

# Softball (Girls)

## TOURNAMENT PROCEDURE

### 1. ASSIGNMENT OF SCHOOLS WILL BE ON A GEOGRAPHICAL BASIS IN FIVE DIVISIONS (1-2-3-4-5).

- Division 1 - The largest 112 member schools sponsoring softball.
- The remaining schools will be divided equally between Divisions 2, 3, 4 and 5. **(If uneven, Division 2 will have one extra school followed by Division 3, etc.)**
- Cooperative teams are placed into divisional competition on the basis of the combined enrollment of the schools involved.
- Schools may be allowed to play up one division in any sport (except football) from where its enrollment would otherwise place it if an application is submitted prior to July 1. This will not cause other schools to be displaced.

**Note: Please refer to tournament performance factor and procedures outlined in the Constitution. Article III, 3B and Appendix N.**

### 2. THE TOURNAMENT PLAN – LEVELS OF COMPETITION, DATES, PAIRINGS AND SITES – IS AS FOLLOWS:

Note: In the event scheduled classes are interrupted or terminated due to infectious/communicable disease, refer to WIAA Bylaws, Article II, Section 6-A. (p. 25) of WIAA Senior High Handbook.

- Schools are assigned to:
  - Division 1 – Schools will be assigned to one of eight sectional groups with competition on May 26 and 28.
  - Divisions 2-3-4-5 – Schools will be assigned to one of 16 regional groups with games on (Thursday/Tuesday/Thursday), May 21, 26 and 28.
- Each grouping will be seeded by the coaches in that group.
- Sectionals
  - Winners of regionals participate in one of eight Division 1 or one of four each Divisions 2, 3, 4 or 5 sectionals on Tuesday, June 2 and Thursday, June 4.
- State
  - The State Tournament involving sectional champions will be played on Wednesday-Thursday-Friday-Saturday, June 10-11-12-13, at the Goodman Diamond at UW-Madison. An alternate site may be used when inclement weather is a factor.
  - The head coaches of qualifying teams in each division will determine the seeds using the Seed Meeting guidelines outlined in the Tournament Procedures. WIAA staff will conduct these meetings.
- Final assignments of teams to tournaments and host schools for those tournaments will be posted on the WIAA website.

### 3. SEEDING PROCEDURES

#### a. BEFORE THE SEEDING MEETING

- Seeding meetings must be held between May 13-17 for Divisions 2-3-4-5. Division 1 seeding meetings must be held between May 17-20.
- Seed meeting hosts should contact all schools in their grouping to determine if the majority of schools wish to conduct a traditional meeting (in-person) or use a method determined by the host (teleconference, email, fax, distance learning).
- Each coach must **share** the scores of their teams games **using the online season summary form**, to every other school in their tournament group and the individual conducting the seed meeting following the timetable provided by your seed meeting host.

**(4) Seeding meeting host will be paid \$70 by WIAA.**

#### b. At the Seeding Meeting

- Coaches are required to participate in seeding meetings.
- Each school will designate one person to speak on behalf of their school.
- If a school is not represented at the seeding meeting, their school may still be seeded, if appropriate. If the school is not deserving of a seed, they may be ranked/positioned last. Schools wanting to use a telephone or teleconference hookup will be accommodated if possible. Any expense must, however, be paid by requesting school.
- Each coach will update his/her Season Summary to include any games played on Friday.
- Prior to the start of the meeting, the host will have the coaches draw to determine the order of presentations. Each coach should be allowed three minutes to discuss their season.
- Coaches should consider these factors when determining their seeds (list is in no particular order):
  - Coaches comments.
  - Head-to-head competition against teams in their grouping.
  - Comparative scores against like opponents.
  - Conference standings.
  - Relative strength of schedule.
  - Overall win-loss record.
  - Other special factors (e.g., injury of a key player, etc.).
- Once everyone has had the opportunity to speak, coaches should complete their Ranking Sheet. Coaches are not allowed to rank their own team.
- After all Ranking Sheets are turned in, the individual conducting the seeding meeting will record the ballots of each school alphabetically in a visible manner (e.g., chalkboard, chart, overhead, etc.).
- The rankings shall be tallied and the team with the lowest number will be the #1 seed, the team with the second lowest number shall be the #2 seed etc., until all seeds are determined.

c. Breaking Ties

If a tie results during seeding, move to the tie-breaking procedure below:

- (1) The coaches involved in the tie shall have one minute to state his/her claims to the higher seeded position.
- (2) All coaches not involved in the tie will have one vote to determine which team gets the higher seeded position. The seeding meeting host will ask coaches to vote for the team that should receive the higher seeded position. No coach is allowed to abstain from voting.
- (3) After all ballots are turned in the seeding meeting host will record the ballots in a visible manner.
- (4) The team with the most votes receives the higher seeded position.
- (5) If the vote results in a tie, repeat this procedure.
- (6) If after two attempts, the tied vote remains, a coin flip will determine the higher seeded team.

d. Appeal Procedure

If a team feels it should have received a higher seeded position, once the votes have been tabulated, it may appeal its position relative to that of any other team. The following procedures shall be used:

- (1) Appeals may NOT be made for a lower seed. Always start from the bottom and work toward the top seed when working through the appeal process.
  - (2) The coach making the appeal shall have one minute to state his/her claims to the higher seeded position. The coach of the team being challenged will then have one minute to state his/her claim to that position.
  - (3) All coaches NOT involved in the appeal will have one vote to determine which team gets the higher seeded position. No coach is allowed to abstain from voting.
  - (4) After all ballots are turned in, the individual conducting the seeding meeting will record the ballots of each school alphabetically in a visible manner.
  - (5) The team with the most votes receives the higher seeded position.
  - (6) A team may make any number of appeals, but an appeal between the same teams cannot be repeated. Teams may only appeal one seed higher at a time.  
Example: School is seeded 6 and feels they should be the 4 seed. First, they must appeal for the 5 seed. If successful in obtaining the 5 seed, they could then appeal for the 4 seed.
  - (7) If when voting on an appeal a tie vote occurs, the original placement shall stand.
  - (8) If this is an attempt to break a tie from the original placement of teams, continue to hash it out until the vote determines the placement of teams. Use a coin flip only when it appears there is no way to break the tie.
  - (9) A team cannot appeal a tie-breaking vote.
  - (10) All disagreements regarding seeding must be settled at this meeting. Once the meeting is over, the seeds are final. The WIAA will not change the results of your seeding meeting or hear appeals.
- e. If a disqualifying violation is confirmed after brackets have been seeded, the opponent of the disqualified team shall advance regardless of their bracket position and no other adjustments shall be made within the bracket.

**HOSTING TOURNAMENT**

- a. The highest seeded team in all divisions will host through the sectional semifinal game. If the highest seeded team's primary field is unavailable or unplayable they may use their regulation secondary field. If that field is not available or not playable and the lower seeded team's field is playable they will host. If the lower seed's field is also unplayable an alternate site can be used if agreeable to both teams. Games should not be postponed if a playable field is available. Games may not be played on baseball diamonds.
- b. The right for a higher seed to host any regional or sectional semifinal game will be determined by the outfield fence being at 185 to 235 feet (as per NFHS 1-1-3a). If the higher seed does not have a field meeting the requirement, the lower seed will host. If neither team has a field that complies, the higher seed will host the game.
- c. Sectional sites will be awarded, when possible, on the basis of the following criteria (in order of priority).
  - (1) No baseball diamonds.
  - (2) Skinned infields or artificial turf.
  - (3) Outfield fence (185-235').
  - (4) Other (dugouts, restrooms, seating, parking, lights, scoreboard, irrigated fields).

**4. RULES GOVERNING COMPETITION**

All specifications of Numbers 8 and 15 under SEASON REGULATIONS (pages 36-37) will apply with these exceptions and additions:

Athletes who are ineligible during the WIAA Tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA Tournament. Exception: An injured athlete will be allowed to participate in the awards ceremony provided he/she is included in the roster allotment for that game.

**EXCEPTIONS**

- a. The highest seeded team in all regional and sectional semifinal games as well as the sectional final games in Division 1 will be designated as the HOME team and have choice of dugout.
- b. A coin flip determines the home team for sectional final tournament games (in Divisions 2-5). The coin flip should be conducted by the site coordinator or umpires at least 45 minutes prior to the start of the game. The first team alpha will have the third base dugout.
- c. Required Pregame Warm-up (all divisions) – 35 minutes prior to the start of the game the home team will take the field. The field is defined as the entire enclosed field (live ball area). 20 minutes prior to the start of the game the visiting team will take the field.
- d. **All regular season and tournament games** will end when after five innings a team is ten or more runs behind and has completed its turn at bat.
- e. Except for the State Tournament games (quarterfinal, semifinal and championship games), a game will end when after three innings a team is fifteen or more runs behind and has completed its turn at bat.

- f. The maximum number of participants for each tournament game is 18. Each participating school will be allowed a maximum of 18 players in uniform for each tournament game. Rosters may change from one game to the next.

Noncompliance with this regulation, once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her immediate ejection (leave premises) when brought to the attention of the game umpires.

Note: If no other coach or faculty member of that school is present to supervise the team, the game shall be forfeited and the team disqualified from further participation in the tournament.

#### ADDITIONS

- a. In regional and sectional tournament play, participating teams may each provide and use the softball of their choice as long as it meets NFHS rules specifications and is optic yellow, with red stitches. If a ball other than that provided by the tournament host is desired, it shall be each team's responsibility to provide their own.
- b. A school must participate in a minimum of four games during the regular season, and a school may not compete in the tournament program if it has played more than 26 games.
- c. Host schools are not permitted to allow participating schools to practice on their facilities prior to their tournament.
- d. WIAA Tournament UAV Policy

The Board of Control has approved a policy for Unmanned Aerial Vehicles or drones at outdoor WIAA State Tournament Series events. UAVs are prohibited at all WIAA indoor tournaments. Drone operation requires a Remote Pilot Command license. Operators must also receive written consent from the WIAA executive office at least 24 hours in advance, as well as approval of the host facility event management. The complete policy for UAVs is located on page 50 of the Senior High Handbook. Contact the WIAA office with all requests to operate drones at WIAA Tournament events.

- e. For information about non-school participation, refer to Rules of Eligibility, Article VI, Section 1 of the Senior High Handbook and consult with Athletic Administration.

#### 5. REGIONAL TOURNAMENTS

- a. Scheduling of Competition

- (1) The host school determines the schedule at each tournament level within the dates specified under Section 2.

Note 1: A presectional contest may be moved ahead if all schools involved in such a game (or games) agree to an earlier date. Games may not be moved to a later date except when rained out.

Note 2: If the date of the regional game is changed due to graduation and the contracted umpires are not available due to the change, they must be paid their game fee according to the contract. It is the responsibility of the schools to find new officials and pay the additional fees. WIAA will reimburse for the two officials working the game, and the schools must absorb the cost of the contracted officials.

- b. Officials

- (1) The WIAA will contract two officials for each tournament site. All officials licensed with the WIAA are eligible to be contracted in the tournament program, with preference given to officials having a classification of L5 and Master.

**(a) Opt outs of forfeits after WIAA has contracted officials may require school to pay for official fees.**

- (2) Officials will be paid:

- (a) Officiating Fee - **\$90** per game.

- (b) Expenses - 55¢ per mile (round trip) for travel.

- (c) Officials shall travel together when geographically feasible with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.

- c. Awards

- (1) Plaque to championship team.

- d. Finances

- (1) Host School Allowances

- (a) A financial report provided by the WIAA must be filed by each school conducting an event.

- (b) The following items are authorized for payment out of tournament receipts.

- 1) Fees and expenses of officials.

- 2) Host School - **\$85** per game and manager fee - **\$75** per game.

- (c) If a balance remains after payments are made as listed above, the WIAA and the host school will share equally (55-45) in this amount.

- (d) If tournament receipts do not cover items listed in (b) above, the WIAA will subsidize the difference.

- (2) Allowance to Participating Schools

None.

- (3) Ticket Prices – Child/Student/Adult – \$6

- (a) Host schools may sell, if their facilities permit, single admission tickets for \$1 for children under 6 years of age.

- (4) Admission Policies

Free admissions shall be provided only for:

- (a) Eighteen (18) uniformed players on the roster.

- (b) Five (5) additional individuals (coaches, managers, etc.).

- (c) A maximum of eight individuals designated by the participating schools. It is expected that staff members from that pool will be available for any assistance associated with contest management. Whether a program is a stand-alone or part of a multi-school co-op, a maximum of 8 individuals will be provided free admission. The same allotment may be applied to host schools which are not playing in the tournament.

**6. SECTIONAL TOURNAMENTS**

- a. Scheduling of Competition
  - (1) The host school determines the schedule at each tournament level within the dates specified under Section 2.
- b. Officials
  - (1) Three umpires will be selected by the WIAA to work the sectional semifinals and championship game, with preference given to officials having a classification of L5 or Master.
  - (2) Officials will be paid:
    - (a) Officiating Fee - **\$100** per game.
    - (b) Expenses - 55¢ per mile (round trip) for travel.
    - (c) Officials shall travel together when geographically feasible with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.
- c. Awards
  - (1) Plaque to championship team.
  - (2) Medals to members (18) of championship and runner-up teams.
- d. Finances
  - (1) Host School Allowances
    - (a) A financial report provided by the WIAA must be filed by each school conducting an event.
    - (b) The following items are authorized for payment out of tournament receipts.
      - 1) Fees and expenses of officials.
      - 2) Host School - **\$96** per game and manager fee - **\$85** per game.
    - (c) If a balance remains after payments are made as listed above, the WIAA and the host school will share equally (55-45) in this amount.
    - (d) If tournament receipts do not cover items listed in (b) above, the WIAA will subsidize the difference.
  - (2) Allowance to Participating Schools
 

None.
  - (3) Ticket Prices – Child/Student/Adult – \$7
    - (a) Host schools may sell, if their facilities permit, single admission tickets for \$1 for children under 6 years of age.
  - (4) Admission Policies
 

Free admissions shall be provided only for:

    - (a) Eighteen (18) uniformed players on the roster.
    - (b) Five (5) additional individuals (coaches, managers, etc.).
    - (c) A maximum of eight individuals designated by the participating schools. It is expected that staff members from that pool will be available for any assistance associated with contest management. Whether a program is a stand-alone or part of a multi-school co-op, a maximum of 8 individuals will be provided free admission. The same allotment may be applied to host schools which are not playing in the tournament.

**7. STATE TOURNAMENT**

- a. Scheduling of Competition – The higher seed team will be the home team on the scoreboard and for batting order.

This is the schedule of games for the State Tournament:

Wednesday, June 10

Session 1 – 11 a.m. – Division 1 Quarterfinal

#2 Seed vs. #7 Seed

approx. 1:30 p.m. – Division 1 Quarterfinal

#3 Seed vs. #6 Seed

Session 2 – 4 p.m. – Division 1 Quarterfinal

#1 Seed vs. #8 Seed

approx. 6:30 p.m. – Division 1 Quarterfinal

#4 Seed vs. #5 Seed

Thursday, June 11

Session 3 – 9 a.m. – Division 5 Semifinal

#1 Seed vs. #4 Seed

approx. 11:30 a.m. – Division 5 Semifinal

#2 Seed vs. #3 Seed

Session 4 – 2 p.m. – Division 4 Semifinal

#1 Seed vs. #4 Seed

approx. 4:30 p.m. – Division 4 Semifinal

#2 Seed vs. #3 Seed

approx. 7 p.m. – Division 1 Semifinal

Upper Bracket Winners

Friday, June 12

Session 5 – 9 a.m. – Division 1 Semifinal

Lower Bracket Winners

approx. 11:30 a.m. – Division 3 Semifinal

#1 Seed vs. #4 Seed

approx. 2 p.m. – Division 3 Semifinal

#2 Seed vs. #3 Seed

Session 6 – 4:30 p.m. – Division 2 Semifinal

#1 Seed vs. #4 Seed

approx. 7 p.m. – Division 2 Semifinal

#2 Seed vs. #3 Seed

Saturday, June 13

Session 7 – 8 a.m. – Division 5 Championship

Session 8 – approx. 10:30 a.m. – Division 4 Championship

Session 9 – approx. 1 p.m. – Division 3 Championship

Session 10 – 4 p.m. – Division 2 Championship

Session 11 – approx. 6:30 p.m. – Division 1 Championship

b. Officials

(1) The WIAA will contract the State Tournament umpires.

(2) Officials will be paid:

(a) Officiating Fee - **\$110** per game.

(b) Expenses - \$25 per day and 55¢ per mile (round trip) for travel.

(c) Necessary meals and lodging.

(d) Officials shall travel together with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.

c. Official State Tournament Ball: Dudley, SB 12L RF Y FP (optic yellow with red stitches) (Style #4H311Y).

d. Awards

(1) Trophy to championship and runner-up teams.

(2) Medals to members (18) of championship and runner-up teams.

e. Finances

(1) Participating Schools Allowance.

Schools will receive an allowance for lodging that is necessary for when they are competing only. Once a school is eliminated from the tournament, the expenses incurred will become the responsibility of the school. The following factors will be used to determine the amount each school receives:

(a) Travel to and from State Tournament city (each day if necessary) at the rate of **\$2** per mile. No allowance will be paid to schools located in State Tournament city.

(b) Meals at the daily rate of **\$10** for breakfast, **\$10** for lunch, and **\$12** for dinner for each player in uniform, plus two other persons.

Note: The amount of meal allowance received each day is contingent upon departure time to State Tournament site and arrival time from State Tournament site, but the minimum meal allowance on any day of competition will be **\$10**.

(c) Lodging at the rate of **\$35** per night for each player in uniform, plus two other persons. Schools less than 50 miles from Madison will not be reimbursed for lodging.

Note (a): The WIAA has reserved motels/hotels in the Madison area for the State qualifying teams.

(b): Motels/hotels assignments for the State qualifying teams will be included in the State qualifier's box given to the sectional champion.

(d) In order to assure teams will have a place to stay at the State Tournament, the WIAA enters into agreements with area hotels to serve as tournament hotels. If a team opts not to stay at assigned hotel, the school will not receive lodging reimbursement from the WIAA.

(2) Ticket Prices Child/Student/Adult – Children two and under do not require a ticket.

Day 1

Single Session..... \$11\*

All Day Pass (in and out privileges)..... \$25\*

Each Championship Game.....\$9\*

\*On-line ticket sales subject to processing and handling fees.

(3) Admission Policies

Free admissions will be provided only for:

- (a) Eighteen (18) uniformed players on the roster.
- (b) **Five (5)** additional individuals (coaches, managers, etc.).
- (c) One (1) if an athletic trainer/physician accompanies team.

**8. RADIO AND TELEVISION (See Radio and Television Section in HANDBOOK)**