

2026 HOCKEY SEEDING PROCEDURES

Please review the following materials very carefully so that you are prepared to coordinate your hockey seeding meeting.

Before the Seeding Meeting

1. Seeding meetings must be conducted prior to 2 p.m. Sunday, February 8.
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 (virtual or hybrid)**.
3. Each coach shall provide their Season Summary to every other school in their regional grouping and to the individual conducting the Seeding Meeting by the date designated by the seeding meeting host. **The WIAA Season Summary form must be used.**
 - a. Download your [Season Summary Report](#) right from WIAA website (select a year, then a sport season, then type and select a team from the search list, and click the 'View Report' button to generate a PDF report).
 - b. Coaches must verify the accuracy and completeness of their schedule and results. If you find any inaccurate or missing data, we ask that coaches/Athletic Director make the correction and then regenerate.
4. The sites/times of all Hockey Seeding Meetings once finalized will be placed on the WIAA website. Access the Boys or Girls Hockey Home Page < www.wiaa.wi.org > Tournament, Tournament Information, Seeding Meeting Materials, and choose Seed Meeting/Times/Dates & Locations.
5. Specific questions regarding the date selected, site, and time for the Seeding Meeting should be discussed with the Athletic Director of the school hosting your Seeding Meeting, not the 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.
4. Each coach will update his/her Season Summary to include any games played after form was submitted.
5. Prior to the start of the meeting, 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 (factors are not listed in any order of preference):
 - (a) Coaches comments.
 - (b) Head-to-head competition against teams in their regional 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 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. First, they must appeal for the 5 seed. If successful in obtaining the 5 seed, they could then appeal for 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.

If a disqualifying violation is confirmed after brackets have been seeded, the opponent of the disqualified team shall advance regardless of their bracket position and no other adjustments shall be made within the bracket.

Following are some additional reminders:

1. Please do not release your bracket information to the media. The complete listing of all games for all divisions will be placed on the WIAA website as soon as all meetings have been completed for your division. Early release of the information can make it very difficult for us to correct potential errors.
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.
4. During regional and sectional play, if a disqualifying violation is confirmed after brackets have been seeded, the opponent of the disqualified team shall advance regardless of their bracket position and no other adjustments shall be made within the bracket.

HOSTING/GAME TIMES

1. Each sectional will be seeded by the coaches in that sectional.
2. The highest seeded teams will host through the Sectional semifinals. Highest seeded team will host provided their facility can accommodate spectator interest. Highest seeded team may select an alternate site, or may relinquish the right to host to the next highest seeded team. Highest seeded team will be considered the home team for last line change purposes.
3. Final approval of all sites will rest with the WIAA.
4. All schools should finalize the securing of ice for all playoff games they could host.
5. Sectional final games will be held at sites predetermined by the WIAA. The time schedule and game assignments can be found on the WIAA Hockey website.

AFTER THE SEEDING IS COMPLETED

1. After the seeds have been determined, access the link provided to you by the WIAA to enter the results of your seeding meeting. If you have lost the email with the link to the information, use the following:
[SEED FORM](#) | [HELP GUIDE](#)
2. As you enter the seeds into the program, games will be determined and the higher seeded team will appear as the host for the game.
3. Seeding meeting host must notify the WIAA if a school is not represented appropriately at the meeting.
4. All athletic directors of schools in your grouping will receive an email automatically showing the results of the seeding meeting in bracket format.

THANKS for serving as the meeting coordinator.