



**TO:** Head Coaches & Athletic Directors

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

**RE:** **Central District Draw Meeting**  
Sunday, October 7, 2018 @ Gahanna Lincoln High School Auditorium  
2:00 PM – Boys All Divisions  
3:00 PM – Girls All Divisions  
NOTE: Coaches, please plan on arriving and turning in all required paperwork  
**NO LATER THAN 15 MINUTES BEFORE THE START OF YOUR DRAW**

2018 General Soccer Tournament regulations are available online at [www.ohsaa.org](http://www.ohsaa.org)

**BRING TO THE DRAW MEETING:**

- Understanding if your school will be able and willing to host tournament contests
- School Information and Emergency Contact Form

**IMPORTANT INFORMATION**

**TEAM REPRESENTATIVE** – Per General Sports Regulation 6.4, A school coach, administrator or authorized school representative shall attend a mandatory draw/seed meeting for each sport for which a meeting is held. District Athletic Boards will provide schools with seeding information, will notify schools of the exact locations and times of the meetings and will notify schools in what sports the meetings will not be conducted. The specific dates for each sport’s draw/seed meeting dates during the upcoming school year are listed later in Regulation 6. Common tournament draw/seed procedures shall be used as approved by the Board of Directors and listed within each sport’s tournament regulations.

**General Sports Reg 6.4.1)** Schools that fail to send a coach, administrator or authorized school representative to a mandatory draw/seed meeting and/or fail to seed as instructed will be assessed a monetary penalty

**HOST SITE INFORMATION** – 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**; coaches must understand this information before placing themselves on the tournament bracket at the draw meeting.

**CHANGES IN START TIME** - If your team has a student(s) who is Muslim and 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.

**FINANCIAL INFORMATION AND GAME REPORT FORMS** will be provided by the CDAB Treasurer.

**TOURNAMENT ADMISSIONS**

**Sectional Contests:** Adults (including senior citizens) - \$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 8<sup>th</sup> 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](http://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 9, 2017. 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](http://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.

	<b>Sectional Round</b>	<b>District Semifinals</b>
<b>Division 1 Girls</b>	October 15 <sup>th</sup> & 18 <sup>th</sup>	October 23 <sup>rd</sup>
<b>Division 1 Boys</b>	October 17 <sup>th</sup> & 20 <sup>th</sup>	October 24 <sup>th</sup>
<b>Division 2 Girls</b>	October 15 <sup>th</sup> & 18 <sup>th</sup>	October 23 <sup>rd</sup>
<b>Division 2 Boys</b>	October 16 <sup>th</sup> & 20 <sup>th</sup>	October 24 <sup>th</sup>
<b>Division 3 Girls</b>	October 16 <sup>th</sup> & 18 <sup>th</sup>	October 24 <sup>th</sup>
<b>Division 3 Boys</b>	October 15 <sup>th</sup> & 17 <sup>th</sup>	October 23 <sup>rd</sup>

**Note:** All Sectional and District Semifinal matches will be played at **7:00 PM**. Boys Division 2 on 10/20 will be played at 3:00 PM.

**District Finals: Saturday, October 27<sup>th</sup> (2:00, 4:00, 5:00 and 8:00 PM)**

*October 27<sup>th</sup> is an ACT Test date*

**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 26<sup>th</sup>** following the completion of all District Semifinals.

**Host Site Pool:** Bishop Hartley, Gahanna Lincoln, Dublin Jerome, Westerville North, Westerville South, Olentangy Orange, and The Wellington School (each school will host two District Final Matches)

**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)

Schools and teams are encouraged to provide live score updates on Twitter to the CDAB Soccer Tournament Twitter Account, [@CDABSoccerTourn](https://twitter.com/CDABSoccerTourn)

### **PAPERLESS ITEMS**

In an attempt to be as paperless as possible, the CDAB will have the following information posted at [www.cdab.org](http://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.
- **SECTIONAL/DISTRICT SOCCER TOURNAMENT MANAGER'S MANUAL** – Each school that has the potential to host a sectional or district tournament game should review the tournament manager's manual at [www.ohsaa.org](http://www.ohsaa.org).

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

- Understanding if their home school will be able to host tournament games
- Emergency Contact Information Form
  - These may be scanned and e-mailed to [hamrick.cdsoccer@gmail.com](mailto: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](mailto:hamrick.cdsoccer@gmail.com).

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

### **ATHLETIC ADMINISTRATORS' CHECKLIST**

- Complete and submit the TOURNAMENT SITE AGREEMENT FORM to Doug Ute at [dute@ohsaa.org](mailto:dute@ohsaa.org)
- Ensure all coaches have completed all district and state required coaching certifications
- Verify school tournament participation status on myOHSAA by October 1<sup>st</sup>, 2018
- Complete the Emergency Contact Information Form attached at the end of this packet and give it to your head coach prior to the draw meeting.
- Distribute tournament information to your head coaches
- Communicate your ability to host a tournament contest to your head coach prior to the tournament draw meeting on October 7, 2018
- Review the SECTIONAL TOURNAMENT SITE SELECTION document at [www.cdab.org](http://www.cdab.org)

#### **IF HOSTING A TOURNAMENT CONTEST**

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

### **HEAD SOCCER COACHES' CHECKLIST**

- Be sure that all coaches participating in the tournament have been approved by your district
- Receive a completed Emergency Contact Information Form from your athletic administration. Bring a copy of this form to the Tournament Draw Meeting.
- Confirm with your Athletic Administrator regarding your ability to host a tournament contest
- Review and understand the 2018 General Soccer Tournament Regulations available at [www.ohsaa.org](http://www.ohsaa.org)
- Attend the CDAB Tournament Draw Meeting on Sunday, October 7, 2018 at Gahanna Lincoln High School
- Communicate the tournament draw results to your athletic administrator, players and fans

#### **IF HOSTING A TOURNAMENT CONTEST**

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

## SOCCKER 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 monetary fine per OHSAA General Sports Regulation 6 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.



**SOCCER TOURNAMENT  
SCHOOL INFORMATION AND EMERGENCY CONTACT FORM**

School: \_\_\_\_\_

Boys or Girls: \_\_\_\_\_ Division: \_\_\_\_\_

Name and address of tournament game field if different than the school address:

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION – Please complete all of the information below.**

*It will be assumed that the Athletic Director will be the site manager unless you indicate differently.*

Head Coach Name: \_\_\_\_\_

Head Coach Cell: \_\_\_\_\_

Head Coach E-mail: \_\_\_\_\_

Athletic Director Name: \_\_\_\_\_

Athletic Director Cell: \_\_\_\_\_

Athletic Director E-mail: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Cell: \_\_\_\_\_

Principal E-mail: \_\_\_\_\_

**Site Manager (If Different than above):**

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_