



TO: Athletic Directors

FROM: Kyle Hamrick, Central District Soccer Tournament Manager
E-mail: hamrick.cdsoccer@gmail.com Phone: 513-252-4992
Please send an e-mail if it is not an emergency

DATE: September 16, 2016

RE: Central District Draw Meeting,
Sunday, October 9, 2016
Gahanna Lincoln HS Auditorium, 140 S. Hamilton Road, Gahanna, OH 43230
Boys All Divisions Draw – 2:00 PM
Girls All Divisions Draw – 3:00 PM
Kyle Hamrick will conduct the 10/9/2016 Draw Meeting
NOTE: Coaches, please plan on arriving and turning in all required paperwork
NO LATER THAN 15 MINUTES BEFORE THE START OF YOUR DRAW

IMPORTANT INFORMATION

1. 2016 General Soccer Tournament regulations are available online at www.ohsaa.org.
2. Please distribute the COACHES' PACKET to your head soccer coach and complete your responsibilities as soon as possible.
3. The OHSAA will be sending you separately, the coaches' online seeding materials sheet. Please distribute the online materials to your coaches as soon as possible. Please go over the online materials carefully with your coaches.

REQUIRED TIME SENSITIVE INFORMATION

- 1. Official Eligibility Certificate** signed by your Principal or Principal's designee must be in our hands at or before the Draw Meeting on Sunday, October 9, 2016. An eligibility certificate must be completed for each varsity team participating the tournament (i.e. one for a boy's team and one for a girl's team). If your team is coed, your team will be participating in the boys' tournament; only one certificate must be submitted for the coed team.
- 2. Tournament Entry Forms** must be submitted online before the end of business on Tuesday, September 13, 2016. One entry form must be completed for each team participating. If your team is coed, your team will be participating in the boys' tournament; only one certificate must be submitted for the coed team. We will verify your online entry from with the OHSAA.
- 3. HOST SITE INFORMATION** – Your coach needs to come to the draw meeting **PREPARED** with the information on whether or not your school is willing/able to host home tournament games up to the district finals. The higher seeded team will have the right to host. If the higher seeded team does not want to host, they can defer to the lower seeded team to host. If the lower seeded team does not wish to host a tournament game –

IT WILL BE THE RESPONSIBILITY OF THE BETTER SEEDED TEAM TO FIND A SITE FOR HOSTING THE GAME; your coach must understand this information before placing themselves on the tournament bracket at the draw meeting. It is important during tournament play that host sites notify Kyle Hamrick if a contest site is unplayable due to inclement weather, home football games, or any other cause. If your site is unplayable, you will have the responsibility for lining up potential backup sites for your home tournament matches. **PLEASE LET KYLE HAMRICK KNOW BEFORE THE DRAW, IF POSSIBLE, ABOUT ANY POTENTIAL UNPLAYABILITY PROBLEMS AND WHAT FIELDS YOU HAVE LINED UP AS BACKUP HOME MATCH SITES SO WE CAN CHECK THE FIELDS.** Now is the proper time to lineup backup fields rather than just before a home tournament match.

4. **CHANGES IN START TIME** - If your team has a Muslim player(s) who is/are fasting during the Ramadan religious month, we are permitted to play lighted-field matches, home or away, at 7:30 PM in order to give the player(s) a chance to eat/drink something after breaking the fast. Due to daylight constraints, however, matches played on unlighted fields must proceed as scheduled (5:00 PM). Please notify Kyle Hamrick no later than the Draw Meeting, if your team would like to use this scheduling policy. The earlier the notice the better.
5. **FINANCIAL INFORMATION AND GAME REPORT FORMS** will be provided by the CDAB Treasurer.

TOURNAMENT ADMISSIONS

Sectional Contests: Adults - \$6.00 Students - \$5.00

District Semi-Finals and Finals: All Tickets - \$7.00

Participating schools are required to use the numbered OHSAA tickets issued to your school by the CDAB. Host schools will be provided with tickets during the October 9th tournament draw meeting to be used for game admission. Please contact Jim Hayes with the CDAB if you have any questions concerning financial procedures/reporting for tournament matches.

TOURNAMENT BRACKETS AND PLAY

Brackets and other pertinent tournament information will be posted at www.cdab.org. There is a possibility of changes to the brackets for your school during the opt-in or opt out period for tournament entry. Tournament online seeding and deadlines will be provided by the CDAB/OHSAA with your seeding materials. The completed tournament brackets will be posted online on the Monday, October 10, 2016. Brackets will be updated throughout the tournament as matches are completed.

TOURNAMENT PLAY DATES

Blank brackets for all divisions of boys and girls are posted at cdab.org. Be sure that you and your coaches discuss any and all potential conflicts that could prevent your team from playing on the specified dates prior to attending the draw meeting.

Sectional Tournament Dates: October 17th – 22nd (10/22 is a National testing date. Discuss with your coaches and student athletes to avoid conflicts).

District Semi-Final Dates: October 25th and 26th

District Finals: Saturday, October 29th (1:00, 4:00 and 7:00 PM)

District Final Host Sites: Host sites for District Finals will be selected from a pool of schools that have agreed to host District Finals. The host sites for the finals will be announced no later than **12:00 PM on Thursday, October 27th** following the completion of all District Semifinals.

Host Site Pool: Bishop Hartley, Grandview Heights, The Wellington School, Gahanna Lincoln, Olentangy Orange, Canal Winchester, Westerville North and Newark.

SCORE REPORTING

The **HOSTING ATHLETIC DIRECTOR** should report the final scores to me via calling or texting my cell phone (513) 252-4992 or e-mailing the results to me **IMMEDIATELY FOLLOWING THE CONTEST**. If the contest goes to overtime and/or penalty kicks, please include the scores of each. (i.e. School A beat School B 2-1; 5-4 PK's)

PAPERLESS ITEMS

In an attempt to be as paperless as possible, the CDAB will have the following information posted at www.cdab.org as a tournament resource:

- **TOURNAMENT BRACKETS** available online following the tournament draw and updated daily throughout the tournament. Completed copies will not be distributed to the coaches following the tournament draw.
- **ATHLETIC DIRECTORS' TOURNAMENT PACKET** – Please read all of the information in this packet and the Coaches' Packet so you can help your coaches, athletes and fans to understand procedures and information pertinent to the tournament.
- **COACHES' TOURNAMENT PACKET** – please be sure that your boys' and girls' head coaches receive this information.
- **SITE MANAGER PACKETS & FINANCIAL REPORT FORMS** are available online on the boys' and the girls' tournament sites.

REMINDER – COACHES' SHOULD BE PREPARED/BRING TO THE DRAW THE FOLLOWING:

- Understanding if their home school will be able to host tournament games
- Eligibility Certificate – completed and signed by the principal or designee
 - These may be scanned and e-mailed to hamrick.cdsoccer@gmail.com prior to the draw meeting

Again, my cell phone number is available if you have an emergency. If I do not answer, please leave a message and I will call back as soon as possible. Any other questions or comments should be e-mailed to me at hamrick.cdsoccer@gmail.com.

Thank you for all that you do! I look forward to a GREAT soccer tournament!

ATHLETIC ADMINISTRATORS' CHECKLIST

- o Complete and submit the TOURNAMENT SITE AGREEMENT FORM to Doug Ute at dute@ohsaa.org
- o Ensure all coaches have completed all district and state required coaching certifications
- o Complete the online TOURNAMENT ENTRY FORM on or before September 30, 2016
- o Complete and sign an OHSAA ELIGIBILITY CERTIFICATE
- o Distribute tournament information to your head coaches
- o Communicate your ability to host a tournament contest to your head coach prior to the tournament draw meeting on October 9, 2016
- o Review the SECTIONAL TOURNAMENT SITE SELECTION document at www.cdab.org

IF HOSTING A TOURNAMENT CONTEST

- o Ensure your playing field is safe for all participants and that it meets at least the NFHS minimum requirements.
- o Review the CDAB Financial Procedures
- o Review the Soccer Tournament Manager's Manual to aid in preparing for your home tournament match
- o Contact Kyle Hamrick immediately following your home match to report the final score

HEAD SOCCER COACHES' CHECKLIST

- o Be sure that all coaches participating in the tournament have been approved by your district
- o Receive a completed and signed OHSAA Eligibility Certificate from your school administrator prior to the draw meeting
- o Confirm with your Athletic Administrator regarding your ability to host a tournament contest
- o Bring the OHSAA Eligibility Certificate to the Draw Meeting
- o Know your school's ability to host a tournament contest
- o Review and understand the 2016 General Soccer Tournament Regulations available at www.ohsaa.org
- o Review and understand the 2016 soccer Tournament Manager's Manual
- o Attend the CDAB Tournament Draw Meeting on Sunday, October 9, 2016 at 2:00 PM at TBD
- o Communicate the tournament draw results to your athletic administrator, players and fans

IF HOSTING A TOURNAMENT CONTEST

- o Assist your athletic administrator in the preparation of hosting a tournament contest

SOCCER TOURNAMENT DRAW PROCEDURES

1. All participating teams will be seeded by an online vote of the coaches. If there is a tie, the following tie breaking procedures will be conducted at the division breakout sessions at the tournament draw:
 - (1) If one of the teams did not vote, that team automatically loses the tie breaker.
 - (2) Conduct a written re-vote between the participating teams amongst the division coaches
 - (3) Flip a coin
2. A public disclosure of how the coaches voted during the seeding will be made available to each divisions coaches at the tournament draw meeting.
3. Seeded teams shall make, in order of their seed, their choice of placement on the tournament bracket. The number one seed shall make the first selection. The better seeded team shall be considered the home team in sectional and district level contests. The district finals will be played at a neutral site TBD following the semi-finals. The better seeded team will be considered the home team in that contest and should wear their white uniforms.
 - (1) At the sectional level and district semifinals, the better seeded team has the right to host. If deferred, the opponent will have the option to host. If deferred, the better seeded team will be responsible to obtain a host site
4. Coaches may pass when it becomes their turn to make their choice of placement on the tournament bracket. When a pass occurs, the next team shall make their choice of placement on the bracket. The next selection will go back to the highest seeded team that passed on their last selection opportunity. The draw will continue in order of seeded teams that are not on the bracket. **Teams may pass an unlimited number of times.**
 - (1) Example - #1 passes, the selection goes to #2. After #2 makes a selection, the next pick goes to #1; #3 will then follow #1 since #2 is on the bracket already.
5. See below for procedures when the team representative is late or absent from the draw meeting.
6. The tournament draw will conclude when the last team places themselves on the tournament bracket.

TEAMS LATE/ABSENT FROM THE DRAWING MEETING

A team is considered to be late or absent when the top seeded team in their division has made a selection on the bracket or has passed. When this happens, **THE LATE/ABSENT TEAM WILL BE PLACED ON THE FURTHEST LINE AWAY FROM THE TOP SEEDED TEAM IN THE FIRST ROUND OF SECTIONAL PLAY** (this team will NOT have a bye). If more than one team does not show, teams will be placed as far apart as possible prior to the general placement of teams on the bracket.

Schools that fail to fulfill the following pre-tournament responsibilities are subject to a \$150 fine for each violation:

1. Participate in the online seeding process;
2. Follow the defined seeding procedures;
3. Submit tournament materials by the defined deadlines;
4. Have a representative at the draw meeting

In addition, a school that fails to be represented at the draw meeting forfeits their opportunity to host their first tournament contest.

In cases not covered by these policies and procedures or in conflict between these policies and procedures and the OHSAA Requirements, the OHSAA regulations will be followed.