

2023 Northwest District Soccer/Volleyball Coaches Seeding and Voting Instructions

All team seeding and voting will be submitted on www.baumspage.com. Teams will be seeded based on the ranks submitted by all the coaches in their tournament. Coaches CANNOT vote for their own team. If a coach does not submit the seeding ballot, the highest seed ranking submitted the other coaches will be deducted from their team's total calculated score and the school or coach will be assessed a \$150 fine by the NWDAB.

Please follow the time frame below. Coaches are reminded that this is a two-step process.

1. Enter Team Seed Bio

- A. Window opens: 12:01 AM on Sunday, Oct. 1, 2023
- B. Window closes: 11:59 PM on Wednesday, October 4, 2023

2. Cast Your Vote

- A. Window opens: 12:01 AM on Thursday, October 5, 2023
- B. Window closes: 2:00 PM on Friday, October 6, 2023

[NWDAB Team Assignments](#) - Use the link to view team assignments.

Login Procedures:

Coaches that have accounts may login to www.baumspage.com anytime during the season.

1. If you had an account last year, login using that e-mail address and password.
2. If you do not have an account, click on **Apply here** and create an account.
3. After you login, use **Coaches | Select Teams | {select your school} click Get Available School Teams | click Select Sport | select {Soccer or Volleyball} | click Make me the Coach.**
4. Under **Coaches** on the left sidebar, click on **{Soccer or Volleyball} | Event Seeding | {select your team} click Get Available Events | click Get Event Details | click Submit Seeds and Vote**

Enter Team Seed Bio: Sunday-Wednesday: October 1st to October 4th.

1. Use the **Submit Seeds and Vote** link to access the event voting screens.



The window to **Enter Team Seed Bio** will open at 12:01 AM on Sunday, October 1st and closes at 11:59 PM on Wednesday, October 4th.

- A. Login to your account on www.baumspage.com and use **Coaches | select {Soccer or Volleyball} | Event Seeding | Submit Seeds and Vote | Enter Team Seed Bio**

B. Seed information will include:

- i. Current Overall Record: Won-Lost
- ii. Record vs. Division I Teams: Won-Lost
- iii. Record vs. Division II Teams: Won-Lost
- iv. Record vs. Division III Teams: Won-Lost
- v. Record vs. Division IV Teams: Won-Lost
- vi. Season Highlights - Quality Wins
- vii. Additional Seed Information - Comments

Cast Your Vote: Thursday, October 5th to Friday, October 6th

1. If a coach does not submit a vote, the highest vote submitted will be deducted from the team's total calculated score and the school or coach will be assessed a \$150 fine by the NWDAB.
2. After the **Enter Team Seed Bio** window closes, click **View Team Bios** to view data from all teams that submitted.
 - A. After the information is loaded on the screen, click **Download All Bios** to generate a text file that can be viewed or printed using Notepad.
3. When the Voting window opens, select **Cast Your Vote** to access the voting form.
 - A. The window opens at **12:01 AM on Thursday, October 5th** and closes at **2:00 PM on Friday, October 6th**.
 - B. Login to your account on www.baumspage.com and use **Coaches** | select {**Soccer or Volleyball**} | **Event Seeding** | **Submit Seeds and Vote** | **Cast Your Vote**
 1. **Coaches CANNOT vote for their own team!** Rank all of the teams in your tournament.
 2. **Teams will be listed in random order.** Select a team and **Move Up** or **Move Down** until all teams are listed in order from **First Place** to the **Last Place**. When finished click **Submit** to save your vote.

The screenshot shows a web interface for voting. At the top, it says 'Event Voting' and 'Dist. Tournament: Division I Baumspage Test (HS Boys)'. There are buttons for 'Enter Team Seed Bio', 'Cast Your Vote', 'View Results', and 'Return to Seeding Rules'. Below this, there's a section for 'Vote One' with instructions: 'Select a Team and use the Move Up and Move Down buttons to rank teams from 1st to last. When finished, click Save Vote! You may change your vote as often as you'd like until August 8th, 2016 at 10:00 pm!'. There are two columns for 'Vote One' with 'Move Up' and 'Move Down' buttons. A table shows team statistics: Overall Record - Wins/Loss, Win/Loss Record vs. Division I Teams, Win/Loss Record vs. Division II Teams, Win/Loss Record vs. Division III Teams, Season Highlights - Quality Wins, Additional Seed Information - Quality Wins, and Comments. On the right, there's a 'First Place' dropdown menu with options: 1st One, 1st Two, 1st Three, 1st Four, 1st Five, 1st Six, 1st Seven, 1st Eight, Last Place. There are also 'Save Vote' and 'Move Down' buttons.

3. Use **Review Your Voting Choices** to review your vote and **Download Your Ballot** in a "text based" format.
 4. If you make an error, select **Cast Your Vote**, correct the order, and submit again.
 5. **Be careful when voting to give yourself enough time to rank all teams before you submit your ballot**
4. After the voting window closes, click **Voting Results** to see the final tall.

Technical Support:

1. If you have problems accessing or submitting the forms, use the **Contact Us** link on baumspage to submit a **Help Request**.
2. If the deadline is pending, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.

Seed Policy:

1. Per the direction of the Northwest District Athletic Board, all teams in a bracketed tournament will be seeded.
2. The manager will distribute voting materials and procedures to each coach before the date of the **Tournament Manager's Meeting on Sunday, October 8th, 2023, 2:00 PM for Volleyball and Boys Soccer, and Sunday, October 8th, 2023, 3:00 P.M. – for Girls Soccer**.
3. This will enable each coach to vote and have his/her **ballot submitted before 12:00 PM on Friday, October 6, 2023**.
4. **Before the tabulation of the votes, a team's highest score and lowest score will be thrown out.**
5. **Any school that does not submit their vote before 2:00 PM on Friday, October 6th will not be permitted to vote at a later time and the team's highest vote will be dropped prior to final tabulation.**
6. The final tally and voting breakdown will be published on the voting website and distributed at the manager's meeting.
7. If two or more teams are tied for a seeded spot, the following procedure will be used:
 - A: The team that received the most individual votes at or above the tied position gets the seed. B. If still tied, a computer-generated dice roll will determine the seed.

Seed Procedure:

1. Seeded teams will be given the opportunity to select their spot on the bracket in the order of seed.
2. **Passing shall be permitted as follows:** The number of schools advancing to the district tournament may pass. All others must place themselves on the bracket when their seed is called.

- A. As an example, if eight teams are advancing to the district tournament, seeds No. 1 through No. 8 may pass, but all other teams must place themselves on the bracket.
 - B. At each point where a seeded team places itself on the bracket, the seeds above that team which previously passed shall be given the option to place themselves on the bracket starting with the highest seed going first. Those teams may choose to pass again.
3. This process will continue until the brackets are filled

Teams Late or Absent from Seeding/Drawing Meeting

1. If a school fails to have a representative present at the placement (seed) meeting the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no-show team will be placed on the furthest line on the other half of the bracket from the number one seed, excluding a bye.
2. If more than one school fails to have a representative at the placement (seed) meeting, the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no-show teams will be placed in order of the better seed team first in the manner of; the better seed no-show team is placed on the furthest line on the other half of the bracket of the number one seed, excluding a bye. The additional no-show team is placed on the bottom line of the top half of the same bracket as the first no-show team, excluding a bye.

A No-Show Team is defined as a school representative who is late for the placement meeting or does not attend the placement meeting. No-Show teams will be assessed a \$150 fine from the NWDAB.

Coaches, please see additional information on the online seeding procedures at nwdab.org.

Approved: 1-3-22