

OHSAA Girls Pre-Regional Tournament Managers Timeline

****Updated: January 10, 2024****

To ensure that all pre-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 dates, times, etc. for your sectional tournament. Correct the dates and times. 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 sectional tournament. Emphasize several points –
 - a. The OHSAA has determined a common deadline for all pre-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, February 21. Schools will be subject to a \$150 fine for wrestlers entered after the deadline.**
 - c. The completed entry form must include a grade and two records: **Current Won.Lost** 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 matches to the seed nomination list by e-mailing supporting documentation to the tournament manager at least 24 hours in advance of the seeding meeting
 - ii. **Please emphasize the time of your seed meeting when you send out the tournament information to the coaches. Some are during weigh-ins and others after 7:30 PM Tuesday or later.**
 - iii. Challenges are allowed for head-to-head competition and common tournament placement.

Tuesday, February 20:

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, February 21:

1. By 10:00 AM, follow-up via phone 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.
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, login 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 Wednesday**.
 - b. **Do not post anything before 8:00 PM on Wednesday!**
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 sectional.
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 Wednesday!**
7. If you are not using the [Baumspage Wrestling Application](#), use the **Data Downloads** option to download the seed nominations and TWT or **Track Wrestling** import files.

Friday, February 23 or Sunday, February 25:

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. **The seed meeting can take place during weigh-ins or after 7:30 PM on Wednesday, February 21.**
 - a. The tournament regulations permit a maximum of 8 seeds per weight class if the wrestler meets the qualifying standards.
 - 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 Regionals.
 - 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 the regional manager or designated computer support person. Specific instructions will be e-mailed before the tournament.
7. Note the **Alternates to the Regionals** will be permitted as outlined in Section 12 of the [OHSAA Girls Wrestling Tournament Regulations](#).
 - a. If the alternate from the pre-regional with the vacated bracket line cannot wrestle, the alternates from the remaining pre-regionals become eligible. See *Alternate Selection Procedure – GIRLS* above for the procedure to be utilized to select the alternate.

Technical Support/Questions:

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