

2021 WIAA SOFTBALL TOURNAMENT PROCEDURES

OFFICIALS

- A. Contracted WIAA Umpires
1. Officials have been informed of the dates they will be contracted and who their officiating partner will be. Once the tournament brackets are completed after the Seeding Meetings, officials will be assigned to a site by the WIAA.
 2. Officials assigned www.wiaawi.org > located under Sports, Softball, Tournament, Tournament Information and choose Officials Assignments. Officials will be listed using their Officials Number. Names will not be used. Please use Officials Quick Lookup to obtain their name, phone numbers, etc.
 3. It is the responsibility of each tournament manager to call and send contracts to their assigned officials **IMMEDIATELY. The WIAA will not be contacting officials.**
 4. If an official informs you that he/she cannot work your game(s), notify Stephanie Hauser <shauser@wiaawi.org> at the WIAA immediately. The WIAA will find a replacement official(s) who is not working that date(s) from the same geographical area. The WIAA will then contact the other official and you as tournament manager with the name of the replacement.

IN CASE OF A RAINOUT

Contact your umpires immediately to avoid unnecessary travel. Host schools will be responsible for contacting and securing umpires for rescheduled Regional games. The originally scheduled umpires should be given the first opportunity to work a rescheduled game. If a rainout occurs for a Sectional game, contact the WIAA office **immediately**.

- B. Fees and Expenses: Officials
1. If possible, officials are to be paid the evening of your tournament. If your district policies do not make it possible to provide payment the night of the event, have all necessary paperwork and documentation available to process payment in a timely fashion.
 2. Officials are to be paid \$70 per game (Regional)/\$80 per game (Sectional).
 3. Officials are to be paid 45¢ per mile (round trip) for travel.
 4. 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. Miscellaneous
1. Please have a designated individual ready to escort the officials to their dressing area and attend to any of their other needs.
 2. Family members or other individuals accompanying officials are discouraged due to attendance limits, but if they are allowed to attend, they must pay the full admission price.

TOURNAMENT ADMINISTRATION

- A. Format
1. Tournament groupings are available on the WIAA website.
 2. 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.
 3. 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 1-1-3a1). 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.
 4. The host school determines the schedule at each tournament level within the dates specified under Section 2 (Spring Edition of Season Regulations, page 31, 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.
Note 3: Due to the relatively small window of time available to conclude a level of tournament play prior to the next level beginning (Regional - Sectional - State), hosts/teams are encouraged to have a "sense of urgency" in their approach to getting games in. Games may need to be played under less-than-ideal conditions. In the event of a rainout, athletic directors should work together to schedule a mutually agreeable date, time, and location. WIAA staff involvement in these decisions should be last resort.

5. To facilitate travel and minimize loss of school time it is reasonable to consider assigning warm-up/infield practice based upon travel distances, especially if one team is traveling a significant distance.
 6. 3 Inning/15 Run Rule – 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.
 7. 5 Inning/10 Run Rule – Except for the State Championship games, a game will end when after five innings a team is ten or more runs behind and has completed its turn at bat.
 8. Suspended Games (4-2-3) - If a WIAA regional or sectional tournament game is called prior to the completion of any full inning, after the fifth inning, the game becomes a suspended game if the visiting team has scored one or more runs to tie the score or take the lead and the home team has not retaken the lead.
- B. Required Pregame Warm-up (all divisions)
1. 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).
 2. 20 minutes prior to the start of the game the visiting team will take the field.
- C. Class Interrupted/Terminated
1. Due to infectious/communicable diseases, refer to WIAA Bylaws, Article II, Section 6-A (pg. 25) of WIAA Senior High Handbook.
- D. Medical Coverage
1. It is recommended that a physician or properly trained personnel (ATC, EMS, etc.) be present or available and that you have an established emergency response plan in place.
 2. If you do have medical coverage, that individual will determine whether an athlete may continue play. He/she may consult with another physician and/or the coach, but his/her decision will be final.
- E. Home Team/Dugout
1. The highest seeded team in all regional and sectional semi-final games (all divisions) will also be designated as the HOME team and will have choice of dugout.
 2. A coin flip determines the HOME team for sectional final tournament games (all divisions). 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 call the toss and will have the third base dugout.
- F. Team Roster
1. The maximum number of participants for any 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.
 2. 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.
 3. 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.
 4. A school is expected to provide the manager at each tournament site, by a date designated by the manager, a list of its participants for purposes of publicity, programs, etc.
 5. 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.
- G. Game Balls
1. Regional hosts are to supply game balls. Any legal ball may be used as long as it is optic yellow with red stitches. A visiting team may provide and use their own legal ball (3 minimum) when on defense as long as it is optic yellow with red stitches.
 2. **Sectional final hosts will be sent tournament balls directly from the WIAA.**
 3. The Dudley SB 12L RF Y FP (optic yellow with red stitches) will be used for all State Tournament games.
- H. Practice Session
1. Host schools are not permitted to allow participating schools to practice at their facilities prior to their tournament.
 2. Schools hosting a tournament at a facility other than their school (i.e., college/university, high school with a larger gymnasium, etc.) are not permitted to practice at that facility.

I. Filming/Videotaping

1. It is no longer acceptable to designate any area in live-ball territory for media to occupy during the game. Game management is still free to designate a media area anywhere in dead ball territory. (NFHS Rule 1-1-7)
2. (NFHS Rule 2-22 Art. 4) Dead-ball territory is the area beyond any real boundary, such as a fence, rope, chalk line, any stands, bleachers, dugouts, player's bench or designated media area, or any imaginary boundary line as determined in the pregame conference. If a ball becomes lodged in a fence or backstop, it is considered to be in dead-ball area.

J. Neutral Atmosphere

1. Announcements made over the public address system should pertain only to the tournament being conducted. The sportsmanship statement provided below must be read over the PA prior to the start of the game.

WIAA Sportsmanship Statement

_____, _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated.

2. The WIAA expects schools hosting a tournament, even though their school might be involved, to provide a neutral atmosphere.
3. Tournament managers please make sure your tournament announcer is aware of the tournament responsibilities and necessary/appropriate tournament behavior.
4. Sales or giveaways of spirit items (megaphones, towels, t-shirts, posters, etc.) should not be conducted within one hour of the scheduled starting time of the game.

K. Banners And Signs

1. For indoor events, temporary banners are allowed, with some restrictions. Banners and signs must be hand held and stationary. These banners may NOT have offensive language, be used to disrupt players or officials, interfere with spectators' view, used in an inappropriate manner or be carried around the facility during an event. Banners of the host school are allowed, such as those hanging in a gymnasium depicting conference schools, sportsmanship themes, current team member recognition or with welcoming messages. At outdoor tournament events, banners may be displayed and/or hung with the approval of the tournament manager.
2. Shakers and pennants for spectators, cheerleaders and pom pon squads are allowed, even if attached to wooden/plastic sticks. "Homer hankies," towels, "hands" with "No. 1 fingers" are permitted, but are subject to the following restrictions: (a) They may contain no printing except school name, team nickname and/or school mascot; (b) Tournament and meet managers have the authority to prohibit items if they are deemed to cause crowd control problems.

L. Prohibited Activities

Lotteries, drawings, raffles, or contests are prohibited at WIAA tournament events.

M. Program

1. Schools assigned to your tournament are expected to provide you, by a date you designate, a list of its participants for purposes of publicity, programs, etc.
2. Include in your program the names of the band director, cheerleader coach, pom pon coach, and school song, etc.
3. The sportsmanship statement provided below must be printed in the program:

WIAA Sportsmanship Statement

"_____, _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated."

N. Use of WIAA Logo on Apparel, Licensing Policy

The WIAA logo, acronym, and any variations are registered trademarks. Member schools are permitted and encouraged to use the logos in any print application they wish. For apparel such as T-shirts, or any merchandise items that bears the WIAA logo, the actual manufacturer must become a licensed vendor and is subject to a nominal royalty fee based on the wholesale price. Schools should have their suppliers, screen printers, etc., contact the WIAA in order to become properly licensed vendors in accordance with the WIAA licensing and royalty policies. Tournament managers having questions should contact Todd Clark at the WIAA.

O. 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 52 of the Senior High Handbook.

P. Emergency Action Plan - Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies ([Anyone Can Save A Life - \(http://www.wiaawi.org/Portals/0/PDF/Health/ACSAL_Event_Portocol.doc\)](http://www.wiaawi.org/Portals/0/PDF/Health/ACSAL_Event_Portocol.doc))

Q. Guidelines On Handling Practices And Contests During Lightning Or Thunder Disturbances

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

TOURNAMENT FINANCES

A. Admission Policies

- (a) Regional - \$6
 - (b) Sectional - \$7
 - (c) Free admission shall be provided only for:
 - 1) Eighteen (18) uniformed players on the roster
 - 2) Five (5) additional individuals (coaches, managers, etc.)
 - 3). 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 eight individuals will be provided free admission. The same allotment may be applied to host schools which are not playing in the tournament.
- Host schools may sell, if their facilities permit, single admission tickets for \$1 for children under 6 years of age.
 - The host school keeps any revenue from admissions or radio broadcast fees.

B. Finances

1. [Covid Change for 2021](#) – The Board of Control unanimously voted to require charging admission at all softball tournament series events this spring. Member schools will retain 100 percent of the gate receipts, but they will be responsible for officials' expenses, host school allowances and host manager fees. If expenses are not fully covered by admissions or if schools are not able to charge admissions, schools are responsible for all or remaining event fees.

2. Host School Allowances
 - (a) A financial report provided by the WIAA must be filed by each school conducting a meet.
 - (b) The following items are authorized for payment out of tournament receipts:
 - 1) Fees and expenses of officials.
 - 2) Regional Host School - \$35 per game, along with manager fee - \$55 per game.
 - 3) Sectional Host School - \$46 per game, along with manager fee - \$65 per game.
 - (c) If a balance remains after payments are made as listed above, the host school will keep all funds.
 - (d) If tournament receipts do not cover items listed in (b) above, the host school will subsidize the difference.
3. Tournament managers having questions regarding tournament finances should contact Dave Anderson at the WIAA <danderson@wiaawi.org>.

SUPPORT GROUPS

A. Conduct of Spectators

Sportsmanship and self-control takes on new dimensions during the softball tournament series. Therefore, crowd control responsibilities need additional attention.

Please inform your fans of these rules/regulations:

1. Laser Pointers are prohibited at all WIAA tournaments. Any individual using a laser pointer will be immediately ejected and will not be allowed to re-enter.
2. Airhorns are not allowed.
3. Antics involving throwing paper airplanes, coins, toilet paper, miniature balls, etc., will subject a violator to ejection.
4. Paper confetti - is prohibited.
5. Stereo tape decks and related radio equipment are prohibited.
6. Other items as balloons, bubble machines, etc., which can create crowd control concerns or clean up problems are prohibited.
7. Body paint is not allowed where prohibited by venue policy. Check with the host school for their policy.

B. Spectator Conduct Statement

The Wisconsin Interscholastic Athletic Association objects to the use of activities, materials, logos, apparel, mascots or gestures that are profane, vulgar, insulting or offensive to others. The membership disapproves of any form of taunting or expression that is intended or designed to embarrass, ridicule, disrespect or demean others under any circumstances including on the basis of race, religion, gender, or national origin.

POST TOURNAMENT

A. Awards

Will be sent directly from our supplier, Erffmeyer and Son:

1. Regionals:
 - a. Plaques awarded all championship teams.
 - b. Plaques are sent to highest seeded team. **That school will be responsible for forwarding the plaque to the regional champion if they do not win.**
 - c. There are no individual regional awards (medals).
2. Sectionals:
 - a. Plaques awarded all championship teams.
 - b. Medals to members (18) of championship and runner-up teams.
3. Open your awards package immediately upon receipt and check for damage.
4. If the plaque is damaged, please keep the original packing, carton, and contents intact and call the WIAA office.
5. Extra medals - To order additional medals online from our jeweler ESCO. Access their website <<http://wiaa.escoinc.com>> ESCO "WIAA Award & Gift Store" and choose "extra" medals. The medals are offered in "Plain" for quick turn around and also "Engraved" for those that want/need the copy on the back.

B. Reporting Results

Arrangements for all games are the responsibility of schools involved. Primary responsibility rests with the host school.

1. Regional/Sectional Winners

2. REPORTING SCORES – Please remember to report your tournament scores on the WIAA School Directory using the 'Report Scores' form.
 - a. Open the 'Report Scores' form in ONE of the following ways:
 - From a saved shortcut on your mobile (or other) device
 - Click 'Schools' | 'Report Scores' on the WIAA website: <https://www.wiaawi.org>
 - Open the School Directory website: <https://schools.wiaawi.org> and select 'Forms' | 'Report Scores' from the menu:
 - Or use this direct link: <https://schools.wiaawi.org/Scores/Entry/RecentGames>
 - WIAA Score Entry – Regular Season and Tournament Contests - (Click for [instructions](#) for troubleshooting or assistance).
 - b. Responsible for communicating with the school they compete against in the next round.

D. Game Conduct

You, as the manager, are the WIAA's official directly in charge of your tournament. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should notify Stephanie Hauser at the WIAA immediately of any special problems which occurs before, during, or after your tournament game <shauser@wiaawi.org >.

THANK YOU

The WIAA again wishes to **Thank You** and your school for your time and effort. If you have any additional questions, please do not hesitate to contact Stephanie Hauser at the WIAA <shauser@wiaawi.org>.

COVID-19 INFORMATION

REQUIRED

- A. Pre-Contest Screening:
 1. Athletes and coaches shall check their temperature at home before attending practices or games. If a student-athlete or a coaching staff member has a temperature of 100.4 degrees or above, they should not attend practices or games.
 2. Any student-athlete that has symptoms and/or fever should not travel with the team or participate in any competition or team activities and should begin self-quarantine immediately.
 3. What if athlete is sick or exposed? – refer to the WIAA Spring Return to Play Considerations
 4. A [Symptom Checklist/Verification Form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- B. WIAA Tournament Accountability:
 1. When arriving at the venue for a contest, coaches will exchange the [Symptom Checklist/Verification Form](#) signed by the coach and athletic director acknowledging that the students have been prescreened and the tracing sheet is accurate.
 2. When departing for the contest, coaches take their [Symptom Checklist/Verification Form](#) signed by the coach and athletic director acknowledging its accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.
- C. Substitutions – Please review the following:
 1. There is a provision in the tournament program permitting replacement of a team or individual who has qualified from one level to the next but is unable to continue).
 2. The provision extends ONLY to the most recently defeated team or individual.
 3. There is no provision for moving up any other team or individual.
 4. Notification should be given as early as possible so the substitute can prepare. There is, however, no deadline. Substitution can be made up to the day of the event.
 5. If a vacancy occurs because there is no available or eligible substitute, the scheduled opponent receives a forfeit.
 6. **A school whose team or individual is unable to continue in the tournament program is expected to IMMEDIATELY notify the following:**
 - a. School of team or individual who will advance.
 - b. School hosting next round of competition
 - c. WIAA office.

RECOMMENDED