**WIAA Basketball Seeding Meeting:**

**Material Needed: Refreshments for coaches, copies of Ranking Sheet for all coaches, Ranking Grid completed in advance with school names, Dry Erase with grid in place to display votes, Dry Erase markers, Numbers to draw, additional ballots for appeals and tie breakers, extra pens, blank bracket to be completed**

1. Introductions/Refreshments
2. Updates to season summaries – go around table
3. Reminders:

* Each school must designate one person to speak
* Three minutes to discuss season
* Coaches should consider – comments, head to head against teams in regional, comparative scores against like opponents, conference standings, relative strength of schedule, overall win-loss record, other special factors

1. Random draw for order of presentation – draw numbers
2. Timed season reports (3 minutes – use stopwatch)
3. Coaches complete ranking sheets – can’t rank own school
4. Publicly record the ballots in alphabetical order
5. Add the scores and list rank order
6. If a tie results, move to appeal procedure
7. If no ties, ask if there are any appeals, beginning from the bottom and moving up.
8. If an appeal occurs, the coach making the appeal has 1 minute to present their argument. The coach being challenged will then respond with a 1 minute appeal.
9. All coaches NOT involved in the appeal will have one vote – no coach can abstain
10. Host records votes in a visible manner
11. If the vote is a tie, the appeal fails.
12. After seeding process is complete, fill in the bracket with sites and times, using the WIAA Halftime Center instructions
13. Optional: Fill out hard copy of the bracket, make copies of the bracket to send home with coaches
14. Thank coaches for attending and wish them luck for the tournament series.
15. E-mail all AD’s in grouping with results