**WIAA Division 1 – Softball Electronic Seeding Meeting Procedures**

1. **No later than Noon, Monday, May 19** - Submit season summary form (attached to e-mail) and a brief written statement regarding the season highlights and/or items that the coach feels are of importance when considering seeding. Send this information to shauser@pointschools.net ONLY. **Do not send this information to everyone in the group.**
2. **Noon, Monday, May 19** – Seed host sends all season summaries/statements from coaches out to entire group for consideration.
3. **No later than Noon, Tuesday, May 20** – All head coaches must have returned their ranking sheet to shauser@pointschools.net ONLY. **Do not sent this information to everyone in the group.**
4. **No later than 3:00pm, Tuesday, May 20** – Host will send a summary of all votes out to everyone in the group.
5. **No later than 9:00am, Wednesday, May 21** - Any coach wishing to appeal must notify the host of his/her intention. Coaches involved in the appeal should again write a brief statement as to why their team should be considered for a higher seed. The coach of the team being challenged will then be allowed to give reasons as to why the challenge should be denied. All coaches NOT involved in the appeal will have a vote. Votes should be sent to the host ONLY. The host will then list how each school voted and provide the final vote for the appeal.

**All/any appeals will be conducted via e-mail from 6:30-9:00pm and coaches MUST be on their computer at that time to keep the process efficient. If there are no appeals, we will not need to utilize this time.**