

2023 OHSAA Regional Tournament Managers Timeline

Revised: 1-14-2023

To ensure that all regional tournaments are administered consistently throughout the state, tournament managers should follow this general timeline.

As soon as possible:

1. Go to www.baumspage.com and review the date and time for your regional tournament. Correct the time if it's not correct. Contact **Gary Baumgartner** at **514-594-6154** or **Terry Young** at **740-517-0195** if you need help.
2. Send the [Online Entry Instructions](#) and tournament information to all schools participating in your regional tournament. Emphasize several points –
 - a. The OHSAA has determined a common deadline for all regionals to ensure that no wrestler gains an advantage by knowing where some other wrestler is competing.
 - b. **All entries and seeding criteria must be submitted via baumspage.com before 7:00 PM on Wednesday, March 1st. Schools will be subject to a \$150 fine for wrestlers entered after the deadline.**
 - c. The completed entry form must include a grade and **Current Won/Lost (GIRLS ONLY)** record for every wrestler entered.
 - d. **After 7:00 PM Wednesday, all wrestlers are locked into the weight class as submitted.**
 - i. The only exceptions will be for those scenarios outlined in **Section 10.3 of the [OHSAA Girls Wrestling Tournament Regulations!](#)**
 - ii. **Do not post entry grids, seed information, or brackets before 8:00 PM on Wednesday!** This will give managers statewide time to follow up with missing rosters, entry errors, or computer glitches and ensure the integrity of the entry process.
 - e. The seeding criterion is listed in **Section 11.6** of the [OHSAA Girls Wrestling Tournament Regulations](#). The seed list will be sorted by **State Place, District Place, and Current Record**.
 - i. Coaches may submit a request to add a wrestler with a winning record but fewer than 12 (GIRLS ONLY) matches to the seed nomination list by e-mailing supporting documentation to the tournament manager **before 7:00 PM On Thursday, March 2nd**.
 - ii. Challenges are allowed for head-to-head competition and common tournament placement.
 - iii. Disposition of each challenge will be evaluated by the tournament seeding committee and wrestlers shall be placed accordingly. **Final seeds will be posted by 3 PM on Friday, March 3.**

Tuesday, February 28:

1. By 10:00 AM, log into your baumspage account and determine which schools have not yet submitted their entries. Make follow-up phone calls to coaches and/or athletic directors or send an e-mail reminder using the baumspage **Managers | Wrestling | Contact Coaches** feature on your baumspage account.

Wednesday, March 1:

1. By 10:00 AM, follow up via phone with any schools that have not yet submitted their entries. Contact **Gary Baumgartner** or **Terry Young** if you need contact information for any coach or athletic director.
2. By 2:00 PM, follow up via phone again with any schools who have not yet submitted their entries. Contact **Gary Baumgartner** or **Terry Young** if you need contact information for any coach or athletic director.
3. Monitor entries up until 7:00 PM to ensure all schools have submitted their entries by the deadline. Follow-up as needed.
4. After 7:00 PM, log in to your account and download the **Seed Nominations** and **Entry Grid**.
 - a. The **Seed Nominations** and **Entry Grid** can be posted directly from the **Data Download** page **after 8:00 PM Thursday**.
 - b. **Do not post anything before 8:00 PM on Thursday!**
5. All managers/assigned delegates will be able to download the seed nominations, entry grid, and import files directly from the server.
 - a. Use **Managers | Wrestling | Data Downloads** to generate the files for your regional.
6. If you are using the [Baumspage Mobile Wrestling Manager Application](#), the rosters will import automatically.

- a. After accepting the setup screens you will be able to generate and print the entry grid, team check-in sheets, weigh-in sheets by weight class, and all other materials needed for the tournament.
 - b. **Do not post anything before 8:00 PM on Thursday!**
7. If you are not using the [Baumspage Wrestling Application](#), use the **Data Downloads** option to download the seed nominations and the **Track Wrestling** import files.
- a. Create a support ticket for **Track Wrestling** to let them know you will send an import file on March 1st after 8:00 PM.
 - b. To produce a ticket in **Track Wrestling**, log on as an administrator, click on “Contact Us”, and Submit a Ticket.
 - c. Follow the [Track Wrestling Import/Export Help](#) instructions and do not change any school names!
 - d. **It’s important that you have NOT ENTERED YOUR TEAMS INTO THE TOURNAMENT PROGRAM as spelling differences will cause you major problems. Please wait for their upload!**

Sunday, March 5:

1. At check-in, distribute check-in lists and have coaches confirm the accuracy of the **names**, grades, and records.
2. Changes to the roster are only permitted by the exceptions outlined in Section 10.3 of the [OHSAA Girls Wrestling Tournament Regulations](#).
3. **There will be no seed meeting. The tournament committee will consider all challenges and post a final seed list before 3:00 PM on Friday, March 3rd.**
 - a. The tournament regulations permit a maximum of 8 seeds per weight class if the wrestler meets the qualifying standards. The actual number to be seeded may be less than 8.
 - b. Proceed through the weight classes in order assuming all wrestlers entered will make weight and will pass the skin check.
 - c. If the wrestler listed does not make weight or pass the skin check, a substitute is permitted as outlined in Section 10.3 of the [OHSAA Girls Wrestling Tournament Regulations](#).
 - i. If brackets have not been distributed or published, seed and draw the bracket again.
 - ii. If the brackets have been distributed or published, follow the guidelines listed in Section 11.4 of the [OHSAA Girls Wrestling Tournament Regulations](#) to make the brackets legal.
4. Brackets will be drawn by computer.
 - a. Seeded wrestlers will be placed on the bracket as outlined by NFHS Rule 10-4.
 - b. Byes and non-seeded wrestlers will be placed on the bracket by the computer!
5. Post brackets and results as available – after each round or weight class (if desired) and after wrestling finishes each day.
 - a. Brackets, results, schedules, and other tournament information may be posted on [baumspage](#).
 - b. If you are posting tournament information elsewhere, please set up the URL now and post a link from the tournament page to that URL.
6. Export advancers for the state tournament.
 - a. If using the [Baumspage Wrestling Application](#), advancers and alternates will be automatically uploaded to the server when the **Final Results are Certified** and the **Post Final Results to Baumspage** button is used.
 - b. If using other programs, attach the qualifier file to an e-mail to gb@baumspage.com.
 - i. Review the [Track Wrestling Import/Export Help](#) instructions on baumspage.
 - ii. **Team names must be a 100% match with OHSAA team names for the file to process without errors!**
 - iii. Call or text if you have questions or need help.
7. Note the **Alternates to the State Tournament** will be permitted as outlined in Section 12 of the [OHSAA Girls Wrestling Tournament Regulations](#).
 - a. If the alternate from the regional with the vacated bracket line cannot wrestle, the alternates from the remaining regionals become eligible. See Section 12 of the [OHSAA Girls Wrestling Tournament Regulations](#) for the procedure to be utilized to select the alternate.

Technical Support/Questions:

Gary Baumgartner – gb@baumspage.com – 513-594-6154
 Terry Young – terry@baumspage.com – 740-517-0195