

# IHSA Badminton Meeting Preparation

## Step 1

1. Go to website and download the *Manager's Spreadsheet* onto your computer. You will need to have a computer and LCD projector at your meeting.
2. Download the rest of the Seeding Meeting Manager information from the Badminton Forms Section.
3. Make a hard copy of the blank *Manager's Spreadsheet* to distribute to each coach at the meeting.
4. Download the *LOP* from the IHSA School Center and note any teams in your complex that did not complete one. They are excluded from seeding teams and are only observers. As a final resort, the school can bring a hard copy of their *LOP* for all coaches at the meeting if they are to be involved in the seeding.
5. Download copies of the sectional draw.

## Sectional Complex Meeting Step 2

1. Project the *Manager's Spreadsheet* form
2. Handout blank spreadsheet copies of the *LOP's*
3. Read *Badminton Manager's Statement*
4. Discussion for seeding
5. As a group, determine the top four teams in no rank order.
6. List the top four teams in alphabetical order on the *Manager's Spreadsheet*.
7. List the 5-8 teams in alphabetical order on the *Manager's Spreadsheet*.
8. List the 9-12 teams in alphabetical order on the *Manager's Spreadsheet*.
9. List the 13-16 teams in alphabetical order on the *Manager's Spreadsheet*.
10. List the 17-20 teams in alphabetical order on the *Manager's Spreadsheet*.
11. Coaches should copy the order of the teams from *Manager's Spreadsheet*.
12. Coaches seed teams in their group on the spreadsheet.

**NOTE:** In seed group 1-4, the highest seed a school can be awarded is a 1 and the lowest seed a school can receive is a 4. Likewise in group 5-8, the highest seed the school can receive is a 5 and the lowest seed is an 8. Complete the group seeding and record those results on the *Manager's Spreadsheet*.

13. The computer will tally the votes. The manager will give the teams their final seed.
14. Select coach delegates for Games Committee.

## Sectional Assignments Step 3

1. Assign the teams to their sectional based on their seeds. If there is an individual(s) entry, they will be assigned to Sectional A.
2. Select Host Sites – should have the *Willing to Host* form with them.
3. Complete the *IHSA Badminton Sectional Assignment* form.
4. Once the hosts are selected, distribute the shuttles and awards to the sectional managers or coach of the host school and the blank tournament brackets.
5. Split into sectionals.

## Sectional Managers' Seeding Meeting Step 4

1. Sectional Managers will conduct this meeting
2. Seed individuals -- 0, 2 or 4 players can be seeded
3. Seed doubles -- 0, 2, or 4 teams can be seeded
4. Complete both draws
5. Coaches should have copies of this draw before they leave the meeting.
6. Coaches should have any instructions needed specific to their tournament and host site.