.
- The EMIS number of the last school in a division shall serve as the floor number for that division.
- The floor number minus one for a larger division shall serve as the ceiling number for the division immediately proceeding the larger division.
- All schools in the state shall be placed into the divisions for that sport based on the dividing lines created throughout this process.
 - Division assignments for schools who did not sponsor a team in the preceding year can be found through the school's myOHSAA account.
- Divisional assignments for non-competitive balance team sports shall be utilized for two years.

- <u>Competitive Balance Team Sports</u>

- Per OHSAA General Sports Regulation 17.2, School Assignments Divisions, "the number of schools assigned to each division shall be determined by the number of school teams that participated in the tournament" during the school year in which the assignments are being developed.
 - For example, divisional assignments being developed in the spring and summer of 2024 are based on the number of school teams that participated in that sport during the 2023-24 school year.
 - The number of school teams shall be determined through review of the brackets for the specific sports after the first level of the sport's tournament.
- Once the number of school teams that participated in the tournament has been determined, the OHSAA staff must determine the number of divisions to which the schools shall be assigned.
 - In accordance with General Sports Regulation 17.1, Tournament Assignments, the number of divisions Football, Soccer, Girls Volleyball, Basketball, Baseball, and Softball shall be determined by the OHSAA Board of Directors and such determination MAY utilize the chart below:

Number of Teams	Number of Divisions
199 and less	I
200-299	I, II
300-399	I, II, III
400-499	I, II, III, IV
500-599	I, II, III, IV, V
600-699	I, II, III, IV, V, VI
700 and more	I, II, III, IV, V, VI, VII

- If the sport meets a threshold required to have more than one division, the steps below shall be utilized to divide schools into the appropriate number of divisions:
 - Schools that fielded a team within the tournament in the previous sport season shall be sorted by the tournament enrollment for the gender of the sport in question.
 - The tournament enrollment is calculated by adding the school's EMIS count for the gender of the sport to the team's final competitive balance number for the sport, which has been provided and confirmed by the school during the corresponding entry period.
 - The OHSAA Board of Directors shall have the final authority in determining how many teams are placed into each division and MAY use the following guidelines:
 - For <u>Football</u>: The top 10 percent of football-playing schools based on tournament enrollment will be placed in Division I of the football tournament. The remaining schools will be divided as evenly as possible and placed into six additional football divisions based on tournament enrollment.
 - For <u>Soccer, Girls Volleyball, Basketball, Baseball, and Softball</u>: The largest 64 schools based on tournament enrollment shall be placed into Division I. The next largest 64 schools based on tournament enrollment shall be placed into Division II. The remaining schools shall be divided as evenly as possible based on tournament enrollment.
- The tournament enrollment number of the last school in a division shall serve as the floor number for that division.
- The floor number minus one for a larger division shall serve as the ceiling number for the division immediately proceeding the larger division.
- All member high schools shall be placed into the divisions for that sport based on the dividing lines created throughout this process.
 - Division assignments for schools who did not sponsor a team in the preceding year can be found through the school's myOHSAA account.
- Divisional assignments for competitive balance team sports shall be utilized for one year.

5. <u>Representation</u>

- Representation is the process through which the number of state level qualifying teams in each division from each of the six OHSAA athletic districts is determined.

- The number of state level qualifiers varies from sport to sport and is codified within that sport's tournament regulations.
- To begin, each division of a sport must be broken down to show the number of teams from each athletic district.

Division I	194
Central	47
East	1
Southeast	2
Northeast	72
Northwest	21
Southwest	51

In the photo above, Division I contains 47 teams from the Central, 1 from the East, 2 from the Southeast, 72 from the Northeast, 21 from the Northwest, and 51 from the Southwest. In total, the division has 194 teams.

- Formulas

0

- After determining the number of teams in a specific division, that number is divided by the total number of state qualifying teams. The quotient equals the number of teams needed to create one qualifier for the tournament. This is known as the state qualifying quotient.
- Example:

```
Division I 194 / 16 12.1250
```

In the above photo, the total number of Division I teams, 194, is divided by 16, the total number of state level qualifying teams. The quotient is 12.1250, meaning it takes 12.1250 teams in a district to get an automatic qualifier to the State Level Tournament.

- o Automatic Qualifiers
 - The number of automatic qualifiers for a district is determined by dividing the number of teams in that district by the state qualifying quotient.
 - Before determining the final number of automatic qualifiers, an initial calculation must be completed to determine if each district would receive at least one automatic qualifier.
 - A whole number must be present in the quotient received by dividing the number of teams in a district by the state qualifying quotient in order for a district to receive an automatic qualifier.
 - Example:

Central	47	3.8763
East	1	0.0825
Southeast	2	0.1649
Northeast	72	5.9381
Northwest	21	1.7320
Southwest	51	4.2062

In the photo above, each of the numbers in red is divided by 12.1250, resulting in the number listed in the fourth column. The Central, Northeast, Northwest, and Southwest each have a whole number, thus receiving automatic qualifiers. The East and the Southeast, however, do not have a whole number and do not receive an automatic qualifier.

 In scenarios in which a district does not receive an automatic qualifier, it must be determined if the district meets the criteria for being eligible to receive an extra qualifier.

- In order to be eligible to receive an extra qualifier, a district must have a ratio of at least 0.7500.
- In sports that have a Sectional-District-Regional-State format, if a district does not meet the 0.7500 threshold to be eligible to receive an extra qualifier, it must be determined if the district meets the criteria for being eligible to host it's own Sectional Tournament while feeding into the District Tournament of a different district.
 - In order to be eligible to host a Sectional Tournament, a district must have a ratio of at least 0.5000.
- In scenarios in which a district did not receive an automatic qualifier or an extra qualifier, nor was the district eligible to host a sectional tournament, one of two actions must occur:
 - <u>Combination with another district</u>
 - Two or more bordering districts may combine for competition so long as at least one of the districts failed to receive an automatic or extra qualifier in the initial calculation.
 - A combination between two or more districts that did not earn automatic or extra qualifiers must result in the combined district receiving an automatic or extra qualifier. Otherwise, schools must be reassigned to a different bordering district. Please see 'Reassignment' subsection for more information.
 - In **individual sports**, a combination of districts must occur across genders in order to maintain consistency and protect coaches who may train both gendered teams.
 - For example, if two districts without automatic qualifiers in the initial calculation can combine in girls to receive an automatic qualifier but cannot combine in boys to receive an automatic qualifier, then the teams in both genders must be reassigned using the process outlined in the 'Reassignment' subsection.
 - In **individual sports**, the same districts must combine across genders in order to maintain consistency and protect coaches who may train both gendered teams.
 - For example, the boys combination of E/SE earns a qualifier, but the girls combination of E/SE does not. However, the girls combination of SE/SW earns a qualifier. Because the assignment of the SE would be with two different districts, the teams in these districts across both genders must be reassigned using the process outlined below.
 - Reassignment
 - If a district cannot be combined with another district to receive an automatic or extra qualifier, the schools within that district shall be reassigned to districts that did receive an automatic or extra qualifier based on the school's geographical location.
 - Schools that are equidistant between two or more districts shall be reassigned last with consideration given to the number of schools reassigned to the districts in question.
 - Reassignment is completed on a sport-by-sport basis and is only done for competition purposes. Reassignment has no effect on the school's district

placement for DAB or BOD representation, as outlined in Constitution Articles 5 and 7.

- The combination of districts or reassignment of schools shall be outlined within the Excel documents used to complete divisional assignments.
 - Additionally, districts that host a sectional but feed into a different district's District Tournament will be noted within the Excel document. Such an arrangement will result in 1 being added to the host district's team total.
 - Example:

Division I	194	1	16	12.1250								
Central	47		3.8763			С	47	SE	2	Е	1	50
East	1		0.0825									
Southeast	2		0.1649									
Northeast	72		5.9381									72
Northwest	21		1.7320									21
Southwest	51		4.2062									51
	194											194
			Assigned	d to Centr	al							
		Chillicothe - SE										
			Logan - S	SE .								
			Tri-Valley	/ - E								

In the photo above, the East and the Southeast could not combine to gain an automatic or extra qualifier, nor could either district host a sectional tournament, so the schools were reassigned based on their geographical locations.

- Once combinations and reassignments are complete, new district total numbers must be calculated.
 - Using the photo from the previous example, the new district total numbers are calculated as follows:
 - Central: 47 C Schools + 2 E School + 1 SE Schools = 50 Total Schools
 - Northeast: 72 NE Schools + 0 Combo/Reassign = 72 Total Schools
 - Northwest: 21 NW Schools + 0 Combo/Reassign = 21 Total Schools
 - Southwest: 51 SW Schools + 0 Combo/Reassign = 51 Total Schools
- These totals must be divided by the state qualifying quotient to determine the final number of automatic qualifiers each district receives.
 - The **whole number, without utilizing rounding rules**, in the resulting quotient is the number of automatic qualifiers a district receives.
 - Example:

50	4.1237	4
72	5.9381	5
21	1.7320	1
51	4.2062	4
194		14
	72	50 4.1237 72 5.9381 21 1.7320 51 4.2062 194

In the photo above, each of the new district totals is divided by the state qualifying quotient, 12.1250. The number of automatic qualifiers is listed within column 4.

- If the number of automatic qualifiers earned by each district does not add up to the total number of state qualifying teams as outlined within the tournament regulations, extra qualifiers shall be awarded utilizing the process outlined below.
- o Extra Qualifiers
 - The number of extra qualifiers needed is determined by adding all of the whole numbers together and subtracting that sum from the total number of qualifiers to the state level tournament.
 - Extra qualifiers shall be awarded to the districts based on the number after the decimal point in the quotient received after dividing the new district total by the state qualifying quotient.
 - Districts shall receive extra qualifiers in order from highest decimal number to lowest decimal number until there are no remaining extra qualifiers to award.
 - Extra <u>2023</u> Teams Ratio Whole # Qualifier Representation Division I Central 0 50 4.1237 4 4 East Southeast 5 Northeast 72 5.9381 1 6 Northwest 21 1.7320 2 1 1 Southwest 51 4.2062 4 0 4 2 194 14 16
 - Example:

In the photo above, two extra qualifiers were needed to fulfill the total number of state qualifiers for the sport. The Northeast's and Northwest's decimal points are the two largest amongst the four districts. Therefore, the Northeast is awarded the first extra qualifier, while the Northwest is awarded the second.

o <u>Ties</u>

- In the event the awarding of extra qualifiers results in a tie in total representation and a number of total qualifiers greater than what is permitted within the tournament regulations, the extra qualifiers shall be awarded using the following rules:
 - Non-Competitive Balance Sports
 - The extra qualifier in question shall be awarded in alternating years, starting with the first district alphabetically.
 - Example:

							2022	2023
Central	22	2.9714	2	0.9714	1	3	3	3
East	2							
Southeast	3							
Northeast	53	6.1714	6	0.1714	0	6	6	6
Northwest	16	1.8286	1	0.8286	1	2	2	1
Southwest	16	1.8286	1	0.8286	1	2	1	2
	112		10		3	13	12	12

In the photo above, the Northwest and Southwest each had the same decimal number, thus the awarding of the second extra qualifier is in question. Because 'Northwest' comes first alphabetically, that district receives the extra qualifier in the first year (2022 here) and the Southwest receives the extra qualifier in the second year (2023 here).

• Competitive Balance Sports

 Because competitive balance sports' divisions and representations are recalculated each year, the extra qualifier shall be awarded to a district based on a coin flip completed at the Board of Directors Meeting at which the data is being approved.

• Example:

Enternipier						
Central	24	1.9394	24	1.9394	2	
East	18	1.4545	18	1.4545	2	TIE
Northeast	62	5.0101	62	5.0101	5	
Northwest	34	2.7475	34	2.7475	3	
Southeast	18	1.4545	18	1.4545	2	TIE
Southwest	42	3.3939	42	3.3939	3	
	198		198		17	

A tie in regional representation between the East and Southeast Districts. The tie was broken via coin flip at the June 8, 2021 BOD meeting. The Southeast District won the tie breaker and will have 2 regional qualifiers and the East District will have one regional qualifier for the 2022 OHSAA basketball tournament.

In the photo above, a tie existed between the East and Southeast for the third extra qualifier. Because the sport of basketball is a competitive balance sport, a coin flip was conducted at the June Board of Directors meeting. The Southeast won the coin flip and was awarded the extra qualifier for that upcoming year's tournament.

6. Application of Bylaw 2-1-1 Exception 1

- The Executive Director's Office shall release preliminary divisional assignments in accordance with the processes outlined above on a date to be determined by the Executive Director's Office.
 - Adjustments to these preliminary assignments shall only occur in accordance with Bylaw 2-1-1 Exception 1.
- Exception Language:
 - EXCEPTION: Schools may request an alternative divisional assignment to participate in the highest division of a respective sport on a sport-by-sport basis. Such a request must be submitted to the Executive Director's Office by the deadline to be published on the OHSAA website on an annual basis. Requests to participate in any division other than the highest division shall NOT be considered.

NOTE: Any requests for reassignment in the sports of boys and girls bowling, boys and girls cross country, boys and girls golf, gymnastics, boys and girls swimming and diving, boys and girls tennis, boys and girls track and field and boys and girls wrestling (i.e. individual sports) shall result in the entire team moving up to the highest division, not just individual athletes.

- The deadline by which schools must request reassignment to the highest division of the sport shall be set and communicated to the membership by the Executive Director's Office no later than the March Board of Directors meeting in any given school year.
- The Executive Director's Office shall only approve a request for reassignment provided the division to which the school was originally assigned does not drop and remain below 64 schools.
 - Should any given division in a specific sport drop below 64 teams, the Executive Director's Office shall contact the smallest schools of the next highest division in that sport to provide the opportunity to move to affected lower division in an attempt to maintain at least 64 schools in that lower division. If there is a tie for the smallest school, the Office shall first contact the school with the smallest base EMIS number, excluding Competitive Balance data. If there is a tie for the smallest school based on EMIS, the OHSAA staff shall conduct a coin flip with at least one Board of Directors member to determine which school shall be contacted first.
 - Example: Two Division 2 schools in girls volleyball request reassignment to Division 1. This results in Division 2 dropping to 62 total schools. The Executive Director's Office will contact Division 1 schools, in order from smallest to largest, until 2 schools agree to move down to Division 2.
 - Should no schools elect to move down to Division 2, the Executive Director's Office may deny the requests of those Division 2 schools to move into Division 1.
 - No school shall be required to move into a higher division than that which it was originally assigned.
- After all requests have been ruled upon, the Executive Director's Office shall calculate/recalculate
 representation for the sports in which requests were approved. The new representation data shall
 be presented, reviewed, and voted upon by the OHSAA Board of Directors at the regularly
 scheduled meeting that immediately proceeds the deadline by which schools must submit the
 request.
 - Example: The deadline to submit requests to move up to Division 1 for spring sports is September 13, 2024. The newly calculated representation for the affected spring sports shall be presented to the Board of Directors during the September 26, 2024, Board of Directors meeting.
- Approved request shall not result in a recalculation of the enrollment/tournament enrollment cutoff lines for divisional assignment purposes in the affected sport.