

Team On-line Seeding (Super Draw)  
Tournament Director's Guidance

1. This handout supplements the information included in the Southwest District Athletic Board (SWDAB) on-line seeding instruction sheet included in this mailing.
2. **Input of Team Comments.** The on-line site opens for input of comments on 20 January 2013 and closes on 23 January 2013. Coaches have the opportunity to go online and enter information about their teams (tournament finishes, record, returning state or district qualifiers, etc.). There is a word limit of 1,000 words. Once you submit comments, you may revise or change the information submitted until the window closes on Wednesday, 23 January 2013 (11:59 p.m.). **Comments or data may not be changed after voting begins.**
3. **On-line Voting.** On-line voting will open on Thursday, 24 January 2013. To rank the teams, log on the site with the code provided in SWDAB on-line seeding instruction sheet. Please note that coaches cannot vote for their school. **On-line voting closes on Friday at 12:00 p.m.**
4. You will need to enter your e-mail address to submit the rankings. The SWDAB will not send a receipt notice to your e-mail address. Therefore, the SWDAB recommends that coaches print the confirmation page, which will provide their vote and the date it was submitted.
5. Your code is not case sensitive. You will need to enter all hyphens. If you are having trouble logging on, try changing the number "1" to the letter "l" and vice versa. If you continue to have trouble contact me at my e-mail address, [alan.bair@centerville.k12.oh.us](mailto:alan.bair@centerville.k12.oh.us) or Anthony Dattilo, [anthony.dattilo@wpafb.af.mil](mailto:anthony.dattilo@wpafb.af.mil). We can resend the code through e-mail.
6. The placement meeting will occur at Centerville High School on Sunday, January 27<sup>th</sup> at 2:00pm. I suggest everyone arrive at least 30 minutes early to review the seed information. All teams must have a representative in attendance.
7. Enter through the Athletic entrance. Signs will be posted providing directions to the seeding meeting. We will be using a home economics classroom, located on the second floor of the hallway outside the main entrance gymnasium.
8. If you do not submit your rankings, you still need to attend the super draw meeting.
9. The order of voting will start with the team with the most votes and continue with the team with the next number of votes until all teams have chosen a sectional tournament. A team may elect to pass. If they do so, they will have the opportunity of selecting after the next team has chosen. A team has an unlimited number of passes. (This is the same process we have followed in prior years). Once a team chooses a sectional, it will be the choice of the next team in the room.

10. **Late Arrival or No Shows.** The Southwest District Athletic Board enacted a **2013 rule change to address teams who are late or fail to attend the super draw placement meeting.** This year, teams arriving late to the placement meeting risk losing the opportunity to select a sectional tournament. We will not delay the super draw to accommodate late arriving teams. Similarly, teams who do not attend the super draw placement meeting will be placed in the sectional with the most open spots. If there are an equal number of open slots between the sectional tournaments, the tournament manager or his designee will flip a coin to determine placement. **The placement process for no shows or late arriving teams will occur in the order predetermined by the coaches' vote.**
11. There are 24 teams assigned to the Centerville sectionals. Therefore, the first 12 teams can choose the same sectional. Once a sectional is full, the remaining teams will be assigned to the other sectional.
12. This meeting will last 15 to 30 minutes. Once again, please don't be late because the super draw will proceed without you.