

**I. GENERAL INFORMATION****A. LOCATION, DATES OF COMPETITION AND UPDATING SCORES**

1. Regionals
  - a. Wednesday, September 6, 2017 (Quarterfinals), Saturday, September 9, 2017 (Semifinals), and Monday, September 11, 2017 (Championship).
  - b. For regional quarterfinal games, the game location/time will be determined after online seeding but will be held at the home field of the higher-seeded team. The IESA-designated regional host must post this information online.
  - c. For regional host schools on fields without lights, games cannot start any later than 5:00 p.m.
  - d. It is recommended that games not be scheduled on school time.
  - e. Following online seeding, email a schedule to all schools assigned to your regional indicating the exact site, date, and time they are scheduled to play.
  - f. Regional semifinals and finals are played at the home field of the IESA-designated regional host.
  - g. Remind the regional champion to send a team picture to the IESA office by the Friday before sectionals.
2. Sectionals
  - a. Saturday, September 16, 2017 @ 11:00 am
    - i. *Rain reschedule (confirm with IESA) - Monday, September 18, 2017*
  - b. Sectionals are played at the home field of the IESA-designated sectional host.
  - c. Hosts should remind the regional champions playing in their sectional to send a team picture to the IESA office by the Friday prior to playing in the sectional game.
3. State
  - a. Quarterfinals - Friday, September 22, 2017
  - b. Semifinals and Finals - Saturday, September 23, 2017
  - c. The state tournament will take place at Champion Fields (501 N. Parkside Road) in Normal.

**B. SOFTBALLS**

1. IESA-designated regional and sectional hosts will receive Rawlings model #RIESASB softballs for each tournament hosted.
2. There are enough for two (2) softballs per regional and sectional contest scheduled and they must be used in the regional and sectional games.
3. Host schools must have Rawlings model #RIESASB softballs on hand in case the 2 balls sent to the school are not enough to complete the game.
4. The regional quarterfinal game host (higher-seeded team) will supply the balls for that contest.

**C. CHAMPIONSHIP PLAQUES**

1. The regional/sectional championship plaque will be sent to schools from the IESA supplier
  - a. The IESA supplier is located in Princeton - A&M Products - (815) 875-2667.
  - b. If a school has any problems receiving the plaque, contact the IESA office as soon as possible.

**II. STATE SERIES TOURNAMENT POLICIES****A. PLAYING RULES**

1. NFHS Softball Rules Book
2. IESA Softball Terms and Conditions
3. IESA Exceptions to NFHS Rules

**B. GAMES**

1. The host school shall not make its playing fields available to the visiting teams for practice sessions.
2. Regional and sectional hosts assign dugouts prior to play and communicate this with team(s) coming to their site.
3. Home team designation
  - a. Regionals - The higher-seeded team in the bracket shall be designated as the home team even if the game is held somewhere other than the higher-seeded team's traditional home field.
  - b. Sectionals - A coin flip will determine the home team for the sectional game.
4. All games must be played in the designated order and the order may not change unless IESA grants permission.
5. A pre-game conference with officials and head coaches is required to take place prior to all contests.
6. Each team will receive a 10 minute pre-game team defensive warm-up time on the playing diamond.
7. A team failing to field the required number of starting players (9) within thirty (30) minutes of the scheduled game time shall forfeit the game.
  - a. The IESA office and tournament host school must be notified of such a decision. A game that is played even though the school failed to field the required number of starters within 30 minutes of the scheduled game time cannot be protested.
  - b. *Q: The game was scheduled for 11:00 am, opponent arrived at 11:25 am. What time do I start the game?*  
*A: The start time of the game will be 11:30 am.*

8. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.

### C. TICKET GATE ADMISSION

1. For IESA Softball, a ticket gate is not allowed for regional and sectional games.
2. For the state quarterfinals, semifinals, 3<sup>rd</sup> place and championship games on September 22-23, there will be a ticket gate.
  - a. Schools must complete the pass gate list for these contests.
  - b. IESA activity passes will NOT be honored for state quarterfinal, semifinal, 3<sup>rd</sup> place or championship games - these passes are only good for regular season contests.
  - c. Limits on free entry to the IESA state tournament shall be to the individuals listed on the school's online roster form.
3. The displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances, may become safety hazards. Tournament managers should not permit these devices to be brought into the playing areas (By-Law 3.132).
4. All mechanical noise-making devices shall be excluded from playing areas for all IESA state series play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-Law 3.133).

### D. MISCELLANEOUS

1. Field conditions should be conducive to a state series game - this includes clear markings of foul areas, baselines, the batter's box, the on-deck circle for both teams and the grass and surrounding areas should be properly maintained.
2. Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66.
  - a. This includes an IESA event that is held on a school's property and IESA events held at a non-school site (sports complex, park, etc.).
3. The IESA encourages schools to notify local EMTs and police department and inform them when hosting.
4. Changes, additions, and/or substitutions may be made to the regional entry form information until 4:00 pm on Tuesday of Week 10. No changes are permitted after this deadline.
5. If you have medical personnel (i.e. athletic trainer) available at your facility, they should be on-site during every state series contest.
6. The tournament manager must be visible/present for every contest for officials/teams to communicate with at all times.
7. Review the school's emergency plan with those who will be working the contests.
8. While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
9. Hosts are encouraged to provide concessions so that teams and fans that are traveling can eat.
10. Hosts are encouraged to provide music and play it consistently for all teams for all contests.
11. Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next two interscholastic contests at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess. Any coach ejected for unsportsmanlike conduct a second time in any activity during the school year shall be ineligible for all remaining interscholastic contests the day of the ejection and the next five interscholastic contests at the level at which the ejection occurred, in addition to other penalties the IESA or the school may assess.
12. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess. Any player ejected for unsportsmanlike conduct a second time in any activity during the school year shall be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests at the level at which the ejection occurred, in addition to other penalties the IESA or the school may assess.
13. A fan ejected from the state finals (state quarterfinals, semifinals and finals) is not permitted to return for the remainder of the state finals.

## III. UMPIRES/OFFICIALS

*It is the responsibility of the host to provide for the security of the umpires. The host should be present to escort umpires on and off the playing area for all contests. Fans/coaches should not be allowed into the umpires' dressing area for any reason. Officials' rating sheets are online in the softball entry center. Please make sure that each coach is aware that they can fill out state series umpire evaluations online.*

### A. REGIONALS

1. Officials must be registered by the Illinois High School Association - this can be confirmed on the website.
2. For the regional quarterfinal game, the higher-seeded team is the quarterfinal host and is the home team as designated by the playing location; this school will be responsible for contracting and hiring two IHSA-licensed officials for the regional quarterfinal game, the costs of which are to be split by the schools participating in each of those games.
  - a. Regional umpires should be paid \$55.00 each per game. Each school should bring a check for \$55.00 payable to the host school for each regional game in which they participate. It is the responsibility of the host to contact each school in your regional to inform them of their expected reimbursement amount for umpires.
3. The IESA-designated regional host designated will contract and hire two IHSA-licensed officials for both the regional semifinal and the regional championship game, the costs of which are to be split by the schools participating in each of those individual games (cost is the same as outlined in III.A.2.a).

### B. SECTIONALS

1. IESA will hire and pay the umpires for the sectional game at the rate of \$65.00 per game.
  - a. The contract for these officials will be included in the ball box sent to the host schools.

- b. The host school should contact these umpires as soon as possible, and no later than one week, prior to the sectional game to confirm location, date, and time.
- c. IESA mail checks from the IESA office to the umpires following the sectional contest.

**C. STATE**

- 1. IESA will hire and pay the officials for the state quarterfinals, semifinals, 3<sup>rd</sup> place and the championship games.

<p style="text-align: center;"><b>4 TEAMS</b></p> <p>Seed #1 vs. seed #4 in Game 1 (semifinal). Seed #2 vs. seed #3 in Game 2 (semifinal). Winners of Games 1 and 2 play in Game 3 (championship).</p> <p style="text-align: center;"><b>4-TEAM BRACKET</b></p>	<p style="text-align: center;"><b>5 TEAMS</b></p> <p>Seed #1 vs. bye. Seed #4 vs. seed #5 in Game 1 in the top bracket (quarterfinal). Seed #2 vs. bye and seed #3 vs. bye in the bottom bracket. Seed #1 plays winner of Game 1 in Game 2 (semifinal). Seed #2 and #3 play Game 3 (semifinal). Winners of Games 2 and 3 play in Game 4 (championship).</p> <p style="text-align: center;"><b>5-TEAM BRACKET</b></p>
<p style="text-align: center;"><b>6 TEAMS</b></p> <p>Seed #1 vs. bye. Seed #4 vs. seed #5 in Game 1 in the top bracket (quarterfinal). Seed #3 vs. seed #6 in Game 2 in the bottom bracket (quarterfinal). Seed #2 vs. bye in the bottom bracket. Seed #1 plays the winner of Game 1 (semifinal). Seed #2 plays the winner of Game 2 (semifinal). Winners of Game 3 and 4 play in Game 5 (championship).</p> <p style="text-align: center;"><b>6-TEAM BRACKET</b></p>	<p style="text-align: center;"><b>7 TEAMS</b></p> <p>Seed #1 vs. bye. Seed #4 vs. seed #5 in Game 1 in the top bracket (quarterfinal). Seed #2 vs. seed #7 in Game 2 in the bottom bracket (quarterfinal). Seed #3 vs. seed #6 in Game 3 in the bottom bracket (quarterfinal). Seed #1 vs. winner of Game 1 play in Game 4 (semifinal). Winner of Game 2 vs. winner of Game 3 play in Game 5 (semifinal). Winner of Game 4 vs. winner of Game 5 play in Game 6 (championship).</p> <p style="text-align: center;"><b>7-TEAM BRACKET</b></p>

**IV. ONLINE HOST ADMINISTRATION**

**A. ACCESSING HOST ADMINISTRATION**

- 1. Go to the IESA Website and click on the red MEMBER LOGIN button on the left side of the webpage.
- 2. Choose the school from the drop-down menu and enter either the school or AD password.
- 3. If the assignments have been completed for the activity, a Regional/Sectional Host Administration Area on the school's softball entry will appear when clicking the link ENTRY CENTER LOGINS/REGISTRATION AND ENTRY CENTER LOGINS.
- 4. If a school is hosting multiple activities, all of tournaments will show a link.
  - a. Click on HOST ADMIN for the tournament that to update it.
- 5. Once logged into the school's member center, hosts will be able to see Regional/Sectional Host Administration. Choose this link to access:
  - a. Email regional/sectional's coaches or administrators
  - b. Access this host manual
  - c. Set regional dates, times and locations
  - d. Enter regional/sectional results
  - e. Download regional entry data

- f. View regional rosters
  - g. Check regional brackets
  - h. Check sectional qualifiers
6. To view the regional entry forms for your tournament, click on VIEW ALL REGIONAL ENTRIES.
- a. If you are creating a program for your tournament, you will be able to download all of the regional entry information for your tournament.
    - ii. Click DOWNLOAD REGIONAL ENTRY DATA.
    - iii. Choose PC or Mac.
    - iv. Click GET DATA.
    - v. Save the resulting file to your hard drive as an .xls file.

Membership renewed on 4/22/2016		Activity	Entry Center Links
Pay Membership Dues ONLY <a href="#">2016-2017</a> - NEXT YEAR		Concussion	<a href="#">Concussion Testing</a>
If you want to pay DUES ONLY now and register for activities later, please use the link above.		Athletic Director	
-OR-		Girls Softball	<a href="#">Entries</a>   <a href="#">Host Admin</a>
<b>COMBINE DUES AND ACTIVITY REGISTRATION</b> by using links below. <i>Dues will only be added to your first registration of the year.</i>		Boys Baseball	<a href="#">Entries</a>
Indicate Your Emerging Activities <a href="#">2016-2017</a>		Cross-Country	<a href="#">Entries</a>
Athletics and Scholastic Bowl	<a href="#">2015-2016</a>	Girls Basketball	<a href="#">Entries</a>
	<a href="#">2016-2017</a> - NEXT YEAR	Boys Basketball	<a href="#">Entries</a>
State Golf Tournament	<a href="#">2015-2016</a>	Boys Wrestling	<a href="#">Entries</a>
	<a href="#">2016-2017</a> - NEXT YEAR	Girls Volleyball	<a href="#">Entries</a>
State Cheer Competition	<a href="#">2015-2016</a>	Scholastic Bowl	<a href="#">Entries</a>
	<a href="#">2016-2017</a> - NEXT YEAR	Track & Field	<a href="#">Entries</a>
State Chess Competition	<a href="#">2015-2016</a>		
	<a href="#">2016-2017</a> - NEXT YEAR		
State Bowling Competition	<a href="#">2015-2016</a>		
	<a href="#">2016-2017</a> - NEXT YEAR		
Music Contests	<a href="#">2015-2016</a>		
Speech Contests	<a href="#">2015-2016</a>		
Area 21 Speech	<a href="#">2015-2016</a>		

## V. SETTING REGIONAL/SECTIONAL DATES AND LOCATION INFORMATION

### A. SETTING REGIONAL/SECTIONAL DATES AND LOCATIONS

1. Sectionals must be played on the IESA-designated date and time.
2. Regional hosts must provide the venue name(s), address(es), city and game times.
  - a. Regional quarterfinal games are played at the home field of the higher-seeded team.
    - i. Contact these schools after online seeding process for venue location address and time.
  - b. This information will generate a map and directions to the game location. After entering the information check the website to make sure the Google map is correctly mapping the location.
  - c. Venue information will be automatically linked to the bracket and posted on the IESA website on the activity assignments page.
  - d. Direct fans/parents to the assignment page for tournament information.
3. The comment section will allow the host school to add information, such as concessions being offered, parking is available in the north lot, etc.
4. Make sure to click UPDATE after filling in all fields. Information will not be saved if you exit without clicking UPDATE.
5. If weather becomes an issue in your regional and/or sectional, update the new dates and times on the website.

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:02:31 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

Regional 11	Sectional F
Email Regional 11 - Coaches   Administrators	Email Sectional F Qualifier - Coaches   Administrators
Regional Host Info - Pending	Sectional Host Info - Pending
<a href="#">Set Regional Dates/Locations</a> OPEN	<a href="#">Set Sectional Date/Location</a> OPEN
Open thru sectional scoring	Open thru state scoring
<a href="#">Set Regional Results</a> - Regional Bracket Instructions OPEN	<a href="#">Set Sectional Results</a> OPEN
Open after seeding thru sectional results	Open from 9/19/2015 thru state scoring
<a href="#">Download Regional Entry Data</a>	<a href="#">Update Sectional Champ Win/Loss Records</a> OPEN
<a href="#">View Regional Rosters</a>	Open from 9/19/2015 thru state scoring
<a href="#">Check Regional Brackets</a> - <a href="#">Check Sectional Qualifiers</a>	<a href="#">Download Sectional Entry Data</a>
	<a href="#">View Sectional Rosters</a>

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:05:37 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Locations**

Update as often as needed. All fields optional.

Game 1 — Seed 4 v. Seed 5

Venue: TBD Date: 9/9/2015

Address: 110 S. Locust Time: 4:30 PM

City (just city): Maroa

Check to see if Google understands this address: 110 S. Locust, Maroa

Game 2 — Seed 3 v. Seed 6

Venue: Centennial Park Date: 9/9/2015

Address: Hwy 136 (west of Hwy 51) Time: 4:30 PM

City (just city): Heyworth

Check to see if Google understands this address: Hwy 136 (west of Hwy 51), Heyworth

Game 3 — Seed 1 v. Winner Game 1

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 10:00 AM

City (just city): Clinton

Check to see if Google understands this address: 1200 State Hwy 54, Clinton

Game 4 — Seed 2 v. Winner Game 2

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 12:00 PM

City (just city): Clinton

Check to see if Google understands this address: 1200 State Hwy 54, Clinton

Game 5 — Winner Game 3 v. Winner Game 4

Venue: Clinton High School Date: 9/14/2015

Address: 1200 State Hwy 54 Time: 4:30 PM

City (just city): Clinton

Check to see if Google understands this address: 1200 State Hwy 54, Clinton

**Regional quarterfinal games are played at the home field of the higher-seeded team.**

IESA-designated regional hosts need to contact these schools to determine field location and game time information.

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:33:34 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Final Scores**

Team A	Score	Team B	Score	Team C	Score
A Gibson City GCMS	1	B BvE	0	A MAROA-FORSYTH	4
B BvE	0	A Maroa-Forsyth	4	B Heyworth	1
A Maroa-Forsyth	4	B Maroa-Forsyth	3	A Mahomet-Seymour	0
B Downs Tri-Valley	1	A Mahomet-Seymour	0	B Heyworth	3
A Heyworth	4	B Heyworth	3	Champ record after regionals	12 - 3 - 0
B Clinton	0				

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.

## VI. ENTERING REGIONAL/SECTIONAL RESULTS

- A. RESULTS MUST BE POSTED ON THE IESA WEBSITE IMMEDIATELY FOLLOWING EACH GAME.
- B. ENTERING REGIONAL RESULTS
  1. To enter results:
    - a. Under the score column, enter the final score of the contest.
    - b. Click UPDATE in the lower right hand corner.
    - c. Winners will automatically be advanced to the next round.
    - d. If a game is suspended or a team forfeits, this can be selected under the drop down menu labeled STATUS.
    - e. If the game ended normally, the winner will advance based on the score.
- C. ENTERING SECTIONAL RESULTS
  1. To enter results, please do the following:
    - a. Click SET SECTIONAL RESULTS.
    - b. Under the score column, enter the final score of the contest.
    - c. Under the win column, select the winning school.
    - d. Click the UPDATE button in the lower right hand corner. If you do not click this button, your information will not be saved.
    - e. Winners will be advanced to the next round.