



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2018 INSTRUCTIONS TO BASEBALL SECTIONAL HOST SCHOOLS

- The IESA Office has contracted two umpires at a fee of \$65.00 each for the sectional game. IESA will pay the umpires. Their game checks will be sent directly to the umpires from the IESA Office after the completion of the sectional game. IESA will notify you of the umpires assigned to your contest. It is highly recommended that you contact each umpire and be sure to give them exact directions and location of your field.
- Hold the sectional game on Saturday, September 22. The IESA Office will notify you as soon as possible of the competing teams. You will need to contact them with any necessary information they may need as to the exact location of playing site. **The starting time has been set for 11:00 a.m. Games are not to begin earlier than 11:00!** No changes to the date or starting time will be approved as the umpires have been contracted for this date and time. If you cannot host on September 22 at 11:00 a.m., please contact Mr. Endsley immediately so a different host can be located.
- Use September 24 as a rain date if required. If this should be necessary, try to contact competing teams as early as possible on September 22 to inform them the game is postponed, since many schools have long travel distances to sectional sites. If September 24 is also rained out, then set Tuesday, September 25 as the date. If not, Tuesday, then Wednesday. The sectional must be completed no later than Thursday, September 27. Be sure to update the date online to keep everyone informed.
- The Rawlings RIESA baseball is to be used for your sectional game. These will be shipped to you prior to sectional play. You will receive three (3) baseballs for the sectional contest. 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 the sectional game and two balls shall be given to the winner of the sectional game.
- Regional winners do **not** need to bring you a copy of the *Regional Entry Form*. You as a host have on-line access to the regional entry form. To access those forms, choose your school and enter your school's password to log in to the IESA website Member Center. Click the "Entry Center Logins" link 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
- Follow all appropriate sections of the 2018 Boys Baseball Terms & Conditions in conducting your tournament.
- A coin flip shall determine the home team for the sectional game.
- **It is your responsibility to update the IESA website with the result of the sectional.** You must use your school password to report the sectional winner. Log on to the IESA website Member Center, choose your school and enter your school's password. Click the "Entry Center Logins" link and then the "Host Admin" link under "Entry Centers & Host Administration". Choose the "Set Sectional Results" link and input the scores, mark the winner and update their record. This will automatically notify the IESA office of your sectional's result. **Please do this immediately after the contest on Saturday so we can begin preparation of the state tournament pairings.** Your help with this is appreciated.
- Inform the sectional winner that they will receive information about the state finals from the IESA Office via email the Monday after the sectional.
- There is no financial report needed since admission is not charged.
- Contact Mr. Endsley in the IESA Office if you have any questions.

Please keep the following items in mind as the host for the sectional:

Provide water for players AND umpires.

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 sectional contest.

Thank you for hosting this sectional!



Instructions for Sectional Hosts and to Report Game Results On-line

I. ACCESSING THE FORM

- A. 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.
- B. 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"/>
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Click Here → </div> <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	Bloomington King	Log Out
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 →

- C. 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 "Host Admin" link for Boys Baseball. This will take you to the **Baseball Entry Menu**.

II. ACCESSING SECTIONAL HOST ADMINISTRATION

- A. 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 school/team information for the schools in your sectional tournament, click on “View Sectional Rosters”.
- C. If you are creating a program for your tournament, you will be able to download all of the information for your tournament.
 - Click on the [Download Sectional 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 sectional through the email center available under host administration.

Class 1A Boys Baseball Host Administration

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Sectional A

Email Sectional A Qualifier - [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

Sectional Hosts

I. SETTING SECTIONAL LOCATION INFORMATION

[Entry Menu](#) - [Regional Entry Form](#) - [Host Administration](#)

Sectional A

Email Sectional A Qualifier - [Coaches](#) | [Administrators](#)

[Sectional Host Info](#)

[Set Sectional Date/Location](#)

OPEN

Open thru state scoring

Set Sectional Results

PENDING

Open from 9/22/2018 thru state scoring

Update Sectional Champ Win/Loss Records


PENDING

Open from 9/22/2018 thru state scoring

[Download Sectional Entry Data](#)

[View Sectional Rosters](#)

As a host, you must enter venue details for the 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.

Sectional A Venue	
Update as often as needed.	
Date	<input type="text" value="9/22/2014"/>
Time	<input type="text" value="11"/> : <input type="text" value="00"/> <input type="text" value="AM"/>
Venue	<input type="text"/>
Street Address	<input type="text"/>
City (just city)	<input type="text"/>
This address is used by Google Maps to provide driving directions. Please check to see if Google understands this address: _____	
	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Click on the address link to confirm the location is correct.</div>	
Comment	<input type="text"/>
<input type="button" value="Update"/>	

The venue information will be automatically linked to your bracket and posted on the IESA website on the baseball assignments page. You may direct fans/parents to the assignment page for tournament information.

The address and city information is extremely important to enter. This information will generate a map and directions to your facility. Please check the Google link after entering the information to make sure the Google map is correctly showing your venue and directions.

The comment section will allow the host school to add such things as concessions will be offered, parking is available in the north lot, etc.

II. ENTERING SECTIONAL RESULTS

- A. Following your sectional game, you will be able to enter the results and update the winning team record. The results will be posted on the IESA website and directly into the state bracket.
- B. To enter results, please do the following:
 1. Click on **Set Sectional Results**
 2. Under the score column, enter the final score of the contest.
 3. Under the win column, select the winning school.
 4. Click the “Update” button in the lower right hand corner. If you do not click this button, your information will not be saved.
 5. Winners will automatically be advanced into the state final pairings.

Sectional A Final Scores

Please indicate winning score.

School	Regional Record	Score
Winner Regional 1	11-1	<input type="text"/>
	Innings Played	<input type="text" value="0"/> (be sure to list the number of innings)
	Suspended/Forfeit	<input type="text"/> (only use if game is suspended or a forfeit)
Winner Regional 2	8-4	<input type="text"/>
	Champ record after sectional	<input type="text" value="0"/> - <input type="text" value="0"/>
<input type="button" value="Update"/>		

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.

C. Click the [Update Sectional Champ Win/Loss Records](#) to update the winning team's record.