



**SOFTBALL**

# **REGIONAL HOST MANUAL**



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### I. GENERAL INFORMATION

#### A. DATES OF COMPETITION

Regional Quarterfinals: Wednesday, September 6 OR Thursday, September 7  
Regional Semifinals: Saturday, September 9  
Regional Championship: Tuesday, September 12

#### B. LOCATION

Regional Quarterfinals: The location and time of the **quarterfinal games** will be determined after online seeding and **will be held at the home field of the higher-seeded team.**

**\*Note:** The IESA-designated regional host may also be the regional quarterfinal host depending on how they are seeded.

Regional Semifinals and Championship: The IESA-designated regional host will host the regional semifinal games (2) and the regional championship game at their home field

#### C. SCHEDULING GAMES

- For regional host schools on fields without lights, games cannot start any later than 5:00 p.m.
- It is recommended that games not be scheduled on school time.
- Following online seeding, regional hosts should email a schedule to all schools assigned to the regional indicating the exact site, date, and time they are scheduled to play.

#### E. SOFTBALLS

- For the regional quarterfinal game, the higher-seeded team in each regional quarterfinal game will be sent the Rawlings model #RIESASB softballs after brackets are posted - these shall be brought to and used in the quarterfinal game.
- The intention is that the softballs will have arrived at the higher-seeded team's school prior to the first regional game, but in the event that they have not yet arrived, regional quarterfinal hosts must have the appropriate number of softballs on hand.
- IESA-designated regional hosts will receive Rawlings model #RIESASB softballs. There are enough for two (2) softballs per regional contest scheduled and they must be used in the regional games.
- Host schools must have Rawlings model #RIESASB softballs on hand in case the 2 softballs sent to the school are not enough to complete the game.

#### F. CHAMPIONSHIP PLAQUES

- The regional championship plaque will be sent to schools from the IESA supplier.
- The IESA supplier is in Princeton - A&M Products - (815) 875-2667.
- If a school has any problems receiving the plaque, contact the IESA office as soon as possible.

## D. IESA WEBSITE RESPONSIBILITIES

- The IESA-designated regional hosts will be responsible for:
  - ☐ providing the venue name(s), address(es), city and game times for all regional games.
  - ☐ updating scores on the IESA website after each contest
  - ☐ updating the new dates and times if weather becomes an issue in your regional.
- The IESA-designated regional host is the only school in a given regional who can update game information and results for quarterfinals, semifinals and the championship.
- Since the regional quarterfinal games are played at the home field of the higher-seeded team, the IESA-designated regional host is responsible for contacting these schools after brackets are posted for venue location address and time.

## II. STATE SERIES TOURNAMENT POLICIES

### A. PLAYING RULES

- NFHS Softball Rules Book
- IESA Softball Terms and Conditions
- IESA Exceptions to NFHS Rules

### B. PREPARATION

- Home team designation - The higher-seeded team in the bracket shall be designated as the home team even if the game is held somewhere other than the higher-seeded team's traditional home field.
- The host school shall not make its playing fields available to the visiting teams for practice sessions.
- Regional hosts assign dugouts prior to play and communicate this with team(s) coming to their site.
- Field conditions should be conducive to a state series game - this includes clear markings of foul areas, baselines, the batter's box, the on-deck circle for both teams and the grass and surrounding areas should be properly maintained.
- Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on a school's property and IESA events held at a non-school site (sports complex, park, etc.).
- Hosts are encouraged to provide music and play it consistently for all teams for all contests.
- Hosts are encouraged to provide concessions so that teams and fans that are traveling can eat.

### C. WARM-UP

- Each team will receive a 10-minute pre-game team defensive warm-up time on the playing diamond.
- A pre-game conference with officials and head coaches is required to take place prior to all contests.

### D. GAMES

- All tournament play shall be single elimination.
- All games must be played in the designated order and the order may not change unless the IESA grants permission.
- A team failing to field the required number of starting players (9) within thirty (30) minutes of the scheduled game time shall forfeit the game.
  - The IESA office and tournament host school must be notified of such a decision. A game that is played even though the school failed to field the required number of starters within 30 minutes of the scheduled game time cannot be protested.

*Q: The game was scheduled for 11:00 am, opponent arrived at 11:25 am.*

*What time do I start the game?*

*A: The start time of the game will be 11:30 am.*

## **E. TICKET GATE ADMISSION**

- Ticket gate admission is not allowed for regional games.

## **F. FINANCIAL ARRANGEMENTS**

- Participating schools can be assessed on a per-game basis to cover operating deficits of a regional tournament.
- Host schools must contact the IESA for approval to assess prior to assessing other schools in the regional and/or sectional.
- All concessions revenues may be kept by the host school.

## **G. ADDITIONAL INFORMATION**

- The IESA encourages schools to notify local EMTs and police department and inform them when hosting.
- The tournament manager must always be visible/present for every contest for officials and teams to communicate with.
- 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.
- Any coach, player and/or fan ejected from an IESA Softball contest (regular season or state series) is subject to the penalties outlined in the IESA Handbook. Host school administrators should notify the IESA if an ejection of one or more of these individuals takes place.

# **III. UMPIRES**

## **A. SCHEDULING RESPONSIBILITIES**

### Quarterfinal Games:

- The regional quarterfinal host is responsible for contracting and hiring two IHSA-licensed officials for the regional quarterfinal game.
- The cost is to be split by the schools participating in the regional quarterfinal game.

### Semifinal Games and Championship:

- The IESA-designated regional host will contract and hire two IHSA-licensed officials for both the regional semifinal and the regional championship games, the costs of which are to be split by the schools participating in each of those individual games (cost is the same as outlined in III.A.2).

## **B. PAYMENT**

- Regional umpires shall be paid \$60 each per game.
- Each school pays \$60 for each regional game in which it participates.
- It is the responsibility of the host to contact each school in the regional to inform them of their expected reimbursement amount for umpires and when this is to be provided (at the conclusion of the regional tournament or by the completion of each game).

## **C. ADDITIONAL INFORMATION**

- 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 must not be allowed into the umpires' dressing area for any reason.
- Officials' rating sheets are online in the softball entry center.
- Please make sure that each coach is aware that they can fill out state series umpire evaluations online.
- Officials must be registered by the Illinois High School Association - this can be confirmed on the IESA website.



## HOW TO ACCESS AND NAVIGATE HOST ADMINISTRATION FEATURES ON IESA.ORG

1. Go to the IESA Website and click on the **red MEMBER LOGIN** button on right side of the webpage.
2. **Choose your school** from the drop-down menu and **enter either the school or AD password**.
3. If the regional assignments have been completed for the activity, a Regional/Sectional Host Administration Area on the school's softball entry will appear when **clicking the link ENTRY CENTER LOGINS/REGISTRATION AND ENTRY CENTER LOGINS**.
4. If a school is hosting multiple activities, all of tournaments will show a link.
5. Click on HOST ADMIN for the tournament to update it.
6. Once logged into the school's member center, hosts will be able to see Regional/Sectional Host Administration. Choose this link to access:
  - Email the regional's coaches or administrators
  - Access this host manual
  - Set regional dates, times and locations
  - Enter regional results
  - Download regional entry data
  - View regional rosters
  - Check regional brackets
  - Check sectional qualifiers
7. To view the regional entry forms for your tournament, click on VIEW ALL REGIONAL ENTRIES.
8. If you are creating a program for your tournament, you will be able to download all the regional entry information for your tournament.
  - Click DOWNLOAD REGIONAL ENTRY DATA.
  - Choose PC or Mac.
  - Click GET DATA.
  - Save the resulting file to your hard drive as an .xls file.

**IESA Login**

**IESA Member School Login**  
Administrators, coaches, directors log in here.  
Choose your school and enter your password to log in.  
School:   
Password:   
[Click here to log in](#)  
[HELP! I don't know the password!](#)  
[Not a Member of the IESA? Membership Information for Prospective Members](#)

**IESA Officials Login**  
IESA officials log in here.  
Enter your IHSAA Official ID and password to log in.  
IHSAA Official ID:   
Password:   
[Click here to log in](#)  
[HELP! I don't know the password!](#)  
[Have a question? Contact the IHSAA Officials Department](#)

If you have questions about updating your information, the IESA Office is open from 8:00 am to 4:00 pm every weekday. Please call us at 309-829-0114 for more information.



## HOW TO SET REGIONAL GAME DATES AND LOCATIONS ON IESA.ORG

Make sure to click UPDATE after filling in all fields. Information will not be saved if you exit without clicking UPDATE.

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:02:31 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

Regional 11	Sectional F
Email Regional 11 - Coaches   Administrators	Email Sectional F Qualifier - Coaches   Administrators
Regional Host Info - Pending	Sectional Host Info - Pending
<a href="#">Set Regional Dates/Locations</a> OPEN	<a href="#">Set Sectional Date/Location</a> OPEN
Open thru sectional scoring	Open thru state scoring
<a href="#">Set Regional Results</a> - Regional Bracket Instructions OPEN	<a href="#">Set Sectional Results</a> OPEN
Open after scoring thru sectional results	Open from 9/19/2015 thru state scoring
<a href="#">Download Regional Entry Data</a>	<a href="#">Update Sectional Champ Win/Loss Records</a> OPEN
<a href="#">View Regional Rosters</a>	Open from 9/19/2015 thru state scoring
<a href="#">Check Regional Brackets</a> - <a href="#">Check Sectional Qualifiers</a>	<a href="#">Download Sectional Entry Data</a>
	<a href="#">View Sectional Rosters</a>

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:05:37 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Locations**

Update as often as needed. All fields optional.

Game 1 — Seed 4 v. Seed 5

Venue: TBD Date: 9/9/2015

Address: 110 S. Locust City (just city): Maroa

Check to see if Google understands this address: [110 S. Locust, Maroa](#)

Game 2 — Seed 3 v. Seed 6

Venue: Centennial Park Date: 9/9/2015

Address: Hwy 136 (west of Hwy 51) City (just city): Heyworth

Check to see if Google understands this address: [Hwy 136 \(west of Hwy 51\), Heyworth](#)

Game 3 — Seed 1 v. Winner Game 1

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Game 4 — Seed 2 v. Winner Game 2

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Game 5 — Winner Game 3 v. Winner Game 4

Venue: Clinton High School Date: 9/14/2015

Address: 1200 State Hwy 54 City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Update

**Regional quarterfinal games are played at the home field of the higher-seeded team.**

IESA-designated regional hosts need to contact these schools to determine field location and game time information.

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:33:34 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Final Scores**

A - Gibson City GCMS		B - BVE		A - Gibson City GCMS		B - Maroa-Forsyth	
A	4	B	3	A	4	B	1
Status		Status		Status		Status	
A - Maroa-Forsyth		B - Downs Tri-Valley		A - Mahomet-Seymour		B - Heyworth	
4		1		0		1	
Status		Status		Status		Status	
A - Heyworth		B - Heyworth		A - Heyworth		B - Clinton	
4		3		4		0	
Status		Status		Status		Status	

Champ record after regionals: 12 - 3 - 0

Update Final Scores

**Forfeits**

4.2 Score of a forfeited game is 7 to 0 except if the game is forfeited after the number of innings required for a regulation game and the offending team is behind. Then the score remains as recorded. If the offending team is leading, the score shall be 7 to 0.

- IESA-designated regional hosts must provide the venue name(s), address(es), city and game times for all regional games.
- This information will generate a map and directions to the game location. After entering the information check the website to make sure the Google map is correctly mapping the location.
- Venue information will be automatically linked to the bracket and posted on the IESA website on the activity assignments page.
- The comment section will allow the host school to add information, such as concessions being offered, parking is available in the north lot, etc.

## ONLINE INSTRUCTIONS



### HOW TO ENTER REGIONAL RESULTS ON IESA.ORG

**RESULTS MUST BE POSTED ON THE IESA WEBSITE IMMEDIATELY FOLLOWING EACH GAME.**

1. Under the **score** column, enter the final score of the contest.
2. Click **UPDATE** in the lower right-hand corner.
3. Winners will automatically be advanced to the next round.
4. If a game is suspended or a team forfeits, this can be selected under the drop-down menu labeled STATUS.
5. If the game ended normally, the winner will advance based on the score.



## **Softball Regionals PA Announcements**

### **ANNOUNCE BEFORE THE START OF EACH GAME**

Welcome to today's IESA Softball regional game. Interscholastic athletics are an extension of the classroom. Lessons are best learned when proper respect is afforded to all. It is our expectation that all fans conduct themselves, at all times, with a level of sportsmanship and respect that expresses positive support for your team. Fans should take personal responsibility for maintaining "good sportsmanship." Please refrain from booing, swearing or directing negative comments toward either team or officials. All noise-making devices, signs, banners, placards, or balloons must be excluded from the playing area at all games in the IESA state tournament series. Thank you for your cooperation.

### **ANNOUNCE BEFORE THE START OF EACH GAME**

WWW (dot) IESA (dot) ORG is the address for the I-E-S-A web page. Check it out any time you want to find out immediately what's happening with junior high school activities throughout Illinois. You'll be surprised how much information you can find at [www \(dot\) IESA \(dot\) ORG](http://www.iesa.org). In fact, the results of the games today will be there when you get home. Be sure also to click on the FanZone icon on the left side of the home page to learn everything you need to know about attending any IESA state final event.

### **ANNOUNCE AFTER THE TOP HALF OF THE 2<sup>ND</sup> INNING EACH GAME**

Rawlings Sporting Goods Company is making a major commitment to the schools of the I-E-S-A and the young people who represent them in state series competition. Rawlings is manufacturing the official ball for use in four different I-E-S-A state tournament series, from the very first competition in the regionals all the way through the state tournament. I-E-S-A is proud to announce that the "official ball" used in the state series has been manufactured by Rawlings Sporting Goods Company of St. Louis. When kids from Illinois play their games, they make the outcome official with Rawlings.



## **ANNOUNCE AFTER THE TOP HALF OF THE 3<sup>RD</sup> INNING EACH GAME**

We've got the kids - more than 100,000 - and we've got the games - in nine different sports state series. All we need is you! The schools of the Illinois Elementary School Association are looking for someone like you to become licensed as an athletic official, umpire, referee or starter. We need sports-minded women and men to get into the action! It's easy to become licensed as an official. Please take the time to find out how by contacting your local junior high or high school athletic director. Call the IHSA Officials Department at (309) 663-6377 or visit the IESA website at WWW (dot) IESA (dot) ORG for details.

## **ANNOUNCE AS NEEDED DURING EACH GAME**

Admission to an interscholastic event is a privilege, and with that privilege is your responsibility to conduct yourself in a manner where the game is enjoyable for other fans and participants. The IESA reminds you that Add. A. Tude is for everyone on the field and in the stands.

## **ANNOUNCE AT THE CONCLUSION OF EACH GAME**

WWW (dot) IESA (dot) ORG is the address for the I-E-S-A web page online. Check it out any time you want to find out immediately what's happening with junior high school activities throughout Illinois. You'll be surprised how much information you can find at www (dot) IESA (dot) ORG. In fact, the results of the games today will be there when you get home. Be sure also to click on the FanZone icon on the left side of the home page to learn everything you need to know about attending any IESA state final event.



## Softball Regionals Plaque Presentation Script

Ladies and gentlemen, please direct your attention to the field for the presentation of the IESA Class (1A) (2A) (3A) Girls Softball regional tournament plaque. We would like to recognize both teams for their exceptional play during the regular season and the regional tournament.

Congratulations to \_\_\_\_\_ who ends the season  
with a record of

RUNNER-UP SCHOOL NAME

\_\_\_\_\_ wins and \_\_\_\_\_ losses. You've had an outstanding season!

#

#

Now let's meet the \_\_\_\_\_ of \_\_\_\_\_

MASCOT OF SCHOOL

NAME OF SCHOOL

who are the champions of the regional tournament with a record of

\_\_\_\_\_ wins and \_\_\_\_\_ losses. The coach(es) of the \_\_\_\_\_

#

#

MASCOT OF SCHOOL

is/are \_\_\_\_\_.

COACH NAME(S)

And now, the captains of \_\_\_\_\_ please step forward and

NAME OF SCHOOL

receive the regional plaque. Congratulations to \_\_\_\_\_, this

NAME OF SCHOOL

year's regional champions!