

2026 SOFTBALL SEEDING PROCEDURES

Before the Seeding Meeting

1. Seeding Meetings must be held between May 13-17 for Divisions 2-3-4-5. Division 1 Seeding Meetings must be held between May 17-20.
2. Seed meeting hosts should contact all schools in their grouping to determine if the majority of schools wish to conduct a traditional meeting (in-person) or use a method determined by the host (teleconference, email, fax, distance learning). The sites/times of all Softball Seeding Meetings once finalized will be published on the WIAA website. This can be found under Tournament Information > Seeding Meeting Materials.
3. Each coach must share the scores of their team's games using the [online Season Summary form](#) to every other school in their tournament group and the individual conducting the seed meeting following the timetable provided by your seed meeting host.
4. Seeding meeting hosts will be paid \$70 by WIAA.

At the Seeding Meeting

1. Coaches are required to participate in seeding meetings.
2. Each school will designate one person to speak on behalf of their school.
3. If a school is not represented at the seeding meeting, their school may still be seeded, if appropriate. If the school is not deserving of a seed, they may be ranked/positioned last. Schools wanting to use a telephone or teleconference hookup will be accommodated if possible. Any expense must, however, be paid by requesting school.
4. Each coach will update his/her Season Summary to include any games played on Friday.
5. Prior to the start of the meeting, the host will have the coaches draw to determine the order of presentations. Each coach should be allowed three minutes to discuss their season.
6. Coaches should consider these factors when determining their seeds (list is in no particular order):
 - a. Coaches comments.
 - b. Head-to-head competition against teams in their grouping.
 - c. Comparative scores against like opponents.
 - d. Conference standings.
 - e. Relative strength of schedule.
 - f. Overall win-loss record.
 - g. Other special factors (e.g. injury of a key player, etc.)
7. Once everyone has had the opportunity to speak, coaches should complete their Ranking Sheet. Coaches are not allowed to rank their own team.
8. After all Ranking Sheets are turned in, the individual conducting the seeding meeting will record the ballots of each school alphabetically in a visible manner (e.g., chalkboard, chart, overhead, etc.).
9. The rankings shall be tallied and the team with the lowest number will be the #1 seed, the team with the second lowest number shall will be the #2 seed etc., until all seeds are determined.

Breaking Ties

If a tie results during seeding, move to the tie-breaking procedure below:

1. The coaches involved in the tie shall have one minute to state his/her claims to the higher seeded position.
2. All coaches not involved in the tie will have one vote to determine which team gets the higher seeded position. The Seeding Meeting host will ask coaches to vote for the team that should receive the higher seeded position. No coach is allowed to abstain from voting.
3. After all ballots are turned in the seeding meeting host will record the ballots in a visible manner.
4. The team with the most votes receives the higher seeded position.
5. If the vote results in a tie, repeat this procedure.
6. If after two attempts, the tied vote remains, a coin flip will determine the higher seeded team.

Appeal Procedure

If a team feels it should have received a higher seeded position, once the votes have been tabulated, it may appeal its position relative to that of any other team. The following procedures shall be used:

1. Appeals may NOT be made for a lower seed. Always start from the bottom and work toward the top seed when working through the appeal process.
2. The coach making the appeal shall have one minute to state his/her claims to the higher seeded position. The coach of the team being challenged will then have one minute to state his/her claim to that position.
3. All coaches NOT involved in the appeal will have one vote to determine which team gets the higher seeded position. No coach is allowed to abstain from voting.
4. After all ballots are turned in, the individual conducting the seeding meeting will record the ballots of each school alphabetically in a visible manner.
5. The team with the most votes receives the higher seeded position.
6. A team may make any number of appeals, but an appeal between the same teams cannot be repeated. Teams may only appeal one seed higher at a time. Example: School is seeded 6 and feels they should be the 4 seed.
7. If when voting on an appeal a tie vote occurs, the original placement shall stand.
8. If this is an attempt to break a tie from the original placement of teams, continue to hash it out until the vote determines the placement of teams. Use a coin flip only when it appears there is no way to break the tie.
9. A team cannot appeal a tie-breaking vote.
10. All disagreements regarding seeding must be settled at this meeting. Once the meeting is over, the seeds are final. The WIAA will not change the results of your seeding meeting or hear appeals.

Following The Seeding Meeting

1. Please do NOT release any of the bracket information to the media. Completed brackets will be posted on our website www.wiaawi.org on Sunday, May 17 (Divisions 2-3-4-5) and Wednesday, May 20 (Division 1).
2. Please notify your athletic director that you will/will not be hosting a first-round regional game. Your athletic director will also receive an email with the completed bracket.
3. Your athletic director will be notified by the WIAA if your school was not represented at the seeding meeting.