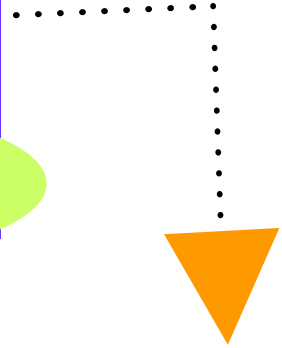
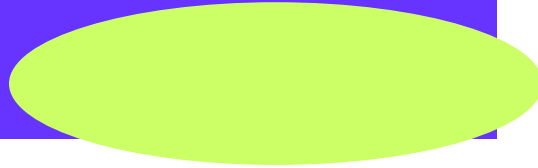


Softball Host Manual



IESA
1015 Maple Hill Road
Bloomington, IL 61705
Phone: 309-829-0114
Fax: 309-829-0625
E-mail: iesa@iesa.org
Web: www.iesa.org






IESA Softball

The following information should be included:

Regional and Sectional Host Manual

- ☒ Instructions for Regional Host
- ☒ Instructions for Sectional Host
 - ☒ Online Seeding procedures
 - ☒ How to Host an Official
- ☒ Severe Weather Guidelines
 - ☒ Heat Related Illness

ONLINE FORMS Available in the IESA Member Center

-  Officials Evaluations Forms
-  Team Sportsmanship Rating Forms
-  Host Brackets

A Host Box, with softballs, will be mailed closer to the start of regional play.

Instructions are also available on the IESA website.

Phone: 309-829-0114

Email: iesa@iesa.org





ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2009 INSTRUCTIONS TO HOST SCHOOLS GIRLS SOFTBALL REGIONAL TOURNAMENTS

General Information

- New ➡ A. Regional and Sectional hosts will receive Rawlings IESA12Y47L softballs at no charge for each tournament hosted. There are enough for two (2) softballs per regional contest scheduled. For example, if there are 7 total games for the regional, 14 softballs would be enclosed. Please be sure that those schools hosting a first round game receive the appropriate number of balls.
- B. Host schools must have some identical balls on hand in case the 2 balls are not enough to complete the game.
- C. *Regional playing dates* [September 9, 12, 14](#) (Wed., Sat., Mon.).

Awards

- A. The Regional plaque will be sent to you from our supplier in Princeton (A&M Products 815-875-2667).
- B. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.

Online Seeding Meeting

- A. You must conduct the required online seeding of teams in your regional.
A school that does not participate in the online process has no say regarding any seed results.
- B. Please make sure to remind the schools participating in your regional that the regional winner must send a team picture to the IESA office prior to the sectional play date of [September 19, 2009](#).
- C. No changes will be permitted on the Regional Entry Form after the beginning of the first level of the state series contest. If a school makes changes after submitting their form once; please tell them to print the form and take a copy with them to their first game.
- D. 18 uniformed girls may be listed on the roster.

ONLINE SEEDING *(see online instructions within Host Manual)*

- E. **STEP ONE:** All schools participating in the activity of volleyball must enter the following information online by Midnight on [August 26, 2009](#). Friendly email reminders to the schools in your regional to complete this information from the email center in the host administration is recommended and encouraged.
1. Regional Entry Form
 2. Team Record
 3. Season Schedule with results
 4. Special Comment Section
- I. **STEP TWO**— all participating schools will rank schools in their regional online. The IESA recommends that each school print the regular season information included on the web ranking page and have this in front of them prior to ranking the teams to review. Friendly email reminders are a good way to get schools to follow-up. This step will open [August 31, 2009](#) and close at midnight on Wednesday, [September 2, 2009](#).
- J. Host managers will then view rank results on Friday, [September 4, 2009](#) and confirm results to post. The host school will break all ties by the traditional method (coin flip) and then click confirm to post brackets online.
- K. Regional first round games shall be played at the site of the higher seeded teams unless the teams mutually agree to play the contest elsewhere. The higher seeded team is automatically the home team even if the game is held somewhere other than the higher seeded team's traditional home field.
- L. The regional host will hold the semi-final and championship games.

- M. Please make sure to remind the schools participating in your regional site (via email or fax) that the regional winner must send a team picture to the IESA office prior to the sectional play date of September 19th. Photo instructions for the winners are located on the website and were sent to each school participating in softball in the initial mailing.
- Note** ➡ N. After receiving confirmation that you will be a regional host you should get online and post your host site information. For quarterfinal games location will have to be determined after the online seeding process. This information is sent to the regional assignment page and teams and fans will be able to see playing order, maps to your location and times of each game. Please call the IESA office if you have any questions.

Online Bracket Instructions

- A. Host schools will be able to post their regional bracket and tournament information on-line via the IESA website.
- B. Host schools may access this information through the IESA member center log-in page. Choose your school from the drop down menu and enter your password.
- C. Once you have accessed your school page, you will click on the link for the regional/sectional you are hosting. You will find this information under the heading of "Regional/Sectional Host Administration".
- D. After clicking the appropriate link, you will be able to access the following information:
1. You will be able to view the regional entry form for your school.
 2. Download Entry Data - You will be able to download the entry data for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
 3. View all Regional Entries as a Webpage - Once all schools have entered their regional entry forms, you may be able to view that information from this link.
 4. Set Regional Dates/Locations - Host schools will enter tournament information for display on-line. Tournament information consists of dates, times, and locations of tournament games. It is important that the complete address be added for the location of every game. By entering the complete address (street address, city, and zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main basketball page on the IESA website.
 5. Seed Regional Entries - Hosts will enter the seeds that the computer tabulated during the online seeding process. Once the host confirms the seeds in the online host administration the teams will then be added to the regional bracket in the appropriate spots.
 6. Entering Regional Results - You will be able to enter regional results after each round of play.
- E. Take a moment after entering the information online to view the host information entered on the web and make sure that the Google map is actually giving directions to your host site. If you have problems please contact the IESA office.
- F. Please take the time to review the Regional/Sectional Host Administration information on-line prior to the seed meeting.

Tournament Format and Details

- A. Please be sure to send a schedule to all schools assigned to your regional indicating the exact site, date, and time they are scheduled to play. It is recommended that games not be scheduled on school time.
- B. The top team in the bracket shall be designated as the home team for each game.
- Note** ➡ C. **It is the responsibility of the Regional Host to update the regional brackets online following each night of regional play.**
- D. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament.

- E. All games are to be played in the proper order and shall not be changed unless permission is granted by the IESA.
1. In four-team tournaments:
 1. Game 1: seed 1 vs. seed 4
 2. Game 2: seed 2 vs. seed 3
 3. Game 3: winner Game 1 vs. Winner Game 2
 2. In five-team tournaments:
 - a. Game 1: (top bracket) seed 1 vs. bye and seed 4 vs. seed 5 (bottom bracket)seed 2 vs. bye and seed 3 vs. bye
 - b. Game 2: seed 1 plays winner of Game 1
 - c. Game 3: seeds 2 and 3 play game 3.
 - d. Game 4: Winner Game 2 vs. Winner Game 3
 3. In six-team tournaments:
 - a. Game 1: (top bracket) seed 1 vs. bye and seed 4 vs. seed 5
 - b. Game 2: (bottom bracket) seed 3 vs. seed 6 and seed 2 vs. bye
 - c. Game 3: seed 1 vs. Winner of Game 1
 - d. Game 4: seed 2 vs. Winner of Game 2
 - e. Game 5: Winner Game 3 vs. Winner Game 4
 4. In seven-team tournaments:
 - a. Game 1: (top bracket) Seed 1 vs. bye and Seed 4 vs. Seed 5
 - b. Game 2: (bottom bracket) Seed 2 vs. Seed 7
 - c. Game 3: (bottom bracket) Seed 3 vs. Seed 6
 - d. Game 4: Seed 1 vs. winner Game 1
 - e. Game 5: Winner Game 2 vs. Winner Game 3
 - f. Game 6: Winner Game 4 vs. Winner Game 5
- G. In all state series level play each team will receive a 10 minute pre-game team defensive warm-up time on the playing diamond.
- H. For Regional Host schools on fields without lights games cannot start any later than 5:00pm.

NEW

Tournament Policies

- A. In regional, sectional, and state final tournament play, the host school shall not make its playing fields available to the visiting teams for practice sessions.
- B. During IESA state series tournament (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.132)
- C. All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.133)
- D. Limits on free passes to the IESA state tournament series shall be two managers, two statisticians, one scorekeeper, and 12 cheerleaders for all athletic activities. Cheerleaders must be in uniform to be admitted free. There shall be a maximum of 12 cheerleaders cheering on the floor at one time.
All IESA Activity Passes should be honored.
- E. During IESA state series tournament play, no raffles, 50-50 or other drawings, or other contests for money-raising purposes are to be conducted.
- F. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
- G. **Crowd control.** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.

H. Any player or coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess. Any player or coach ejected for unsportsmanlike conduct a second time in any activity during the school year shall be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests at the level at which the ejection occurred, in addition to other penalties the IESA or the school may assess.

Umpires

- A. It is the regional host's responsibility to contract umpires. Umpires must be registered by the Illinois High School Association.
- B. Preferably, no umpire should be hired from cities playing in the regional tournaments, unless all participating teams have agreed.
- New** C. *Regional umpires should be paid \$50.00 each per game.*
- D. Each school should bring a check for \$50.00 payable to the host school for each regional game in which they participate. It is the responsibility of the host to contact each school in your regional to inform them of their expected reimbursement amount for umpires.
- E. **It is the responsibility of the host to provide for the security of the umpires.** The host should be present to escort umpires on and off the playing area for all contests. Fans/coaches should not be allowed into the umpires' dressing area for any reason.
- F. Enclosed in this packet of information is the officials rating sheet. Please make sure that each coach has a copy of the explanation and the rating sheet before each game they are to play in. These forms need to be sent back to our office by fax or mail.
- G. IESA Exceptions to NFHS 2008-09 Rules Book:
- Note** ➤
- 1. Metal Cleats are prohibited. [3-2-11]**
 2. Game uniforms must be in accordance with National Federation rules. [3-2]
 3. The 15-runs in 3 innings and 10-runs in 5 innings rules are in effect. [4-2-3]
 4. **The use of Safe-Base, or a reasonable facsimile thereof, shall be mandatory in all regular season and tournament play.** Please refer to the guidelines in the NFHS rules book for double first base application. [1-2-1note - Guidelines are in 08-09 NFHS Rules Book, Page 73-74, Rule 8-10]
 5. Adult coaches are not required to be in the uniform of the team but it is recommended that coaches be attired in school colors. [3-5-3]
 6. Number appearing on the front of the softball uniform, although not required, may be smaller than six inches. [3-2]
 7. Any state series game that is suspended for reasons of weather, darkness, or mechanical failure (i.e. lighting problems, power outage, water system problems) will be treated as a suspended game and continued from the point of suspension when the game is able to resume provided it is not a completed game. A completed game is one that has five full innings played or if the home team has scored a greater number of runs in four or four and a fraction turns at bat. The line-up and batting order shall be the same as the line up and batting order at the point of suspension. The coach of the team trailing at the time of the suspension may forfeit the contest at which time the game will be considered a complete game. [4-2-4]

Emergency Planning

- A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.
- B. Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.
- C. Review your school's emergency plan with those who will be working your tournament.
- D. The IESA expects you to provide adequate security at your tournament. It is recommended that you notify your local police department of your tournament dates.



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2009 INSTRUCTIONS TO HOST SCHOOLS GIRLS SOFTBALL SECTIONAL TOURNAMENTS

I. General Information

- A. Regional and Sectional hosts will receive Rawlings IESA12Y47L softballs at no charge for each tournament hosted. There are two (2) softballs for your contest. These softballs must be used in **the sectional game**.
- B. Host schools must have some identical balls on hand in case the 2 balls are not enough to complete the game. Please remember that the cor and compression must be marked on all softballs used.
- C. State Host information will be sent via email to all sectional winners on Monday following sectional play. Please inform your winning team that they should look for this information from their school administration email contact.
- D. A financial report form has been included. **Please complete and return this form to the IESA office within one week of your tournament.**
- E. All IESA Activity Passes should be honored.

II. Awards

- A. The Sectional plaque will be sent to you from our supplier in Princeton (A&M Products 815-875-2667).
- B. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.

III. Tournament Format and Details

- A. Follow all appropriate sections of the [2009-2010 Softball Terms & Conditions](#) in conduction your tournament.
 - B. The sectional should be held on Saturday, [September 19, 2009](#) at 1:00pm. The IESA office will notify you as soon as possible of the competing teams. As the host you will need to contact the competing schools with any necessary information as to the exact location of the playing site.
 - C. Use [September 21](#) as a rain date if required. If this should be necessary, try to contact competing teams and umpires as early as possible, since many schools have long distances to travel. Also contact the IESA office as soon as possible.
 - D. A coin flip will determine the home team for the sectional game.
 - E. **All sectional winners will be posted online through the member center. Prior to your game**
- Note** ➡ **you should enter the online member center and log-in as your school. Follow the Host Bracket Instructions included in this material to post dates, times, and winners. This information will be sent to the regional assignment page and teams and fans will be able to see playing order, maps to your location and times of each game.** Please call the IESA office if you have any questions.
- F. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament.

IV. Online Bracket Instructions

- A. Host schools will be able to post their sectional bracket and tournament information on-line via the IESA website.
- B. Host schools may access this information through the IESA member center log-in page. You will need your school ID and password to complete this process.

- C. Once you have accessed your school page, you will click on the link for the regional/sectional you are hosting. You will find this information under the heading of "Regional/Sectional Host Administration".
- D. After clicking the appropriate link, you will be able to access the following information:
 - a. You will be able to view the regional entry form for your school.
 - b. View all Regional Entries as a Webpage- Once all schools have entered their regional entry forms, you may be able to view that information from this link.
 - c. Set Sectional Locations- Host schools will enter tournament information for display on-line. Tournament information will consist of the location of the tournament game. It is important that the complete address be added for the location of the game. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main basketball page on the IESA website.
 - d. Entering Sectional Results- You will be able to enter sectional results after each round of play.
- E. Please take the time to review the Regional/Sectional Host Administration information on-line prior to your seeding meeting.

V. Tournament Policies

- A. In regional, sectional, and state final tournament play, the host school shall not make its playing fields available to the visiting teams for practice sessions.
- B. During IESA state series tournament (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.132)
- C. All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.133)
- D. Limits on free passes to the IESA state tournament series shall be two managers, two statisticians, one scorekeeper, and 12 cheerleaders for all athletic activities. Cheerleaders must be in uniform to be admitted free. There shall be a maximum of 12 cheerleaders cheering on the floor at one time.
All IESA Activity Passes should be honored.
- E. During IESA state series tournament play, no raffles, 50-50 or other drawings, or other contests for money-raising purposes are to be conducted.
- F. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
- G. **Crowd control.** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
- H. *Any player or coach ejected from a contest for unsportsmanlike conduct shall be ineligible for all remaining interscholastic contests the day of the ejection and the next interscholastic contest at the level at which the ejection occurred. Any player or coach ejected for unsportsmanlike conduct a second time in any activity during the school year shall be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests at the level at which the ejection occurred, in addition to other penalties the IESA or the school may assess.*

VI. Umpires

- A. The IESA will hire the umpires for the sectional game. The contract for these officials has been included. If a contract has not been included

New ➡

- B. The host school should contact these umpires as soon as possible and no later than one week prior to your game to confirm location, time, and date.
- C. *Sectional umpires will be paid \$55.00 each per game.* Checks from the IESA office will be sent for your assigned officials. Be prepared to present these checks to the umpires the day of your contest.
- D. **It is the responsibility of the host to provide for the security of the umpires.** The host should be present to escort umpires on and off the playing area for all contests. Fans/coaches should not be allowed into the umpires' dressing area for any reason.
- E. Enclosed in this packet of information is the officials rating sheet. Please make sure that each coach has a copy of the explanation and the rating sheet before each game they are to play in. These forms need to be sent back to our office by fax or mail.
- F. IESA Exceptions to 08-09 NFHS Rules Book:
 - 1. **Metal Cleats are prohibited. [3-2-11]**
 - 2. Game uniforms must be in accordance with National Federation rules. [3-2]
 - 3. The 15-runs in 3 innings and 10-runs in 5 innings rules are in effect. [4-2-3]
 - 4. **The use of Safe-Base, or a reasonable facsimile thereof, shall be mandatory in all regular season and tournament play.** Please refer to the guidelines in the NFHS rules book for double first base application. [1-2-1note - Guidelines are in 08-09 NFHS Rules Book, Page 73-74, Rule 8-10]
 - 5. Adult coaches are not required to be in the uniform of the team but it is recommended that coaches be attired in school colors. [3-5-3]
 - 6. Number appearing on the front of the softball uniform, although not required, may be smaller than six inches. [3-2]
 - 7. Any state series game that is suspended for reasons of weather, darkness, or mechanical failure (i.e. lighting problems, power outage, water system problems) will be treated as a suspended game and continued from the point of suspension when the game is able to resume provided it is not a completed game. A completed game is one that has five full innings played or if the home team has scored a greater number of runs in four or four and a fraction turns at bat. The line-up and batting order shall be the same as the line up and batting order at the point of suspension. The coach of the team trailing at the time of the suspension may forfeit the contest at which time the game will be considered a complete game. [4-2-4]

VII. Emergency Planning

- A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.
- B. Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.
- C. Review your school's emergency plan with those who will be working your tournament.
- D. The IESA expects you to provide adequate security at your tournament. It is recommended that you notify your local police department of your tournament dates.

Host Instructions for On-line Seeding, Brackets and Results



All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. ACCESSING THE FORM

- Go to the IESA Website and click on the RED Member Center and login button on the left hand side of the web page. Example below.
- Choose your school from the drop-down menu and enter either your school or athletic password.

Choose your school and enter your password to log in.

Administrators, coaches and directors log in here.

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

Choose your school and enter your Password here →

Your School

Bloomington King

Password

Click Here →

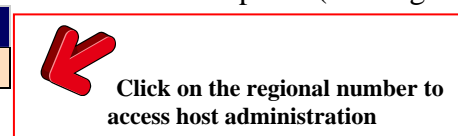
Click here to log in

[HELP! I don't know the password!](#)

II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION

- If the assignments have been completed for your activity, you will see a Regional/Sectional Host Administration Area on your school or athletic page. You may also access host administration in the new Softball Entry Center.
- If you are hosting multiple activities, all of your tournaments will show a link.
- Click on the tournament link for the tournament that you would like to update (i.e. Regional 14).

Regional/Sectional Host Administration	
Girls Softball Host Admin	Regional 15



III. VIEWING ROSTER INFORMATION

- As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
- To view the regional entry forms for your tournament, click on the “View all Regional Entries”.
- If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
 - Click on the [Download Regional Entry Data](#) link.
 - Choose PC or Mac.
 - Click “Get Data”.
 - Save the resulting file to your hard drive as an .xls file.

IV. CONTACTING YOUR TOURNAMENT TEAMS

- A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
- B. Host schools will be able to email all schools in their regional or sectional through the email center available under host administration.

Girls Softball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
Email Regional 16 Coaches	Email Sectional 8 Coaches

This information is only available after all schools have entered their regional entry information

Regional Hosts

I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

Girls Softball Host Administration

[Entry Menu](#) - [Class 7-2A Regional Entry Form](#) - [Class 7-2A Host Administration](#)

Regional 16	Sectional 8
Email Regional 16 Coaches	Email Sectional 8 Coaches
Set Regional Dates/Locations OPEN	Set Sectional Location OPEN
Open thru sectional scoring	Open thru state scoring
Update Regular Season Win/Loss Records OPEN	Set Sectional Results PENDING
Open thru seeding confirmation	Open from regional scoring thru state scoring
Confirm Regional Seeding - View Regular Season Info PENDING	Update Sectional Champ Win/Loss Records PENDING
Open 9/4/2009 thru seeding confirmation	Open from regional scoring thru state scoring
Set Regional Results - Regional Bracket Instructions PENDING	Download Sectional Entry Data
Open after seeding thru sectional results	View Sectional Rosters
Download Regional Entry Data	<div style="border: 2px solid red; padding: 10px; width: fit-content; margin: auto;"> <p>Use links to access various hosting functions</p> </div>
View Regional Rosters	
Check Regional Brackets - Check Regional Champs	

- A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Please make sure to click on the "Update" button after you have filled in your information. If you do not click "Update", your information will not be saved.

Regional 6 Locations						
Regional Locations/Dates/Times - Regional Seeding - Regional Match-ups/Results						
Game	Match	Contest Site	Site Street Address	City	Date	Time
1	4 Seed vs. 5 Seed					

2	1 Seed vs. Winner Game 1					
3	2 Seed vs. 3 Seed					
4	Winner Game 2 vs. Winner Game 3					
						Update

- B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity assignments page. You may direct fans/parents to the assignment page for tournament information.
- C. The address and city information is extremely important to enter. This information will generate a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.
- D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web.

II. SEEDING YOUR REGIONAL TOURNAMENT

- A. All schools participating must enter the following information online by Midnight on Wednesday, September 26, 2009.
 - 1. Regional Entry Form (changes may be made until the start of regional play)
 - 2. Team Record
 - 3. Season Schedule and Results
 - 4. Special Comment Section
- B. On Monday, August 31, 2009 all participating schools will rank the schools in their regional online.

Girls Softball Entry Menu

HOST ADMINISTRATION - [Req. 16](#) | [Sect. 8](#)

REGIONAL ENTRY FORM - View Roster	CLOSED
Open until first round of regional play	
Your Regular Season Record	CLOSED
Open thru 8/26/2009	
Your Regular Season Contests	CLOSED
Open thru 8/26/2009	
Comments on your Regular Season	CLOSED
Open thru 8/26/2009	
Rank Regional 16 Teams View Regular Season Info	OPEN
Open 8/31-9/2/2009	

Ratings Surveys - [Sportsmanship](#) | [Officials](#)

- C. To view the team information each team can click on [View Regular Season Info](#). This will show all the information entered in step one for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they rank.
- D. On Friday, September 4, 2009 each host school manager will need to confirm the results tabulated by the computer.
- E. If there are no ties then the computer will take you directly to the screen below to confirm the seeds. Confirmed seeds will then be forwarded to the online brackets.

Girls Softball Host Administration

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Regional 16 Team Seeding

[Regional Locations/Dates/Times](#) | [Win/Loss Records](#) | [Ranking Information](#) | [Regional Seeding](#) | [Set Regional Results](#)

Seed	School	Has Ranked Schools
1	Albion	Has
2	Dieterich	Has
3	Oblong	Has not
4	Hutsonville	Has not
5	Neoga	Has not
6	Effingham St. Anthony	Has not

Click Confirm

As the host you will be able to view schools that have not completed the ranking step. We encourage host schools to email these coaches on the 18th.

Confirm & Post Regional Seeding

- F. If there are ties to be broken then the computer will ask the host school to break the tie before confirming the results. Once the tie is broken, you will be taken to the confirm screen under letter E. Click confirm and this will forward the seed results to the online bracket.

Girls Softball Host Administration

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Regional 16 Team Seeding

[Regional Locations/Dates/Times](#) | [Win/Loss Records](#) | [Ranking Information](#) | [Regional Seeding](#) | [Set Regional Results](#)

First resolve ties.

Tiebreaker	Seed	School	Has Ranked Schools
Award 1 Seed	1	Albion	Has
Award 1 Seed	1	Dieterich	Has
Click "Award 1 Seed" next to the school that wins the coin toss.	3	Oblong	Has not
	4	Hutsonville	Has not
	5	Neoga	Has not
	6	Effingham St. Anthony	Has not

III. ENTERING REGIONAL RESULTS

- A. Following each round of your regional tournament, you will be able to enter the results for each round. The results will be posted on the IESA website.
- B. To enter results, please do the following:
 - Under the score column, enter the final score of the contest.
 - Under the win column, select the winning school.

[Download Regional Entry Data](#)

[View Regional Rosters](#)

[Check Regional Brackets](#) - [Check Regional Champs](#)

As a host, you may enter venue details for the game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

This address is used by Google Maps to provide driving directions. ➡

Sectional 6 Locations		
Contest Site	Site Street Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Update"/>

The venue information will be automatically linked to your bracket and posted on the IESA website on the volleyball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the map online after entering the information to make sure the Google map is correctly showing your venue and directions.

II. ENTERING SECTIONAL RESULTS

- A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website.
- B. To enter results, please do the following:
 1. Click on **Set Sectional Results**
 2. Under the score column, enter the final score of the contest.
 3. Under the win column, select the winning school.
 4. Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
 5. Winners will be advanced to the next round.
- C. Click **Update Sectional Champ Win/Loss Records** to update the winning team’s record.

Schools Responsibilities Toward Hosting Officials: Quality Officiating

Quality officiating makes any athletic contest run smoothly. It also creates a positive experience for the players, coaches and fans. As the host school it is your responsibility to make the officials feel welcome and comfortable when they are working a game at your facility.

Always remember that these individuals are working these contests because of their love for their particular sport and the enjoyment they receive from working with the junior high athlete.

It is the athletic department's responsibility to provide the necessary information prior to the official's assigned contest as well as being available during and following the contest.

Fine officiating and good game management often go unnoticed, but together the officials and administration can make the competitive aspect of the game a positive one. Proactive individuals control ALL situations.

Hopefully, the suggestions that follow will help show the necessary respect, appreciation and preparation needed before an official comes to your school.

Host School's Responsibility to an Official Prior to the Contest

- Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring.
- Give the official a number they can call in case of an emergency or postponement due to weather.
- Have competent workers assigned at all contests (scorers, timers, announcers, etc). These people are of great assistance to the official during the contest.
- Have someone assigned to meet the officials as they arrive. This person should do the following for the officials:
 - Provide parking.
 - Meet officials and take them to the dressing room.
 - Have water available for halftime and/or postgame.
 - Ask for any additional needs.
 - Introduce the officials to those game workers pertinent to the contest (i.e. scorer, announcer, etc)
 - Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
- Athletic Directors should discuss with the officials any special events, IESA rules, National Anthem time, etc. that would affect the game.
- Provide the officials with the name of the adult supervisor for that contest and where they can be found in the event a challenging situation should occur. Make sure that the supervisor is in the gym for the entire contest.
- Make sure all bench personnel are properly attired.
- Do check on game scoreboards and lighting systems prior to the game or contest.
- Make sure the playing area is properly marked and meets NFHS guidelines for that contest.

Host School's Responsibility to an Official During the Contest

- Insist coaches display good sportsmanship and are proper examples for your players and crowd.
- Have your public address announcer remain unbiased during the contest.
- Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
- Make sure the playing area is maintained during any break of each contest.
- Make sure proper crowd control is visible and in place.
- Observe the crowd during the contest and prevent any disturbances that may occur.
- Work with the official during the game regarding crowd control.
- Retrieve the game ball at the end of the contest.
- Escort the officials back to the dressing room at halftime and/or at the conclusion of the contest.

Host School's Responsibility to an Official After the Contest

- Escort the officials safely back to the dressing room and parking lot.
- Do not allow unauthorized persons in the dressing room after the game.
- Have water available for the officials after the contest.
- Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
- Make sure arrangements for paying the officials have been completed.
- Ensure that the officials are not confronted by anyone after the contest.

Contributors

- Illinois High School Association
- National Federation of State High School Associations Manual
- Dr. Bruce McCoy, former Athletic Director, current Superintendent
- Bob Brown, Assignment Chairperson
- Doug Smith, Athletic Director

SEVERE WEATHER GUIDELINES

To be used during IESA state series contest.

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the US. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10am and 7pm. The greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

ADVANCE PLANNING

Local managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play.

MONITORING WEATHER

During the contest, host schools should be aware of any potential thunderstorms that may form; if an evacuation is needed, hosts should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

LIGHTNING AWARENESS

Generally, anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

CRITERIA FOR SUSPENDING PLAY

If the host school does not have commercial weather warning equipment on site or an efficient method of making accurate and timely decisions on location then listening for thunder is the best way to mitigate danger. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors!

EVACUATION PLAN

All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event of a thunderstorm approaching. A safe structure is any fully enclosed building. In absence of that, athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle.

Avoid tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms in another building is available, and do not use land-line telephones. A cellular phone or portable phone is a safe alternative is in a secure shelter or vehicle.

RESUMING ACTIVITY

The National Severe Storms Laboratory (NSSL) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field.

PREVENTION OF HEAT ILLNESS GUIDELINES

Athletes participating in hot, humid weather or in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IESA contest to allow adequate acclimatization to heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of out clothing, socks and or shoes or even postponing the contest.

Local managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define low, moderate, high and extreme risk conditions.

HEAT INDEX CHART

Heat Index in Fahrenheit (Celsius)
Relative Humidity %

Degrees	40	45	50	55	60	65	70	75	80	85	90	95	100
110 ⁽⁴⁷⁾	136 ⁽⁵⁸⁾												
108 ⁽⁴³⁾	130 ⁽⁵⁴⁾	137 ⁽⁵⁸⁾											
106 ⁽⁴¹⁾	124 ⁽⁵¹⁾	130 ⁽⁵⁴⁾	137 ⁽⁵⁸⁾										
104 ⁽⁴⁰⁾	119 ⁽⁴⁸⁾	124 ⁽⁵¹⁾	131 ⁽⁵⁵⁾	137 ⁽⁵⁸⁾									
102 ⁽³⁹⁾	114 ⁽⁴⁶⁾	119 ⁽⁴⁸⁾	124 ⁽⁵¹⁾	130 ⁽⁵⁴⁾	137 ⁽⁵⁸⁾								
100 ⁽³⁸⁾	109 ⁽⁴³⁾	114 ⁽⁴⁶⁾	118 ⁽⁴⁸⁾	124 ⁽⁵¹⁾	129 ⁽⁵⁴⁾	136 ⁽⁵⁸⁾							
98 ⁽³⁷⁾	105 ⁽⁴¹⁾	109 ⁽⁴³⁾	113 ⁽⁴⁵⁾	117 ⁽⁴⁷⁾	123 ⁽⁵¹⁾	128 ⁽⁵³⁾	134 ⁽⁵⁷⁾						
96 ⁽³⁶⁾	101 ⁽³⁸⁾	104 ⁽⁴⁰⁾	108 ⁽⁴²⁾	112 ⁽⁴⁴⁾	116 ⁽⁴⁷⁾	121 ⁽⁴⁹⁾	126 ⁽⁵²⁾	132 ⁽⁵⁶⁾					
94 ⁽³⁴⁾	97 ⁽³⁶⁾	100 ⁽³⁸⁾	103 ⁽³⁹⁾	106 ⁽⁴¹⁾	110 ⁽⁴³⁾	114 ⁽⁴⁶⁾	119 ⁽⁴⁸⁾	124 ⁽⁵¹⁾	129 ⁽⁵⁴⁾	135 ⁽⁵⁷⁾			
92 ⁽³³⁾	94 ⁽³⁴⁾	96 ⁽³⁶⁾	99 ⁽³⁷⁾	101 ⁽³⁸⁾	105 ⁽⁴¹⁾	108 ⁽⁴²⁾	112 ⁽⁴⁴⁾	116 ⁽⁴⁷⁾	121 ⁽⁴⁹⁾	126 ⁽⁵²⁾	131 ⁽⁵⁵⁾		
90 ⁽³²⁾	91 ⁽³³⁾	93 ⁽³⁴⁾	95 ⁽³⁵⁾	97 ⁽³⁶⁾	100 ⁽³⁸⁾	103 ⁽³⁹⁾	106 ⁽⁴¹⁾	109 ⁽⁴³⁾	113 ⁽⁴⁵⁾	117 ⁽⁴⁷⁾	122 ⁽⁵⁰⁾	127 ⁽⁵³⁾	132 ⁽⁵⁶⁾
88 ⁽³¹⁾	88 ⁽³¹⁾	89 ⁽³²⁾	91 ⁽³³⁾	93 ⁽³⁴⁾	95 ⁽³⁵⁾	98 ⁽³⁷⁾	100 ⁽³⁸⁾	103 ⁽³⁹⁾	106 ⁽⁴¹⁾	110 ⁽⁴³⁾	113 ⁽⁴⁵⁾	117 ⁽⁴⁷⁾	121 ⁽⁴⁹⁾
86 ⁽³⁰⁾	85 ⁽²⁹⁾	87 ⁽³¹⁾	88 ⁽³¹⁾	89 ⁽³²⁾	91 ⁽³³⁾	93 ⁽³⁴⁾	95 ⁽³⁵⁾	97 ⁽³⁶⁾	100 ⁽³⁸⁾	102 ⁽³⁹⁾	101 ⁽⁴¹⁾	108 ⁽⁴²⁾	112 ⁽⁴⁴⁾
84 ⁽²⁹⁾	83 ⁽²⁸⁾	84 ⁽²⁹⁾	85 ⁽²⁹⁾	86 ⁽³⁰⁾	88 ⁽³¹⁾	89 ⁽³²⁾	90 ⁽³²⁾	92 ⁽³³⁾	94 ⁽³⁴⁾	96 ⁽³⁶⁾	98 ⁽³⁷⁾	100 ⁽³⁸⁾	103 ⁽³⁹⁾
82 ⁽²⁸⁾	81 ⁽²⁷⁾	82 ⁽²⁸⁾	84 ⁽²⁹⁾	84 ⁽²⁹⁾	85 ⁽²⁹⁾	85 ⁽²⁹⁾	86 ⁽³⁰⁾	88 ⁽³¹⁾	89 ⁽³²⁾	90 ⁽³²⁾	91 ⁽³³⁾	93 ⁽³⁴⁾	95 ⁽³⁵⁾
80 ⁽²⁷⁾	80 ⁽²⁷⁾	80 ⁽²⁷⁾	81 ⁽²⁷⁾	81 ⁽²⁷⁾	82 ⁽²⁸⁾	82 ⁽²⁸⁾	83 ⁽²⁸⁾	84 ⁽²⁹⁾	84 ⁽²⁹⁾	85 ⁽²⁹⁾	86 ⁽³⁰⁾	86 ⁽³⁰⁾	87 ⁽³¹⁾

Category	Heat Index	Possible Heat Disorder
Extreme Danger	130 F or Higher (54 C or Higher)	Heat Stroke or Sunstroke Likely
Danger	105 – 129 F (41 – 54 C)	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and physical activity.
Extreme Caution	90 – 105 F (32 – 41 C)	Sunstroke, muscle cramps, and/or heat exhaustion with prolonged exposure and/or physical activity.
Caution	80 – 90 F (27 – 32 C)	Fatigue possible with prolonged exposure and/or physical activity.

Reproduced from National Weather Service Website and IHSAA Guidelines

