

Iowa Girls High School Athletic Union 2018 REGIONAL SOFTBALL MANUAL

Regional Tournament Dates:

Class 1A and 2A: July 2, 3, 6, 9

Class 3A: July 3, 6, 9

Class 4A and 5A: July 5, 7, 10

State Tournament: July 16–20 in Harlan Rogers Park, Fort Dodge for all classes

Official tournament ball: Dudley SB 12L RF Y FP — Red stitch (.47 COR)

For questions regarding softball contact:

Jean Berger at (515) 401-1832 Cell: (515) 229-8609

email jeanberger@ighsau.org.

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 IGHSAU website [softball information](#)

TOURNAMENT MANAGERS

Please become familiar with tournament administration policies and procedures when hosting regional games for the IGHSAU. **Do not postpone or reschedule any tournament games without first contacting the IGHSAU.** 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 attached as Appendix A in this manual or may be downloaded from the IGHSAU website by clicking here: [2018 Softball Roster](#) 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 **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, coaches' spouses or children or other non-team personnel to this list. The roster form should include **only** those personnel with a specific game-day or school-related responsibility.

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. Coaches may change the personnel on this form for each day

of competition or if no changes are made, send a copy from round to round to each site's tournament manager.

RULES OF PLAY & TOURNAMENT FORMAT

National Federation Softball Rules with Iowa Adaptations will be utilized during all rounds of the 2018 Softball Tournament. Regional tournament pairings, times, and locations are released by the IGHSAU and will be 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 (best 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. The IGHSAU reserves the right to switch tournament sites for geographic, capacity or administrative reasons. 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

IGHSAU member schools must have applied to host the regional tournament and certify that the facility being utilized meets the minimum requirements to host, including adequate field lighting, restrooms, concessions, and meets the minimum field dimension requirements.

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

2018 state tournament pairings will be made available on the IGHS AU website upon completion of all regional final contests in each class. Pairings will be made based on the final IGHS AU 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

The tentative schedule for release of 2018 regional brackets is as follows:

1A/2A/3A	Monday, June 18
4A/5A	Friday, June 22

UMPIRE ASSIGNMENTS

The IGHS AU assigns and pays all umpires for all tournament series games. Names, phone numbers and email addresses of assigned umpires will be available to the host athletic director in the IGHS AU group on Arbiter. 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 restrict an assignment of a particular umpire(s) must be emailed by a school administrator to jeanberger@ighsau.org prior to June 18, 2018.

NEW In 2018, three umpires will be assigned for each game beginning with the semi-final round of regional play for all classes. Three-person crews are also assigned for all regional final games as well as each game at the state tournament.

INCLEMENT WEATHER

Prior to the start of a game, the tournament manager is responsible for postponement due to inclement weather. Notify the IGHS AU immediately, followed by the participating teams and each umpire. See Appendix B, Guidelines for Postponements, for further information.

Once a game has started, the umpire-in-chief must determine whether to suspend or end the game. This decision should be made in consultation with the tournament manager. The tournament manager should be prepared to offer information on lightning strikes in the area; weather radar, forecast, etc. Upon postponement, the tournament manager must call Jean at (515) 401-1832/cell (515) 229-8609. Game management must wait a minimum of 30 minutes on any delayed game prior to postponement (use good judgment). The IGHS AU will determine the make-up time, date and umpires.

The following NFHS rules apply when weather impacts games which have started:
Rule 4-1-6--After the game starts (when the umpire calls "Play Ball"), the umpires are sole judges as to weather conditions, including grounds are fit for play and as to whether conditions are suitable for starting the second game of a scheduled doubleheader (two games between the same teams during the same day).

Rule 4-2-1--If a game ends because of weather conditions, or darkness interferes with play so that the game is called (ended) by the umpire, it is a regulation game provided:

- a. five full innings have been played; or if the home team has scored an equal or greater number of runs in four or four and a fraction turns at bat than the visiting team has scored in five turns.
- b. play has gone beyond five full innings and is called when the teams have not had an equal number of completed turns at bat. The score shall be the same as it was at the end of the last completed inning; unless the home team, in its half of the incomplete inning, scores a run (runs) which equals or exceeds the opponent's score, in which case, the final score shall be as recorded when the game is called.

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. 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 SB 12L RF Y FP — Red stitch (.47 COR) game balls for all games. This is the only ball that may be used in regional competition. Please have 12-16 "suitable" Dudley balls available. "Suitable" means the softball is already rubbed up a bit and not in poor shape.

ADMISSION

Admission price is \$6 per session for each round of the regional tournament. IGHSAU signage is attached as Appendix D for host schools to print out and post during all rounds of regional play. 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. Regional Final hosts will receive a packet of awards including the championship banner, Ticket punched poster, as well as information for the team advancing to the state tournament.

GAME STARTING TIME

Host schools may set their own start time for all regional tournament series games, with prior approval of the IGHSAU. Preferred game time is 7 p.m. for a single game. Please do not start a game prior to the published time unless IGHSAU approval is given. If incoming weather or other circumstances necessitates a change in time, please contact the IGHSAU. 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

If the host school is playing, the host school shall remain in its normal dugout and inform the opponent of their dugout assignment.

When playing at a neutral site during tournament play, the top team listed on the bracket is considered the home team and shall occupy the third base dugout and the bottom-bracket team the first base dugout. A coin toss is no longer needed.

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). Please make sure the public-address announcer visits with each team before the game for correct pronunciations of athlete names.

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 IGHSAU-sponsored softball tournaments shall wear shoes. Masks are not permitted.

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 IGHSAU 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. The administrator should identify his/her location during the contest so umpires know where to locate the administrator if the need arises.
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.

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 IGHSAU 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 cover 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.

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

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. Administrators should review the music in order to determine its appropriateness for the venue, i.e. language, profanity, etc.

Walkup music should stop as soon as the batter steps into the batter's box.

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.

TOURNAMENT TICKETS & REPORT FORM

The IGHSAU will only send roll tickets to schools serving as hosts who request them. You may now utilize your own roll tickets and avoid the return shipping costs of the IGHSAU roll tickets. Please keep in mind that you are still responsible for following the ticketing procedure as outlined below if you utilize your own roll tickets. If you wish to have IGHSAU tickets mailed to you, please contact Sherry Tegtmeier at the IGHSAU, 515-401-1839 or via email at sherry@ighsau.org.

IGHSAU Board policy requires member schools serving as hosts to:

- Collect the money for the tickets sold.
- Tear ticket(s) off the roll in consecutive order and then tear the ticket(s) in half or have the person at the entrance door tear the ticket(s) in half and deposit them in a receptacle, there upon the spectator may enter the tournament venue.

The proper handling of any cash demands a set of checks and balances to protect the schools, volunteers and employees against everything from unintentional errors of addition and subtraction to the potential of fraud. Many of our member schools have adopted these ticketing procedures and are currently utilizing it for non-athletic events and activities.

Report the beginning and ending numbers of tickets you used for any particular tournament series. You will also find the appropriate form on our website under “Administrators” – “Forms” “Tournament Report Form.” The form is also attached as Appendix C Please print, complete and forward the tournament report form with the check after you have hosted your **last** event for that tournament series.

REMINDER: All gate receipts must be received in our office no later than 30 days from the Regional Final date. If the IGHSAU does not receive your school’s gate receipts within this 30-day period, the IGHSAU will then notify the Athletic Director at your school and your school may be in jeopardy of not receiving 20% of the gate receipts.

PASS OUT TICKETS

Please try to avoid pass-out tickets. In the event that it is necessary to give pass-out tickets, it is suggested that a rubber stamp be used to mark the back of a person's hand.

One bus driver may be admitted, along with those individuals listed on the tournament checklist.

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 IGHSAU. Detailed instructions are also available on the IGHSAU website.

STATE TOURNAMENT INFORMATION

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

2018 IGHSAU SOFTBALL PASS GATE ROSTER

Date _____

Include players, coaches, managers, etc.
28 MAXIMUM ALLOWED ON PASS LIST

Players No.	Name
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____

Head Coach	_____
1	_____
Assistant Coaches	
1	_____
2	_____
3	_____
Managers	
1	_____
2	_____
Other	Name
	Affiliation
1	_____
2	_____
3	_____
4	_____
	Head Coach Signature

	AD Signature

Please list only the names of individuals who have a legitimate softball related purpose for your team on this roster form. Players, coaches, student managers, bat girls, athletic administrators and bus drivers are permissible to list. Coaches' spouses and/or children who are not serving a softball role for the team should NOT be placed on the PASS LIST.

IGHSAU Regional Softball Weather Delays Procedures

1. Monitor the weather forecast and weather in your area 2-3 days before the scheduled regional game. The IGHSAU will also be monitoring the forecast and weather around the state.
2. AD's from both the host schools and the participating schools should communicate with each other and your local administration and transportation. (options, timeline, etc.)
3. Communicate with the IGHSAU – please email jeanberger@ighsau.org or call 515-401-1832 if you have questions related to the game. For example, adjustments to start time of the game due to the timing of the weather, possible postponement of the game, etc. Confirmation of any changes will come from the IGHSAU prior to any final decision. Please understand the IGHSAU will listen to our hosts and participating schools in these decisions as the local administrators are in the best position to make the decision. The IGHSAU will confirm and communicate this decision and changes.
4. The first option is to play the game as scheduled. Changing start time to avoid weather is permissible. If the game cannot be played due to the conditions, IGHSAU policy is to play on the next available date, i.e. Monday's game should be played on Tuesday. We do know that other events and facilities may not make that possible. If your facility is not available and/or the host is not willing to host, the IGHSAU would then need to find another site for the game.
5. If the host school makes a recommendation to change start time or postpone the game, the IGHSAU must receive this information and give final approval. These changes will be placed on the IGHSAU website and shared via social media. **THE HOST SCHOOL SHOULD CONTACT THE OFFICIAL CREW CHIEF ABOUT THE TIME CHANGE OR POSTPONEMENT. THE CREW CHIEF WILL CONTACT THE OTHER CREW MEMBER(S). ALL OFFICIALS WILL BE NOTIFIED ABOUT THE NEW TIME AND/OR DATE ON ARBITER-THE OFFICIALS WILL THEN BE ABLE TO ACCEPT OR DECLINE THIS CHANGE IN DATE AND/OR SITE.** In addition, the IGHSAU will notify Cathy Creighton, Coordinator of Officials to make the changes in the official's assignments. Locally, the host then would communicate with media, parents and social media.
6. If you do not have the officials' contact information, please contact the IGHSAU. **THIS INFORMATION SHOULD BE ON THE ARBITER ACCOUNT** and can be accessed through your log in.

Jean Berger
Executive Director/Softball Administrator
Office: 515-201-1832
Cell: 515-229-8609
Email: jeanberger@ighsau.org

**IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION
2018 REGIONAL SOFTBALL FINANCIAL STATEMENT**
Complete one Financial form/reconciliation for each night you host

Tournament Date _____

HOST SCHOOL

First ticket number left on roll	_____	
Beginning Ticket # on roll	_____	
Number of tickets sold	_____	
Price per ticket	\$6.00	
Amount of Sales		\$ _____

First ticket number left on roll	_____	
Beginning Ticket # on roll	_____	
Number of tickets sold	_____	
Price per ticket	\$6.00	
Amount of Sales		\$ _____

Reminder: If you sell a complete roll, you must add "1" to your number of tickets sold to account for all tickets sold

TOTAL TO BE REMITTED TO IGHS AU - within 30 days of Regional Final Date \$ _____

RECONCILIATION

Ending Cash per Count		
Checks	_____	
Hundreds	_____	
Fifties	_____	
Twenties	_____	
Tens	_____	
Fives	_____	
Ones	_____	
Coins	_____	
 Total Cash		 \$ _____
 Beginning Cash		 \$ _____
Cash from Sales		\$ _____
Cash (short)/Long		\$ _____

TICKET SELLER SIGNATURE

TOURNAMENT MANAGER SIGNATURE

Please forward check with copy of this report to:
Form can be emailed to sherry@ighsau.org
Iowa Girls' High School Athletic Union
5000 Westown Parkway, Suite 150
West Des Moines, IA 50266



IGHSAU

**2018 Softball
Regionals**

Admission \$6

Children who have not yet attended school are admitted free.



REGIONAL SOFTBALL TOURNAMENT MANAGER CHECKLIST

- Provide the following:
 - Official competition softballs – optic yellow Dudley SB12 LRF Y FP
 - Visible scoreboard with qualified operator
 - Official scoresheet
 - Qualified adults to server as:
 - Official Scorer
 - Public Address Announcer
 - Ticket sellers/takers
 - On-site administrator/security presence during game
 - Restrooms
 - Concessions
 - Operational field lights
- Receive tournament roster forms from schools playing at your site
- Contact athletic director(s) of schools playing at your site and ensure the following information is exchanged:
 - Game day contact information (cell phone numbers)
 - Contact visiting team(s) prior to game day to confirm game time, team's arrival time, parking and entry location
- Umpires assigned by IGHSAU
 - Check assignment information in IGHSAU group on Arbiter
 - Contact crew chief at least 24 hours prior to game time to confirm arrival time, parking and entry location
 - Arrange for private and secure dressing area
 - Escort for umpires pregame and postgame
 - Ensure water, sport drink and/or food is available to umpires during game and postgame
- Arrange for playing of the National Anthem
- Arrange for timing of 7-minute warmups on field for each team
- Ensure that playing field is properly lined and includes media box(s)
- Ensure that pass gate attendants and ticket takers understand IGHSAU policies for tournament roster and pass gate admission
- For Regional Finals, ensure that winning team receives regional ticket punch sign, champion medals and state tournament banner at conclusion of game
- Report final scores on www.tourneymachine.com immediately following each game
- Submit Softball Financial Statement Form after your school hosts its FINAL regional game of the tournament series