

2016 TOURNAMENT DATES

REGIONAL

Class 1A and 2A - July 5, 6, 8, 11

Class 3A - July 6, 8, 11

Class 4A, 5A - July 7, 9, 12

STATE

Rogers Park, Fort Dodge, July 18-22, 2016

For questions regarding softball contact Joel Oswald at
(515) 288-9741 or email joel@ighsau.org.

ADMINISTRATIVE REMINDERS

1. Each team is limited to not more than 28 **TEAM PERSONNEL** for all regional and state tournament games. A team may have more than 18 players in uniform, just so there are no more than 28 total. 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. This is not an opportunity to add parents or other non-team personnel to the list simply to get 28 free admittances to the game.

Notify the State Office 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.

2. Send roster to the tournament manager on time.

3. Admission to the tournament site will be made strictly from the tournament checklist.

The tournament roster/checklist is found on the IGHS AU website. Complete and send the roster/checklist to your tournament manager prior to your game. Your tournament manager will use this form as a data sheet to prepare their program prior to the tournament.

Keep a copy of the roster/checklist to forward to the tournament manager of each additional site where your team may be assigned.

TOURNAMENT MANAGER MAILING

The following will be mailed to the Tournament Manager approximately one week prior to the first tournament game your school hosts:

1. Financial statements
2. Any necessary tournament instructions.
3. Tickets and ticket information
4. Score reporting instructions

TOURNAMENT ASSIGNMENT

All games for regional tournaments are being assigned prior to the start of tournament play. Sites are tentative and subject to change depending on the participating teams. The athletic director of any team affected by a change in site will be notified by phone or email. 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 the site. The host site must supply their own softballs (Dudley SB12 LRF Y FP).

TEAMS ASSIGNED TO YOUR TOURNAMENT

Should you have any instructions particular to your tournament, contact the teams at your convenience. The IGHS AU encourages you to send a letter of invitation or of general announcement to the teams assigned to your site. Study your pairing carefully in relation to teams assigned and designated time for starting game.

REGIONAL FINAL HOSTING

Regional finals will be played at the softball facility of the higher seed of the remaining two teams in each region, assuming that softball facility meets minimum requirements described below. Seeding will be based on the final regular season IGHS AU softball rankings. In the case of two non-ranked teams remaining in a region, the following criteria will be applied in order 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 adequate field lighting, restrooms, concessions, and meet the minimum field dimension requirements in order to be considered to host a regional final. In addition, the school must have applied to host the regional tournament.

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.

UMPIRES FOR YOUR TOURNAMENT

Prior to the opening of your tournament, the IGHS AU will contract game officials. Names, phone numbers and email addresses of assigned umpires will be available to the host athletic director on Arbiter at least five days prior to the game date. The officials are instructed to arrive a minimum of 30 minutes prior to game time. All information regarding the names of officials assigned is confidential and for the knowledge of the tournament manager only.

IN CASE OF RAIN

The tournament manager is responsible for postponing games due to inclement weather. Notify the State Office immediately should any game be postponed due to weather.

Upon postponement contact the teams involved immediately, in addition to notifying all of your umpires. This will help avoid unnecessary traveling.

Once a game has started, the umpires 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 Joel at (712) 830-1088 or email joel@ighsau.org. You 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.

PASS GATE ADMISSION

One bus driver may be admitted, along with those individuals listed on the tournament roster/checklist. Pursuant to Board of Directors' action, Regional and State softball tournament sites will honor Iowa High School Athletic Association administrator passes.

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.

MARGIN-OF-RUNS RULE

All regional tournament games will be seven innings unless the game is tied, unless a game is terminated prior to seven innings due to the margin-of-runs rule, or unless 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.

REPORTING TOURNAMENT SCORES

Immediately following the conclusion of each regional contest enter the final score on Tourney Machine. Tourney Machine instructions will be emailed to site hosts and head coaches after regional pairings are released. Call (712) 830-1088 or email joel@ighsau.org with any issues reporting your scores.

If your site is hosting two games on the same evening, please report the first game score upon its completion.

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.

PRE-GAME INFIELD

In regional tournaments both teams are allowed to 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 PA 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 while the bottom-bracket team will be in the first base dugout. If the host school is playing, the host school shall remain in its normal dugout and shall inform the opponent of their dugout assignment for every game.

OFFICIAL SCORER & PA ANNOUNCER

Provide for the official scorer in advance so that no delay will be encountered in securing of all lineups. Announcing of players or actions of the game should be on an impartial and nonbiased basis (the same for both teams).

SOFTBALLS

It is the responsibility of each host site to supply game balls for all games. The ball which must be used is the optic yellow Dudley SB12 LRF Y FP.

ADMISSION

Admission prices per session for each round of the Tournament:

Regional:	- \$6.00
State:	- \$10.00

****NOTE:** Do not charge kids who are not yet in school. Kindergarten and older need a ticket.

TOURNAMENT TICKETS

A supply of spectator tickets for your Tournament will be sent in advance via United Parcel Service. We would like to call attention to the following points as related to tickets:

1. Tickets provided will be serially numbered.
2. Before your Tournament begins, be sure and check your shipment of tickets with the ticket report form sent to you.
3. Instruct your sellers to be sure that all unsold tickets will result in consecutive serial number order, meaning that the remainder of the unsold roll is consecutively numbered without any intermittent tickets having been sold.
4. Your shipment of tickets may contain some rolls from which tickets have been previously sold. Be sure to instruct your ticket sellers to sell the partial rolls first.
5. If you desire to sell from more than one ticket booth, it is necessary to sell from two or more rolls at the same time. This will avoid your having to sell from removed portions of a roll. Be sure that all unsold tickets are in consecutive order.

Use only tickets supplied to you by the IGHSAU State Office. This is essential to mandatory accounting procedures.

Contact the State Office immediately if you are unable to use IGHSAU supplied tickets for any reason.

We hope that we have anticipated your needs, but if you have reason to believe that you will need more tickets, contact us and we will forward an additional supply.

Instruct your ticket sellers to tear each ticket into two or more pieces and deposit all pieces in a receptacle.

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.

GATE RECEIPT FORM REPORT

After your Tournament has ended, complete the Tournament financial report form in duplicate. In determining the total numbers of tickets sold, be sure to subtract the serial number of the first ticket sold from the serial number of the first ticket remaining on the roll. This result will represent the total number of tickets sold.

The total income of admission from your Tournament is to be forwarded to the Iowa Girls' High School Athletic Union, 5000 Westown Parkway, Ste 150, West Des Moines, Iowa 50266. All unsold tickets must be returned to the IGHSAU immediately upon completion of your Tournament.

The reimbursement due for conducting the Tournament may not be mailed until after the State Tournament has been completed. However, you will assist our office in expediting the preparation of the checks payable to your school by:

1. Carefully checking and completing all information on your Tournament report form.
2. Returning all unsold tickets promptly so that auditors may have adequate time to audit the unsold tickets.
3. Immediately sending gross gate receipt check payment as soon as possible.

**If hosting multiple dates, send in all tickets, forms and payment at one time.

AWARDS

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

BANNERS & DISPLAYS

The display or usage of balloons, banners, signs, or other paper debris 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. airhorns, cowbells, etc.) These rules shall apply to the State Tournament as well.

SPECTATORS

The Iowa Girls' High School Athletic Union has adopted policy recommended by the Iowa Association of School Boards as it relates to spectator conduct.

The State Office is to be notified immediately if any spectator is ejected from the facility. This notification shall include the name of the spectator.

Use of "laser light" pens by a spectator shall result in immediate ejection from the facility.

All spectators at state-sponsored softball tournaments shall wear shoes.

No one shall be admitted while wearing a mask or costume which hides their identity or provides any safety risk.

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

1. When an official arrives on-site (at least 30 minutes prior to game time) he or she shall find the administrator in charge for the evening. If no administrator is available, the HOST COACH is the defacto administrator in charge.
2. If a problem arises during a game, the official shall stop play, and notify the administrator in charge of the problem, and of the 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 complex. The game will not restart until the administration complies with the remedy ordered by the official.

With the understanding that a tournament 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:

Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. Penalty---EJECTION

Throwing articles onto the contest area. Penalty---EJECTION

Entering the contest area in protest or celebration. Penalty---EJECTION

Physical confrontation involving contest officials, coaches/ directors, contestants, or spectators. Penalty---EJECTION

Spectator interference with the event. Penalty---EJECTION

Jumping up and down on the bleachers. Penalty---WARNING/EJECTION

Use of artificial noisemakers, signs, or banners. Penalty---WARNING/EJECTION

Chants or cheers directed at the opponent. Penalty---WARNING/EJECTION

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

What defines a problem that 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 over-react when fan reaction is negative. That does not mean, however, an official should be forced to tolerate conduct that 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 Athletic Union 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 IGHS AU 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.

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.

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 as long as 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 State Office 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 fund-raising solicitations, etc. will be permitted within the 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 approval of the State Office.

Music may be played prior to the game, between innings, and after the game. No music shall be permitted during play.

OFFICIAL PROGRAMS FOR TOURNAMENTS

Any 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. Fans and guest teams appreciate the use of the official programs.