

WIAA // GESA CREDIT UNION

POSTSEASON STANDARD OPERATING PROCEDURES

SLOWPITCH SOFTBALL

OCTOBER 25-26, 2024

All Classifications - Gateway Sports Complex (Yakima)

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COACH INFORMATION

EVENT SCHEDULE

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- **Monday, October 21** - Coaches Meeting, 7:00 pm via [ZOOM LINK](#)
- **Thursday, October 24** - Practice Availability, 1:00-5:00 pm ONLY
 - Teams may request practice time during the Coaches Meeting.
 - Teams will be limited to one hour on the field to accommodate as many teams as possible.
- **Friday, October 25**
 - 8:30 am: Pass Gate Opens
 - 8:45 am: Packet Pick-up @ picnic shelter in middle of complex (4A)
 - 9:00 am: Ticket Gate Opens
 - 9:45 am: Opening Ceremonies at each field (4A)
 - 10:00 am: Games Begin (4A)
 - 10:45 am: Packet Pick-up @ picnic shelter in middle of complex (2A/3A)
 - 11:45 am: Opening Ceremonies at each field (2A/3A)
 - 12:00 pm: Games Begin (2A/3A)
- **Saturday, October 26**
 - 10:00 am: Pass Gate Opens
 - 10:30 am: Ticket Gate Opens
 - 10:30 am: Coaches Meeting (*if needed*)
 - 11:30 am: Games Begin

SITE DETAILS & PARKING

- Pass Gate Directions:
 - The Pass Gate is located at the rear entrance of Gateway Sports Complex off of Beech St.
 - Follow the signs to the parking area.
 - NO ENTRANCE at the main ticket gate for people with passes.
 - Please inform your administrators, etc. as to the location of the Pass Gate.
- There will be no charge for parking.
- Handicapped spectators can ask for assistance at the ticket gate if all slots are full.
- A full-service concession stand will be available.
- There is limited room for lawn chairs on all fields.
- Pets are not allowed at Gateway Sports Complex at this tournament.

LINE-UP CARDS

- Line-up cards will be provided at the coaches meeting.
- Coaches must deliver batting orders on the line-up cards, with first and last names and positions, to the umpire.
- The top white sheets go to the official scorekeeper.

TRAINER

- A certified athletic trainer will be on duty for the entire tournament.
- Each school must supply its own medical supplies, including tape. Ice will be available.

- Teams are allowed one trainer/doctor who must be submitted to Tournament Manager [Trudy Bray](#) on the [Athletic Trainer/Team Physician Form](#).

SOCIAL MEDIA SPOTLIGHT

- Use this [survey link](#) to guide us through special moments from your season, helping us tailor our coverage to better highlight your team during the Tournament.
- Customizable Social Media Templates for your team are available via Canva: [Square](#) & [Vertical](#)
 - How-To Video available [HERE](#)

SPORTSMANSHIP

- Sportsmanship medallions may be awarded to competitors, teams, fans, or other personnel after each game.
- Sportsmanship medallions will not be presented during trophy games.

STREAMING

- It is the WIAA's goal to stream all State Tournament games live on the NFHS Network and make them available for viewing on-demand after the event.
- Schools and fans are prohibited from streaming or recording of any kind during or after the tournament.
 - Any such action is a direct violation of WIAA/NFHS media rights and will not be allowed.
 - Gamechanger may be used to live score the games, but video streaming is not allowed.

PHOTOGRAPHY

- Northwest Sports Photography will take team and action photos during the tournament.
- All teams should have a team picture taken but a purchase is not required.

SOUVENIRS

[Team and action photographs](#), [programs](#), and [tournament merchandise](#) will be on sale throughout the tournament.

ILLEGAL ENTRY

Anyone attempting to enter Gateway Sports Complex with a fraudulent pass will be denied entry and may be subject to criminal trespass arrest.

SPORT-SPECIFIC REGULATIONS

PASS GATE LIMITS

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- All players must be in uniform to be admitted to the tournament.
 - 20 Players - Roster/Dugout Limit
 - 5 Designated Team Personnel (Coaches, Managers, Statisticians, etc.)
 - 1 Bat Boy/Girl
 - 1 Medical Staff (Must be a Licensed Health Care Provider)
 - 2 School Supervisors
- Pass Gate personnel are restricted to only those individuals and/or teams who have qualified for that event.
- After a team has been eliminated from the tournament, players may be admitted by showing student identification cards and being identified in the program.

TOURNAMENT FORMAT

The tournament will follow a modified double-elimination format.

RULES

National Federation (NFHS) Softball rules will be followed. Any ground rules will be explained by the Tournament Manager or Umpire-in-Chief.

GAME BALLS

- Official Tournament Ball: [Baden USA300YS \(12\) .52/300 COR SLOWPITCH SOFTBALL](#)
- Each school must furnish its own warm-up balls.
- All foul balls and homeruns are property of the WIAA.

OUTFIELD FENCES

- Due to the majority of schools playing regular season games at Fastpitch Softball facilities and utilizing 200' fences, the outfield fence for the WIAA State tournament will be in the 220'-230' range.

FACILITY

The softball fields at Gateway Sports Complex consist of grass outfields and dirt infields.

PRACTICE AREAS

- The host facility will determine if practice will be allowed on the tournament playing fields prior to the event.
- Any expenses involved will be paid by the schools using the facility.

SELECTION OF HOME TEAM

- The home team in each game will be the team with the higher seed.

DESIGNATED DUGOUT

- The home team will occupy the third base dugout.
- Due to the multi-field configuration, music may not be played in the dugouts.

INFIELD PRACTICE

- Infield practice may be allowed on the tournament playing fields prior to the first round of games at the discretion of the host facility and the Tournament Management.
- For each tournament game, Home team will take infield practice first.

COACH UNIFORMS

- Any coach participating in either pre-game or regular game activities must be in the school uniform at all times.
- Uniform specifications for coaches are listed in the NFHS Softball Rulebook.

COURTESY RUNNER RULES

Teams may follow the NFHS courtesy runner rule during any or all tournament games.

CONTINUING A SUSPENDED GAME

- According to NFHS rules, any game that is interrupted with teams having played less than the required number of innings to be considered a regulation game will be continued from the point of suspension.
- The Tournament Manager will determine when the game will be completed.

- The lineup and batting order of each team will be exactly the same as the lineup and batting order at the moment of suspension, subject to the rules governing the game.

POSTPONED GAMES

- When necessary to postpone any tournament game, it will be the responsibility of the Tournament Manager to reschedule according to WIAA policy (refer to Inclement Weather Policy in General Tournament Regulations).
- The Tournament Manager will have a predetermined plan for rain-outs and will keep all participating teams and the WIAA Staff informed of any schedule modifications.
- Postponed games may be played on Sunday.

TIE-BREAKER RULES

In the case of a tie, the game will be played out.

GAME ENDING PROCEDURES

The ten-run rule will be in effect after five (5) innings have been played.

AWARDS

Awards will be presented immediately following the consolation and Championship games.

UMPIRES

- All umpires are assigned by the WIAA Office.
- Three (3) WOA-certified umpires will be assigned to the Semifinal and Championship games, while two (2) umpires will be assigned to all other tournament games.

BRACKETS

- Tournament brackets will be developed by approved seeding committees.
- Brackets will be published on the [WIAA website](#) on the Sunday prior to the State Tournament.

GENERAL SOPs

ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

STATE TOURNAMENT TICKETS

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.

- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

PASSES

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**
Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.
- **School Media**
School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.
- **Schools Billed for Pass Gate Entry**
Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.
- **College Coaches**
Passes shall not be issued to college coaches for scouting purposes.

BRACKET PAIRINGS

- WIAA seeding committees in baseball, basketball, football soccer, softball, and volleyball will seed the qualified teams and determine bracket matchups.
- Higher-seeded teams will be the home teams.
- Each league selects its representative on the seeding committees.

INSURANCE

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

GAMES COMMITTEES

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.

- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

Games Committee Duties:

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
 - The Tournament Manager or designee: Tyson Sturza and John Cazier
 - The Head Officials: Garrick Redden and Jay Rydell
 - A Coach, Athletic Director, or School Administrator;
 And MAY include:
 - The Official Scorekeeper, OR
 - Another member of the event staff

PROTESTS

In all WIAA State Tournaments, the following process will be conducted for protests:

Protest Process:

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
 - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
 - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

PARTICIPANTS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.

- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
 - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.
 - The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
 - If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

INCLEMENT WEATHER

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.

The following practices shall be observed:

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

Procedures to follow if contests are rescheduled:

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.

- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

TEAM CEREMONIES

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

SUPERVISORY PERSONNEL

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
 - Report to the Tournament Manager upon arrival.
 - Wear a WIAA-issued 'Supervisor' pass for easy identification.
 - Monitor fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).
 - Assist the facility security staff or Tournament Management staff when necessary.

FAN/SPECTATOR EXPECTATIONS

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

PEP BAND EXPECTATIONS

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

CHEERLEADER EXPECTATIONS

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

TEAM ARRANGEMENTS

- **Lodging:**
 - Participating teams are responsible for their own lodging.

- Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
 - Teams must be supervised by school personnel while in their assigned locker room.
 - Participants are responsible for leaving locker rooms in undamaged condition.
 - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
 - Teams are encouraged to supply their own physician/trainer.
 - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
 - The roster limits for each of the State events are listed in the respective sport-specific regulations.
 - Only those participants included on the roster can be in uniform.
 - Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
 - Participant admission/asses is non-transferable.

STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
 - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
 - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
 - Send the entire team to the center of the field/court/competition area to receive their award,
 - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
 - Remain on the field/floor until after the award has been presented to the winning team,
 - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**

- Remain on their own side of the floor or field until after the award has been presented to the other team,
- Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
- Demonstrate respect for the opposing team.