



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2024-2025 INSTRUCTIONS TO REGIONAL BASEBALL HOST SCHOOLS

LOCATION, DATES OF COMPETITION, AND UPDATING SCORES

1. Regionals

- a. Monday, September 23, (Quarterfinals), Wednesday, September 25 (Semifinal), Saturday, September 28 (Championship).

You will host the championship game on Saturday, **September 28**. **It is your responsibility to hire the umpires for the championship game. It is NOT your responsibility to hire umpires for the quarterfinal and semifinal games.** You MUST list the game times and sites on the bracket online. Sample brackets are available on the IESA website under the activity of baseball, click on "Documents and Links" and then under the heading "Forms". Regional first-round games shall be played at the site of the higher seeded teams unless the teams in the first round games mutually agree to play the contest elsewhere. Regardless, the higher seeded teams shall be the home team in ALL regional games. The semifinal games will be hosted by the 1 and 2 seeds. They will be responsible for hiring the officials for those semifinal games.

All schools assigned to your regional must complete 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.** After online seeding is complete, you should notify all teams via email of exact site, date, and time they are scheduled to play.

Teams must fill out their Regional Entry Form by 11:59 p.m., Tuesday, September 10. The form will then become available to you in the baseball host administration area which is accessed through the Member Center. You will need your school's password to enter the Member Center and log in, then click on "Entry Center Logins" and then the "Host Admin" link under "Entry Centers & Host Administration". From that screen, you can view the entries and/or download the data. Information is available as either a web page or you can download it as an Excel file. Team rosters may consist of 18 uniformed players. Only those contestants listed on the form are eligible to participate. Schools access the Regional Entry Form by logging on to the Member Center, click the "Entry Center Logins" link and then simply clicking on the "Entries" link next to Boys Baseball under the heading Entry Centers & Host Administration. **NO CHANGES, ADDITIONS, AND/OR SUBSTITUTIONS MAY BE MADE TO THE REGIONAL ENTRY FORM INFORMATION AFTER 4:00 P.M. ON Monday, SEPTEMBER 23.**

ONLINE SEEDING (see *Host Manual for step-by-step instructions*)

- A. **STEP ONE:** All schools participating in the activity of baseball must enter the following information online by 11:59 p.m. on **September 10, 2024**. 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 Roster
 2. Season Schedule with results
 3. Team Record
 4. Special Comment Section
- B. **STEP TWO**— all participating schools will rank schools in their regional online **September 11, 2024**. 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. As the host you will be able to review when each school has completed this step. Friendly email reminders are a good way to get schools to follow-up.
- C. On Thursday, **September 12, 2024** the IESA office will confirm the results tabulated by the computer and release the seeds and pairings. **EACH SCHOOL IN THE REGIONAL WILL BE ABLE TO SEE THE RANKING GIVEN TO THEM BY EACH SCHOOL.**

ONLINE BRACKET INSTRUCTIONS

- A. Host schools must 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, click on "Entry Center Logins" and then "Host Admin" link under "Entry Centers & Host Administration". This same information is now available in the Baseball Entry Center as well.
- 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. 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.

- c. View all Regional Entries as a Webpage - Once all schools have entered their regional entry forms, you will be able to view that information from this link.
 - d. 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, 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 baseball page on the IESA website.
 - e. Seed Regional Entries- Once the IESA Office confirms the seeds the teams will then be added to the regional bracket in the appropriate spots.
 - f. Entering Regional Results- You will be able to enter regional results after each round of play for fans to view online in the regional assignments.
- 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 time to review the Regional/Sectional Host Administration information prior to the online seeding process.

The Rawlings RIESA baseball is to be used in your regional tournament semi-final and final games. These will be shipped to you prior to regional play. There are enough for three (3) baseballs per contest. In addition, three (3) baseballs will be sent directly to the school(s) who will be hosting the first-round games on Monday, September 23. Host schools must have some identical balls on hand in case the 3 balls are not enough to complete the game. One ball shall be given to the loser of each regional game and two balls shall be given to the winner of each regional game.

If you were assigned to host this tournament by the IESA Office, the regional plaque will be sent to you directly from our supplier in Princeton, IL. If there are any problems regarding the plaque, please call Mark Austin, A & M Products, at (815) 875-2667.

Follow all appropriate sections of the **2024** Boys Baseball Terms & Conditions in conducting your tournament. See section IX in the Terms & Conditions for complete instructions regarding the hiring and payment of officials. The host school is responsible for hiring and paying each umpire a flat fee of **\$65.00** (no mileage) for each semi-final and final game. **Each school should bring a check for \$65.00 payable to the host school for each game in which they participate.**

After each regional game winner has been determined, please update the scores that evening or early the next day online. This will automatically advance each winner and notify the IESA Office of the winner. However, we need you to be sure that you go online and complete this task. This is the only way results are posted, and winners are advanced in the bracket. Please update the regional champion's record at the end of regional play.

Please keep the following items in mind as the host for the regional:

- Provide water for players AND umpires
- There will be no regional financial reports to submit by the host school because you cannot charge for admission.
- Be sure the outfield grass is mowed (infield grass as well if the site has a grass infield).
- Base lines, batter box, and outfield foul lines are properly and clearly chalked.
- Be sure holes in the pitching mound and batters box have been filled in and "stomped down".
- Fences and back stops are safe. This may not be the easiest item to correct but back stops should not allow a ball to roll through the back stop when a catcher misses the ball. If the back stop is in need of repair, the hosts should fix the back stop prior to hosting.
- An administrator on site who can tend to problems should they arise is the key to handling situations.
- Please be sure restrooms are in working order.
- The host should provide the book and an official scorer for all games.
- It is the host's responsibility for proper supervision, especially for umpires after the contest.
- Even if you are not playing in a given contest please understand that you still are the host and you are exactly that--a "host" school that is responsible for the regional contest.

Thank you for hosting this regional!