



Host and Attendees Seeding Information

A meeting of representatives from schools assigned to each Water Polo Sectional or Sub-Sectional group will be held at a designated site on **Wednesday, April 18, 2007**. These meetings must begin between the hours of 5:00 and 8:00pm. The Seed Meeting host must notify each school in the group of the date, time and place of the meeting.

All representatives must submit a Season Summary Sheet to the seed meeting host by the designated deadline below. One coach or an official representative from each school who has submitted the *IHSA Season Summary Sheet* will be allowed to vote. Coaches who have not submitted the *Season Summary Sheet* will be involved in this meeting only as observers and will not be allowed to vote or participate in any of the discussion. If a school representative does not attend the meeting, they simply forfeit their right to vote. The meetings should be conducted regardless of the number of representatives present. Those present will be accepted as representing the entire group. Coaches are expected to take part in the seeding process with the highest standards of integrity and ethics to ensure fairness and equity for all participants.

Instructions for IHSA Seeding Meeting

1. **Prior to the meeting each head coach must fax a completed standardized Season Summary Sheet to the seed meeting host by 2 pm Monday, April 16, 2007. The Season Summary Sheet is a downloadable form found on the IHSA website, <http://www.ihsa.org/activity/wpg/forms.htm>**
2. At the seed meeting the manager will provide each school with 2 copies of the downloadable complex seeding worksheet. One copy is to be completed and returned to the manager and the second copy is for the coach to keep. Teams must be placed on the seeding worksheet alphabetically (by city, then school). Also, at the beginning of the meeting every school shall receive 1 copy of the Season Summary Sheet for each team assigned to the group.
3. Each school has 3 minutes to discuss their team as well as give any updated results.
4. Coaches will determine their seeds, and if need be justify their seeds, based on these factors: Head to head victories, record against common opponents, the total win/loss record, and tonight's evaluation. These factors have not been prioritized. The IHSA reserves the right to throw out questionable ballots and adjust the seeds accordingly.
5. Coaches will not vote for their own team. The vote will be an "open vote" and not a "secret vote." All ties must be broken by a coach's vote. All votes cast will be posted for coaches to see. Once a vote is taken, there will be no second vote even if someone arrives late.
6. After all schools have voted, the Seed Meeting Manager will tabulate the votes.
7. **All ties must be broken during the seeding meeting by a coach's vote.**
8. Teams will be ranked by adding votes for that team. The team with the lowest score shall be the # 1 seeded team.
9. Please announce the following to all those present at the seed meeting: At least 1 (one) or more representative(s) from each boys and girls Sectional needs to volunteer to attend the Coach's Roundtable at the State Final. The name and school of the Representative must be faxed to the IHSA immediately following the seeding meeting on the Final Seed Meeting Results Form. Please include Water Polo items coaches would like addressed. The meeting will be held 10 minutes after the last semifinal game on Saturday, May 19, 2007.
10. Following the seeding meeting, the seeding manager must immediately fax to the IHSA a list of all the seeded teams, the name and school of at least one representative from the Sectional who will attend the Coach's Roundtable, and any discussion items for the Coach's Roundtable on the Final Seed Meeting Results Form, and the Complex Seeding Worksheet.