

2017 REGIONAL SOFTBALL MANUAL

TOURNAMENT DATES

REGIONAL

Class 1A and 2A - July 3, 5, 7, 10

Class 3A - July 5, 7, 10

Class 4A, 5A - July 6, 8, 11

STATE

Rogers Park, Fort Dodge, July 17-21, 2017

For questions regarding softball contact Joel Oswald at
(515) 401-1840 or email joel@ighsau.org.

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IGHSAU WEBSITE

All tournament information, including a copy of this manual, tournament manager checklist, tournament site information, game night scores from across the state and other pertinent information can be found on the IGHS AU website (<http://www.ighsau.org>).

TOURNAMENT MANAGERS

Please become familiar with tournament administration through study of these regulations. Do not postpone or reschedule any tournament games without first contacting the IGHS AU. If your school is selected as a host site for a tournament game, it is the responsibility of the tournament manager to contact all schools that will be playing at your site.

TOURNAMENT ROSTER FORM

The tournament roster form is available on page 8 of this manual or may be downloaded from the IGHS AU website by clicking “Administrators” / “Forms” / “Softball Tournament Roster Form.” Each team’s athletic director shall complete and send the form to the appropriate tournament manager at least 48 hours before each regional contest in which his/her team is participating.

Each team is limited to not more than 28 **TEAM PERSONNEL** for all regional and state tournament games. Team personnel consist of all school representatives located in the team dugout, including but not limited to certified coaches, players, managers, statisticians, certified athletic trainers, bat boys/girls, etc. Please do not add parents or other non-team personnel to the list. Notify the IGHS AU immediately of any violation. Penalty for violation of the above guidelines may include forfeiture of contest, probation for the offending school and/or more serious sanction.

Admission to the tournament site will be made strictly from this form, and the tournament manager will also use this form as a data sheet to prepare the program prior to the tournament. Keep a copy of the roster form to forward to the tournament manager of each additional site where your team may be assigned.

RULES OF PLAY & TOURNAMENT FORMAT

National Federation Softball Rules with Iowa Adaptations will be utilized. Regional tournament pairings, times, and locations are released by the IGHSAU and available on the IGHSAU website. The eight regional winners in each class advance to the state tournament.

All regional tournament games will be seven innings unless the game is tied, is terminated prior to seven innings due to the margin-of-runs rule, or terminated for other reasons by decision of the umpire-in-chief.

The margin-of-runs rule to be observed in regional play is as follows: a 12-run differential after 3 or 4 innings (2.5 or 3.5 innings if the home team is leading by 12 or more runs) and a 10-run differential rule after 5 or 6 innings (4.5 or 5.5 innings if the home team is leading by 10 or more runs).

**The international tiebreaker and time limit options are not used during regional play. The international tiebreaker and 90-minute time limit will be used in consolation bracket and third place games at the state tournament.

REGIONAL TOURNAMENT ASSIGNMENTS

Tournament sites are tentative and subject to change depending on the participating teams. Regional finals will be played at the softball facility of the higher seed of the remaining two teams in each region, if the softball facility meets minimum requirements described below. Seeding will be based on the final regular season IGHSAU softball rankings. In the case of two non-ranked teams remaining in a region, the following ordered criteria will be applied to determine the site host:

1. Winner of head-to-head competition during the regular season
2. Better record against common opponents during the regular season
3. Better overall winning percentage
4. Higher team ranking during the regular season
5. Coin flip

A softball facility must have applied to host the regional tournament, have adequate field lighting, restrooms, concessions, and meet the minimum field dimension requirements to be considered to host a regional final.

The athletic director of a team affected by a site change will be notified via email. Site/time/date changes will also be posted on the IGHSAU website.

STATE TOURNAMENT ASSIGNMENTS

2017 state tournament pairings will be made available on the IGHSAU website upon completion of all regional final contests in each class. Pairings will be made based on the final IGHSAU rankings of the qualifying teams. In the case of multiple unranked teams qualifying in a class, the following tie breaker will be used to determine the higher seed:

1. Winner of head-to-head competition during the regular season
2. Better record against common opponents during the regular season
3. Better overall winning percentage
4. Higher team ranking during the regular season
5. Coin flip

PRACTICE AND WARM-UP SESSIONS

At no time within ten days of the start of regional tournaments will tournament managers allow practice sessions for participating teams at the tournament game site.

UMPIRE ASSIGNMENTS

The IGHSAU contracts umpire for all tournament series games. Names, phone numbers and email addresses of assigned umpires will be available to the host athletic director in the IGHSAU group on Arbiter at least five days prior to the game date. The umpires are instructed to arrive 60 minutes prior to game time. All information regarding the names of the assigned umpires is confidential and for the knowledge of the tournament manager only.

Any request by a school to not have a particular umpire(s) must be emailed by a school administrator to joel@ighsau.org prior to June 22, 2017.

INCLEMENT WEATHER

Prior to the start of a game, the tournament manager is responsible for postponement due to inclement weather. Notify the IGHSAU immediately, followed by the participating teams and each umpire.

Once a game has started, the umpire-in-chief must determine whether to postpone the game. This decision should be made in consultation with the tournament manager. Upon postponement, the tournament manager must call/text Joel at (712) 830-1088. Game management must wait a minimum of 30 minutes on any delayed game prior to postponement (use good judgment). The IGHSAU will determine the make-up time, date and umpires.

ADMINISTRATORS ADMISSION

Administrators (and guest) who hold Iowa High School Athletic Association administrator passes will be admitted to regional contests and to state tournament contests for the session in which their school is playing. Administrators (and guest) must enter through the pass gate and show photo identification. At least one administrator present will be expected to supervise their students and crowd.

PASS GATE ADMISSION

One bus driver may be admitted, along with those individuals listed on the tournament roster form. Coaches and their teams shall be admitted (team members must be accompanied by the coach) at any game in the region in which they are assigned, regardless of whether they drew a bye, have been eliminated, are scouting, etc.

SOFTBALLS

Each host site must supply optic yellow Dudley SB12 LRF Y FP game balls for all games. This is the only ball that may be used in regional competition.

ADMISSION

Admission price is \$6 per session for each round of the regional tournament.

Admission shall be charged to everyone kindergarten age and up. **Do not charge for children who are not yet in school.**

AWARDS

All awards will be sent directly to the Tournament Manager for presentation at the conclusion of each tournament game.

GAME STARTING TIME

Games will not start prior to the published start time. In doubleheaders, make every effort to have the teams involved in the following game ready for play as close to the scheduled start time as possible.

MEDIA BOX

A media box is required to be lined in foul territory down the third base line for all regional contests. An additional media box down the first base line is recommended. The minimum dimensions of these boxes shall be 5 feet wide by 3 feet deep. Only official media photographers/videographers may occupy the media boxes.

PRE-GAME INFIELD

In regional tournaments both teams may take infield practice on the actual playing diamond. There is a seven-minute limit. The timing shall be done by the home management, preferably by the public-address announcer or scoreboard operator. A reminder shall be issued with one minute remaining. A team still has the option of hitting ground balls in front of their dugout in foul territory during their seven-minute warm-up time if they prefer. Both teams must be afforded the opportunity to use the playing diamond for their seven minutes if they choose.

DUGOUT ASSIGNMENT/COIN FLIP

For ALL games host management shall conduct a coin toss with representatives from both teams at least 30 minutes before the scheduled start time to determine which team is home and visitor. The BOTTOM team on the bracket shall call the coin toss. When playing at a neutral site during tournament play, the top team on the bracket will occupy the third base dugout and the bottom-bracket team the first base dugout. If the host school is playing, the host school shall remain in its normal dugout and inform the opponent of their dugout assignment.

OFFICIAL SCORER & PUBLIC-ADDRESS ANNOUNCER

Ensure that the official scorer and public-address announcer arrive at least 30 minutes prior to game time. The public-address announcer shall announce players and/or actions of the game on an impartial and nonbiased basis (the same for both teams).

BANNERS & DISPLAYS

The display or usage of balloons, banners, signs, or confetti is prohibited. Signs such as those used for advertisements on an outfield fence or for tournament administration are allowed. Additionally, any object which could provide a safety concern is prohibited, as are any artificial noisemakers (e.g. air horns, cowbells, etc.) These rules also apply to the state tournament.

SPECTATORS

All spectators at IGHS AU-sponsored softball tournaments shall wear shoes. Masks are not permitted.

With the understanding that a tournament softball game is held as part of the educational environment, the Board of Directors of the Iowa Girls' High School Athletic Union has adopted the following policies. It is the expectation that the host school enforces these rules regarding unacceptable behavior:

Any of the following actions will result in ejection of the offender from the premises:

- Disrespectful conduct, including verbal or written profanity, obscene gestures or comments, offensive remarks or signs of a sexual nature, or other vulgar actions that demean individuals or the event.
- Throwing articles onto the contest area.
- Entering the contest area in protest or celebration.
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators.
- Spectator interference with the event.
- Use of laser light pens.

Use of artificial signs, banners, and noisemakers (air horns, cowbells, keys, thunder sticks, megaphones, etc.) is prohibited. (First offense = Warning. Subsequent offense = Ejection.)

Please notify the IGHS AU if any spectator is ejected from the facility, including the name of the spectator.

A procedure has been established to assist officials and administrators when spectator conduct becomes a problem.

1. The administrator in charge for the evening shall meet with the officials when they arrive on-site 60 minutes prior to scheduled game time.
2. If a problem arises during a game, the umpire shall stop play, notify the administrator in charge of the problem, and determine a remedy to the problem. The remedy may include asking for supervision of the troublemaker, direct confrontation of the troublemaker by the administrator, or removal of the troublemaker from the premises. The game will not restart until the administration complies with the remedy ordered by the official.

Host game management is responsible for every spectator, regardless of which school the spectator supports. At no time are umpires to address spectators directly. Any necessary communication with spectators shall be done by the administrator in charge.

What defines a problem which needs to be addressed?

A) Any derogatory or inappropriate remarks directed at players. B) Any comments or actions by spectators which prevent the official from doing his or her job at the highest level possible. Officials must understand, not every call is going to be met with polite applause, and one should not overreact when fan reaction is negative. That does not mean, however, an official should be forced to tolerate conduct which is inappropriate for interscholastic athletics.

ALCOHOL AND TOBACCO POLICY

No alcohol or tobacco is to be sold or consumed on the grounds of any state tournament venue leased or provided to the IGHS AU for the purpose of conducting a State Championship. Section 123.46 of the Iowa Code States: A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

PETS/ANIMALS PROHIBITED

No pets are permitted at events sanctioned by the IGHSAU or IHSAA. Any person with a pet will be asked to leave. This policy shall comply with the provisions of Iowa Code 216c in that such a person with a disability or person training an assisted animal has the right to be accompanied by a service dog or an assisted animal under control. The person is liable for damage done to any premises or facility by a service dog or assisted animal.

PHOTOGRAPHY

Flash photography is permitted from dead ball territory only. No photographers, press, etc. will be allowed in live ball territory unless they are in lined media boxes. Only official press photographers may be in media boxes during the contest. Any amateur photographers must pay admission to the contest and are not allowed in media boxes. These rules apply equally to television stations using video cameras.

VIDEOTAPING

Paying spectators, including those scouting for other teams, are not restricted from videotaping if the video equipment is hand held or on a monopod. A tripod may be used if located on the ground and does not hinder any spectator's view. Tournament managers are not to make special arrangements for seating or electrical hook-ups for spectators trying to film or videotape. No supplemental lighting is permitted.

PRESS ACCOMMODATIONS

All press outlets have been advised to directly contact the tournament manager of a site from which they wish to broadcast regional tournament games.

Radio stations and newspapers are not obligated to inquire through the IGHSAU nor is the tournament manager obligated to acquire sanction from the IGHSAU for regional tournament coverage. Radio stations desiring to broadcast state tournament games will be permitted to do so upon receiving approval from the IGHSAU and paying a rights fee.

Television stations are not obligated to acquire sanction from the IGHSAU to tape highlights or to tape a game for 24-hour or more delayed rebroadcast. Live video broadcast or video streaming of regional softball contests is not permitted.

CHARITABLE SOLICITATIONS

Many tournament managers will be confronted with requests pertaining to donations and contributions to various organizations. No fundraising, solicitations, etc. will be permitted within the softball complex. All raffles, bake sales, booster club sales, etc. must take place outside the complex at IGHSAU-sponsored tournament games.

MUSICAL ENTERTAINMENT

Presentation of the National Anthem may be made before the first game of the session. Any live presentation of the Anthem involving more than twelve individuals requires prior IGHSAU approval. When the National Anthem is played, students, participants, and spectators should stand at attention, face the flag, and remove caps/hats. The IGHSAU recommends presenting the flag and playing the Star-Spangled Banner.

Music may be played prior to the game, between innings, and after the game. In an effort to maintain neutrality during the regional tournament, if walk-up music is played, it must be played for both teams. The visiting team must have the opportunity to submit a playlist in advance to the regional host site, and if either team chooses to not have walk-up music, it shall not be played for either team.

The umpire-in-chief may order the music turned down or off if the music is inappropriate or is interfering with the orderly administration of the game.

OFFICIAL PROGRAMS FOR TOURNAMENTS

A host school may furnish the official programs for its tournament either on a gratis or sales basis and may retain any profits derived from the sale thereof. Please contact the opponent's school administration prior to soliciting advertisements from that community's businesses. Fans and guest teams appreciate the use of official programs.

TOURNAMENT TICKETS & REPORT FORM

Rolls of tickets that have been assigned to your school to be used throughout the 2016-17 school year. The IGHS AU has recorded the ticket numbers assigned to your school. **Please DO NOT return the unused rolls of tickets after EACH tournament series.** Instead, please retain the rolls of tickets assigned to your school and only report to the IGHS AU the beginning and ending numbers used for the regional softball tournament series.

Please start with the first number on the ticket roll that your school used from the previous tournament to start your report for the next sport tournament you host. The IGHS AU will send additional tickets for future Regional hosting if needed.

The tournament report form is located on page 9 of this manual and on the IGHS AU website by clicking "Administrators" / "Forms" / "Softball Tournament Report Form." Please complete and forward the tournament report form with the check after your school has hosted **its last regional softball game of the tournament series.**

RAIN OUT TICKET PROCEDURE

Have on hand a roll of tickets of any type which could be distributed as spectators leave the complex. When the game is made up, this ticket would be honored. Anyone not having this ticket would be required to pay admission.

REGIONAL SCORE REPORTING

Immediately following the conclusion of EACH regional game, tournament managers must post scores directly to the Tourney Machine website (www.tourneymachine.com). Each tournament manager will be emailed instructions for entering scores via Tourney Machine prior to the start of the tournament series. Tournament managers no longer phone scores into the IGHS AU.

STATE TOURNAMENT INFORMATION

Prior to the semifinal round of regional play, information will be posted on the IGHS AU website explaining all state tournament protocol and information. A packet of information will also be provided to the regional final winner at that site.



2017 Regional Softball Tournament Roster



This roster must be filed with the TOURNAMENT MANAGER of the site at which your team is assigned. Copies of this roster should be made and forwarded to any future sites which your school may be assigned. This roster is used for PASS GATE entry for your team.

School: _____

School Nickname: _____

TEAM ROSTER (Include players, coaches, managers, etc. -- 28 MAXIMUM)

Number	Name	Position	Year
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____

Bus Driver _____

Signature of Athletic Director _____

**IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION
2017 REGIONAL SOFTBALL FINANCIAL STATEMENT**

DATE OF REPORT _____
EACH ROLL CONTAINS 1000 TICKETS

Tournament Date: _____			
Beginning # on roll	_____	First ticket number left on roll	_____
		=	_____ tickets sold
Beginning # on roll	_____	First ticket number left on roll	_____
		=	_____ tickets sold
Total tickets sold			= _____ x \$6 =

Tournament Date: _____			
Beginning # on roll	_____	First ticket number left on roll	_____
	This # should match ending # from previous game	=	_____ tickets sold
Beginning # on roll	_____	First ticket number left on roll	_____
	This # should match ending # from previous game	=	_____ tickets sold
Total tickets sold			= _____ x \$6 =

Tournament Date: _____			
Beginning # on roll	# _____	First ticket number left on roll	# _____
		=	_____ tickets sold
Beginning # on roll	# _____	First ticket number left on roll	# _____
		=	_____ tickets sold
Total tickets sold			= _____ x \$6 = \$

Tournament Date: _____			
Beginning # on roll	# _____	First ticket number left on roll	# _____
		=	_____ tickets sold
Beginning # on roll	# _____	First ticket number left on roll	# _____
		=	_____ tickets sold
Total tickets sold			= _____ x \$6 = \$

TOTAL TO BE REMITTED TO IGHSAU
within 30 days of Regional Final date

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HOST SCHOOL

HOST SITE/CITY

TOURNAMENT MANAGER SIGNATURE

Please forward check with this report to:
Iowa Girls' High School Athletic Union
5000 Westown Parkway, Suite 150
West Des Moines, IA 50266