

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION
2017 INSTRUCTIONS TO REGIONAL
BASEBALL HOST SCHOOLS



You will host the semi-final and championship games, however, **it is your responsibility to hire the umpires for ALL regional games, including the "play-in" games.** It is strongly recommended that games not be scheduled on school time. You **MUST** list the game times and sites on the bracket online. Hold the regional quarterfinal games (seeds #4 & #5 for a five team regional; seeds #4 & #5 and seeds #3 and #6 for a six team regional; seeds #2 & #7, seeds #4 & #5, and seeds #3 and #6 for a seven team regional) on Tuesday, September 12. Semifinal games must be held on Saturday, September 16 and the finals on Monday, September 18. If weather forces postponement or delays, please make sure your regional is completed by Friday, September 22 so that the sectional championship may be played as scheduled on Saturday, September 23. **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 "play-in" games shall be played at the site of the higher seeded teams unless the teams in the play-in games mutually agree to play the contest elsewhere. Regardless, the higher seeded teams shall be the home team in ALL regional 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 5. 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. Check to be sure that all contestants meet age requirements. Schools must complete the birth date column on the Regional Entry Form. Contact the school if there is a problem. **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 11.**

NEW

ONLINE SEEDING (see *Host Booklet 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 5, 2017**. 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
 2. Team Record
 3. Season Schedule with results
 4. Special Comment Section
- B. **STEP TWO**— all participating schools will rank schools in their regional online **September 6-7, 2017**. 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 Friday, **September 8, 2017** 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.**

NEW

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. These will be shipped to you prior to regional play. There will be enough for three (3) baseballs per regional contest scheduled. For example, if there are 4 total games for the regional, 12 baseballs will be sent. However, the schools that host the play in games on Sept. 12 must supply the baseballs for that game. You do not need to ship the balls to those play-in sites. 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 2017 Boys Baseball Terms & Conditions in conducting your tournament. See section IX in the Terms & Conditions regarding hiring and payment of officials. As the regional host, it is your responsibility to hire the officials FOR ALL PLAY-IN GAMES (as necessary) on Tuesday, September 12. While you will not know the exact location of the play-in games until seeds are announced, you can tell the umpires to simply hold the date for you until you can confirm the site and teams. The host school for each regional game is responsible for paying each umpire a flat fee of \$55.00 (no mileage). Each school should bring a check for \$55.00 payable to the host school for each regional game in which they participate. Or, you can tell the school the name of the umpire the school should make the check payable to and then one school can pay one umpire and the other school can pay the second umpire. You decide which way works best for you. Just be sure to inform the schools in your regional how you are going to handle payment to the umpires.

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 make sure to remind the regional winner they must send a team picture to the IESA office prior to the sectional play date of September 23. Instructions for the winners are located on the website and were sent to each school participating in baseball in the initial mailing.

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 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!

Instructions for Baseball Regional Hosts

All regional seeding, brackets and sectional match-ups will be posted online. At any time, a host may access their tournament information to post dates, times, and locations for their tournament games.

I. ACCESSING THE FORM

- Go to the IESA Website and click on the RED Member Center and login button on the left hand side of the web page. Example below.
- Choose your school from the drop-down menu and enter either your school or athletic password. Then click on "Click here to log in".

Choose your school and enter your password to log in.

IESA Member School Login

Administrators, coaches, directors, concussion test log in here.

Choose your school and enter your password to log in.

School	<input type="text" value="Choose City/School"/>
Password	<input type="password"/>
<input type="button" value="Click here to log in"/>	

HELP! I don't know the password!

Not a Member of the IESA?
[Membership Information for Prospective Members](#)

Choose your school and enter your Password here

Click Here

[Menu](#)
[Log Out](#)

Bloomington King

[Activit](#)
[Registration & Entry Center Logins](#) - [Information](#) - [Email Center](#) - [Officials Search](#)

User session expires @ 4:28:15 PM
[REGISTER FOR TEXT ALERTS](#) [CONCUSSION CERTIFICATION](#)

Click Here

- Once you have logged in, click on the "Registration & Entry Center Logins" link. Entry Center links are located on the right side of this page. Click on the "Entries" link for Boys Baseball. This will take you to the **Baseball Entry Menu**.

II. ACCESSING REGIONAL/SECTIONAL HOST ADMINISTRATION

- If the assignments have been completed for your activity, you will see a Host Administration Area on your school or athletic page. You may also access host administration in the Baseball Entry Center.
- Click on the Host Admin link next to the tournament you would like to update.

Entry Centers & Host Administration	
Girls Softball	Assignment Pending
Boys Baseball	Entries - Host Admin

Click on the Host Admin link

III. VIEWING ROSTER INFORMATION

- A. As a host, you will have access to all of the regional entry forms of those teams competing in your tournament.
- B. To view the regional entry forms for your tournament, click on “View Regional Rosters”.
- C. If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
 - Click on the [Download Regional Entry Data](#) link.
 - Choose PC or Mac.
 - Click “Get Data”.
 - Save the resulting file to your hard drive as an .xls file.

IV. CONTACTING YOUR TOURNAMENT TEAMS

- A. Contact information is available for all of the schools participating in your tournament from the Host Administration links.
- B. Host schools will be able to email all schools in their regional or sectional through the email center available under host administration.

Class 1A Boys Baseball Host Administration
Entry Menu - Regional Entry Form - Host Administration
Regional 1
Email Regional 1 - Coaches Administrators

You can email coaches and/or administrators from these links.

This information is only available ONLY after all schools have entered their regional entry information

Regional Hosts

I. SETTING REGIONAL TOURNAMENT DATE AND LOCATION INFORMATION

Class 1A Boys Baseball Host Administration
Entry Menu - Regional Entry Form - Host Administration
Regional 1
Email Regional 1 - Coaches Administrators
Regional Host Info
Set Regional Dates/Locations OPEN
Open thru sectional scoring
Update Regular Season Win/Loss Records OPEN
Open thru seeding confirmation
View All Regular Season Info for this regional
Set Regional Results - Regional Bracket Instructions OPEN
Open after seeding thru sectional results
Download Regional Entry Data
View Regional Rosters/Pass Gate
Check Regional Brackets - Check Sectional Qualifiers

Use links to access various hosting functions

- A. As a host, you must enter the venue for each game. You will need to provide the venue name, address and city. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved.

Regional 1 Locations			
Update as often as needed. All fields optional.			
Class 1A Regional 1			<input type="button" value="Update"/>
Note: Quarterfinal games are played at the higher seeded team unless other arrangements have been made. Contact these schools after online seeding process for venue location address and time.			
Game 1 — Seed 4 v. Seed 5			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>
City (just city)	<input type="text"/>		
Game 2 — Seed 1 v. Winner Game 1			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>
City (just city)	<input type="text"/>		
Game 3 — Seed 2 v. 3 Seed			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>
City (just city)	<input type="text"/>		
Game 4 — Winner Game 2 v. Winner Game 3			
Venue	<input type="text" value="TBD"/>	Date	<input type="text"/>
Address	<input type="text"/>	Time	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>
City (just city)	<input type="text"/>		
			<input type="button" value="Update"/>

- B. Venue information will be automatically linked to your bracket and posted on the IESA website on the activity assignments page. You may direct fans/parents to the assignment page for tournament information.
- C. The address and city information is extremely important to enter. This information will generate a map and directions to your facility. After entering the information check the website to make sure the Google map is correctly mapping your location.
- D. Date and time information should also be entered for each game. This information will also be visible for fans and teams to view from the IESA website. Please make sure to click on the “Update” button after you have filled in your information. If you do not click “Update”, your information will not be saved. If weather becomes an issue in your regional please make sure you update your dates and times on the web. **Note: Quarterfinal games are played at the higher seeded team unless other arrangements have been made. Contact these schools after online seeding process for venue location address and time. Have the host school email you the results following each quarterfinal game so that you can update the results.**

II. SEEDING YOUR REGIONAL TOURNAMENT

- A. All schools participating must enter the following information online by 11:59 p.m. on Tuesday, **September 5, 2017**.
1. Regional Entry Form (**changes may be made up until 4:00 p.m., Monday, September 11**)
 2. Team Record
 3. Season Schedule and Results
 4. Special Comment Section
- B. On Wednesday, **9/6-9/7, 2017** all participating schools will rank the schools in their regional online.

Boys Baseball Entry Center Menu	
Class 1A - Sectional A - Regional 1 - Assignments	
HOST ADMINISTRATION - Regional 1 & Sectional A	
REGIONAL ENTRY FORM - View Roster	OPEN
Open thru 9/11/2017 4:00 PM	
Your Regular Season Contests	OPEN
Open thru 9/5/2017	
Comments on your Regular Season	OPEN
Open thru 9/5/2017	
View All Regular Season Info for this regional	
Rank Regional 1 Teams	OPEN
Open 9/6/2017 thru 9/7/2017	
Team Photo & Cut Lines Team Photo Info	
Available to Regional Champions	
Ratings Surveys - Sportsmanship Officials	

- C. To view the team information each team can click on [View Regular Season Info](#). This will show all the information entered in step one for every team in the regional. The IESA recommends that each school print this information and have it in front of them when they rank.
- D. On Friday, **9/8/2017** the IESA office will confirm the results tabulated by the computer and release the seeds and pairings.

III. ENTERING REGIONAL RESULTS

- A. Following each round of your regional tournament, you will be able to enter the results for each round. The results will be posted on the IESA website.
- B. To enter results, please do the following:
- Under the score column, enter the final score of the contest.
 - Click the "Update" button in the lower right hand corner. If you do not click this button, your information will not be saved.
 - Winners will automatically be advanced to the next round.
 - If a game is suspended or a team forfeits you can select this under the drop down menu labeled status. If the game ended normally you do not need to select anything in status as the computer will advance the winner based on score.

Regional 1 Final Scores

A	Bourbonnais Maternity BVM			
B	BYE	A	Bourbonnais Maternity BVM	
A	Lockport Kelvin Grove	B		
	Status <input type="text"/>			
B	Rockdale		A	
A	South Wilmington			B
B	BYE	A	South Wilmington	
			Champ record after regionals	
A	Bourbonnais St. George	B		
	Status <input type="text"/>			
B	Lockport Taft			
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.