

SOCCKER SEEDING MEETING PROCEDURES

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

Before the Seeding Meeting

1. The meeting can be either in person or virtual but if the meeting is in person there must be a virtual option.
2. The sectional final host will be the seeding meeting host ONLY if no one within the grouping volunteers to host the seeding meeting.
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.**
4. The sites/times of all Soccer Seeding Meetings once finalized will be placed on the WIAA website. Access the Boys/Girls Soccer Home Page and click on Tournament and scroll down to Tournament Information > Seeding Materials > Seed Meeting Time/Dates.
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 matches played after form was submitted.
5. All groupings will meet together and seed as a complete group. The grouping will not be split into top eight in one room and remaining schools in a different room.
6. 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.
7. 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.).
8. Once everyone has had the opportunity to speak, coaches should complete their Ranking Sheet. Coaches are not allowed to rank their own team.
9. 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.).
10. 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.

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.

Following are some additional reminders:

1. Please do not release your bracket information to the media. The complete listing of all matches 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 match. 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/MATCH TIMES

1. The higher seeded team will host through the Sectional Semifinal match provided that school has a facility, or has access to a facility on the approved site list. Note: A school may pre arrange to host at another facility, but that facility must still be listed on the approved site list.
2. If the higher seeded team does not have access to a field on the approved site list, the opponent will be given the opportunity to host under the same criteria.
3. If a school is the higher seed but isn't 100% sure of the status of their field, contact the WIAA immediately to finalize the match site and time.
4. Weekday contest times will be 4 p.m. or 7 p.m. Matches may start earlier than 4 p.m. with WIAA approval. Weekend contest times will be 1 p.m., 4 p.m., or 7 p.m. Note: The host school manager will determine the start time and are instructed to keep in mind travel for competing schools and daylight. Requests for alternative times will be handled by the WIAA on a case by case basis.

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, matches will be determined and the higher seeded team will appear as the host for the match.
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.
5. Seeding meeting hosts will be paid \$70 by the WIAA.

THANKS for serving as the meeting coordinator. Please contact me if you have any questions (715) 240-8501.

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