



Softball Information



www.ihsa.org • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

To: Principal, Athletic Director, Head Coach
From: Matt Troha
Date: June 1, 2009
Re.: State Final Information

Congratulations on having your school qualify for the IHSA Girls' Softball State Finals! What a tremendous accomplishment for your team, school, and community! This week promises to be an exciting and quick one for you and your school so we hope that this state final qualifier information packet is of value to you.

The following items are included in this packet:

- Cover letter (includes Tournament Management Contact List)
- Tournament Time Schedule
- Pre-Game Player Introduction Format
- Trophy Presentation Instructions
- Team Dinner Agenda
- Student Media Pass(es) Request Form

It is imperative that you print out copies of each – plus the IHSA Girls' Softball Manual for Schools and the softball Terms and Conditions – and review all these documents prior to coming to East Peoria.

Tournament Management Contact List

IHSA Office	309.663.6377
IHSA Fax	309.663.7479
East Peoria HS	309.694.8300
Matt Troha cell	309.530.6143
Debi Neff cell	309.264.9165
EastSide Centre press box	309.698.8406

Please call tournament manager Debi Neff on her cell phone by Wednesday afternoon to confirm the number of people who will attend the Team Dinner on Thursday. If your school wishes to practice at EastSide Centre on Thursday, Ms. Neff will be able to arrange that as well.

Also, please email Matt Troha (mtroha@ihsa.org) with cell phone numbers for any school administrators who will be in Peoria (Head coach, Athletic Director, Principal, etc.) as well as the hotel your team will be staying at if applicable.



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2009 IHSA State Softball Tournament Time Schedule Class 1A and 2A: EastSide Centre, East Peoria, June 5 & 6 Class 3A and 4A: EastSide Centre, East Peoria, June 12 & 13

Session #1 Friday	Actual Time	Minutes Before Game Time	Minutes Elapsed
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Game No. 1: 9:30 a.m.

Visiting team infield	8:57 a.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	9:05 a.m.	25 min.	8
Clear infield	9:07 a.m.	23 min.	10
Home team begins infield	9:08 a.m.	22 min.	11
Advise home visiting team that they have two minutes remaining on infield	9:16 a.m.	14 min.	19
Clear infield	9:18 a.m.	12 min.	21
Umpire conference with coaches	9:18 a.m.	12 min.	21
Begin introduction of all players on roster and coaches	9:20 a.m.	10 min.	23
National Anthem (Tape or Soloist)	9:27 a.m.	3 min.	30
Home team on field	9:29 a.m.	1 min.	32
Start Game	9:30 a.m.	0 min.	33

IESA Champion introduction (tentative)

Game No. 2: 12:00 p.m. (Approx.) Note: Start timing when field is ready

Warm-up (Practice Fields)			
Visiting team infield	10 min.	31 min.	5
2 minute warning after 8 minutes		23 min.	13
Clear infield	1 min.	21 min.	15
Home team infield	10 min.	20 min.	16
2 minute warning after 8 minutes		12 min.	24
Clear infield	1 min.	10 min.	26
Umpires conference with coaches	2 min.	10 min.	26
Introduce all players on roster and coaches	7 min.	8 min.	28
Home team on field	1 min.	1 min.	35
Start game	12:00 p.m. (Approx.)	0 min.	36



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Session #2 Friday	Actual Time	Minutes Before Game Time	Minutes Elapsed
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Game No. 3: 4:30 p.m. Note: Start Timing when field is ready

Visiting team infield	3:57 p.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield			
Clear infield	4:05 p.m.	25 min.	8
Home team begins infield	4:07 p.m.	23 min.	10
Advise home team that they have two minutes remaining on infield			
Clear infield	4:08 p.m.	22 min.	11
Umpire conference with coaches			
Begin introduction of all players on roster and coaches	4:16 p.m.	14 min.	19
National Anthem (Tape of Soloist)	4:18 p.m.	12 min.	21
Home team on field	4:18 p.m.	12 min.	21
Start Game	4:20 p.m.	10 min.	23
	4:27 p.m.	3 min.	30
	4:29 p.m.	1 min.	32
	4:30 p.m.	0 min.	33

Friday (Continued)	Actual Time	Minutes Before Game Time	Minutes Elapsed
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Game No. 4: 7:00 p.m. Note: Start timing when field is ready

Warm-up (Practice Fields)			
Visiting team infield	10 min.	31 min.	5
2 minute warning after 8 minutes		23 min.	13
Clear infield	1 min.	21 min.	15
Home team infield	10 min.	20 min.	16
2 minute warning after 8 minutes		12 min.	24
Clear infield	1 min.	10 min.	26
Umpires conference with coaches	2 min.	10 min.	26
Introduce all players on roster and coaches	7 min.	8 min.	28
Home team on field	1 min.	1 min.	35
Start game	7:00 p.m. (Approx.)	0 min.	36



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Session #3 Saturday	Actual Time	Minutes Before Game Time	Minutes Elapsed
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Game No. 5: 9:30 a.m. (Third Place)

Visiting team infield	8:57 a.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	9:05 a.m.	25 min.	8
Clear infield	9:07 a.m.	23 min.	10
Home team begins infield	9:08 a.m.	22 min.	11
Advise home team that they have two minutes remaining on infield	9:16 a.m.	14 min.	19
Clear infield	9:18 a.m.	12 min.	21
Umpire conference with coaches	9:18 a.m.	12 min.	21
Begin introduction of starters	9:20 a.m.	10 min.	23
National Anthem (Tape or Soloist)	9:27 a.m.	3 min.	30
Home team on field	9:29 a.m.	1 min.	32
Start Game	9:30 a.m.	0 min.	33

Game No. 6: 12:00 p.m. (Approx.) (Championship Game) Note: Start timing when field is ready

Warm-up (Practice Fields)	5 min.	40 min.	0
Visiting team infield	10 min.	35 min.	5
2 minute warning after 8 minutes		27 min.	13
Clear infield	1 min.	25 min.	15
Home team infield	10 min.	24 min.	16
2 minute warning after 8 minutes		16 min.	24
Clear infield	1 min.	15 min.	25
Umpires conference with coaches	2 min.	13 min.	27
Introduce starters	7 min.	6 min.	34
Home team on field	1 min.	5 min.	35
Start game	12:00 p.m. (Approx.)	0 min.	35



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Session #4 Saturday (Continued)	Actual Time	Minutes Before Game Time	Minutes Elapsed
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Game No. 7: 4:30 p.m. (Third Place)

Visiting team infield	3:59 p.m.	31 min.	0
Advise team that they have two minutes remaining on infield	4:07 p.m.	23 min.	8
Clear infield	4:09 p.m.	21 min.	10
Home team begins infield	4:10 p.m.	20 min.	11
Advise home team that they have two minutes remaining on infield	4:18 p.m.	12 min.	19
Clear infield	4:20 p.m.	10 min.	21
Umpire conference with coaches	4:20 p.m.	10 min.	21
Begin introduction of starters	4:22 p.m.	8 min.	23
Home team on field	4:29 p.m.	1 min.	30
Start Game	4:30 p.m.	0 min.	31

Game No. 8: 7:00 p.m. (Approx.) (Championship Game) Note: Start timing when field is ready

Warm-up (Practice Fields)	Approx. 6:22 p.m.	38 min.	0
Visiting team infield	Approx. 6:27 p.m.	33 min.	5
2 minute warning after 8 minutes	6:35 p.m.	25 min.	13
Clear infield	6:37 p.m.	23 min.	15
Home team infield	6:38 p.m.	22 min.	16
2 minute warning after 8 minutes	6:46 p.m.	14 min.	24
Clear infield	6:48 p.m.	12 min.	26
Umpires conference with coaches	6:49 p.m.	11 min.	27
Introduce starters	6:51 p.m.	9 min.	29
National Anthem (Live or Tape)	6:56 p.m.	4 min.	34
	6:58 p.m.	2 min.	36
Home team on field	6:59 p.m.	1 min.	37
Start game	7:00 p.m. (Approx.)		38

TIMESCHD



Girls Softball Tournament Pre-game Player Introduction Format

Uniformed coaches and each uniformed player will be introduced by the State Final Site Public Address Announcer prior to the start of each semifinal game played in the tournament. However, only the starting line-ups will be announced prior to the start of the 3rd place and championship games. The visiting team will be introduced first (occupying the first base dugout) and the home team will be introduced second (occupying the third base dugout). The format will be:

1) Visiting Team: Head coach, followed by the non-starting players in numerical order, then the starting lineup (9 or 10 players depending upon use of the D.P./Flex) in the proper batting order (from leadoff hitter through last batter).

2) Home Team: Head coach, followed by the non-starting players in numerical order, then the starting lineup (9 or 10 players depending upon use of the D.P./Flex) in the proper batting order (from leadoff hitter through last batter).

Procedure: As each person is introduced, the person takes a position on the base line in front of the person's team dugout, working from home plate toward the base. The head coach should be adjacent to home plate, followed by assistant coaches, then non-starters, then starters.

For the Games 1, 3, 6, and 8: all members of both teams SHALL REMAIN on the base lines for the announcement of umpires and playing of the National Anthem. After its completion they shall return to their dugouts.

For Games 2, 4, 5, 7: the personnel from the visiting team shall remain on the base line until the completion of introductions for personnel from the home team and the announcement of umpires. Home team and visiting team are determined by a coin flip in advance of each game.

Post-game Press Interview Procedure

The coach of each team participating in the tournament should be prepared to meet with members of the news media covering the tournament immediately following the conclusion of each game played in the tournament. Coaches should be prepared to go to the designated areas to meet with the media after each game, with the exception of the 3rd place and championship games. For those games, the media will be allowed to speak with coaches on the field.

After each game, teams should exit the dugout area as quickly as possible. The coach of the home team should, upon exiting the dugout, be prepared to go to the pavilion behind the 3rd base dugout to meet with the media. The coach of the visiting team should, upon exiting the dugout, be prepared to go to the medical tent behind the 1st base dugout to meet with the media. If no media are present, coaches are not required to wait around for them.

Following the 3rd place and championship games, coaches will be allowed to speak briefly with the media while the state final management team sets up for the awards presentation. Once they are ready, coaches will be required to stop their interviews and participate in the awards ceremony. Once the ceremony is finished, coaches may speak with the media for as long as they wish.

Coaches are reminded they are representing their schools and communities during all interview sessions. Coaches should remain positive at all times.



Trophy Presentation Instructions

(Teams Playing in Third Place and/or Championship Game)

Immediately following the conclusion of both the third place and championship games, these procedures will be implemented:

1) Teams return to their benches, and players prepare to line up in the order that they will receive medallions as outlined below:

The 27 representatives of the teams finishing 4th/2nd and 3rd/1st in the Tournament are to assemble in order on the diamond. The home team shall line up between 2nd and 3rd base, while the visiting team shall line up between 1st and 2nd base. Order shall be: Superintendent, Principal, Athletic Director, Athletic Trainer (if applicable), Head Coach, Assistant Coaches, Manager(s) (if applicable), the twenty-two players (maximum) in numerical order of their jersey, with the administrators lining up closest to 2nd base. *Per the Terms and Conditions only 27 individuals, other than the first four names listed above will be allowed to participate in the Awards Ceremony.*

2) As teams are assembling, State Final Management Team rolls table holding trophies to the mound area. (NOTE: If applicable, table will have the IHSA logo attached to the front of the table.)

3) Members of IHSA Board of Directors and staff who will present medallions and trophies walk as a group from the gate next to the third base dugout to the mound area, lining up to face the main grandstand.

NOTE: Persons assigned to hold medallions for presenter should drape the complete set of medallions for that team over their arm in advance. This will help to speed up the ceremony and will also eliminate snags which may occur because of twisted ribbons or tangled medallions that lay on a table or other surface.

4) **Fourth/Second Place Medallions:** State Final Site Public Address Announcer reads script for awarding of medallions to the fourth/second place team as outlined below:

- a) IHSA Representatives drape medallions over heads of all in team contingent as house PA announces respective names.
- b) Then team members and coaches remain in position on base line while presentation of medallions is made to third/first place team.

5) **Third/First Place Medallions:** State Final Site Public Address Announcer reads script for awarding of medallions to the third/first place teams as outlined below:

- a) IHSA representatives drape medallions over heads of all in team contingent as house PA announces respective names.
- b) Then team members and coaches remain in position on base line while presentation of fourth/second place trophy is made to the fourth/second place team.

7) **Fourth/Second Place Team Trophy:** State Final Site Public Address Announcer reads script for awarding of trophy to the fourth/second place team, as outlined below:

- a) IHSA representatives award fourth/second place trophy to head coach and captain(s).

8) **Third/First Place Team Trophy:** State Final Site Public Address Announcer reads script for awarding of trophy to the third/first place team, as outlined below:

- a) IHSA Representatives award third/first place trophy to head coach and captain(s).

9) **Team Photos:** After medallions and trophies are awarded, teams will be directed to a designated spot for an official team photo by the IHSA photographer. After the official team photo is taken, parents and media will be allowed access to the teams.

TROPRES



2009 Softball State Final Team Dinner

East Peoria, IL.

Class 1A & 2A -- Thursday, June 4 – 6:30 p.m. (FOLEPI Building)

Class 3A & 4A – Thursday, June 11 – 6:30 p.m. (FOLEPI Building)

- I. Welcome – Matt Troha, Tournament Director
- II. Welcome -- Paul Whittington, Principal, East Peoria High School
- III. Direct to Dinner lines
- IV. A. Officials Introductions (Introduce the Umpire-in-Chief)
Note: Umpire-in-Chief will introduce State Final Officials.
- B. Team Introductions**

Note: The head coach of each competing team will be introduced by the Master of Ceremonies and the head coach in turn will introduce his coaches and players.
- C. Presentation of the Banners from the EastSide Centre and East Peoria Community
– Dan Cunningham
- VI. Coin Toss (Conducted by the Umpire in Chief)
Note: The head and/or designated player from each participating school in the semifinals will be asked to participate in their respective quarterfinal game flip.
- VII. Closing Remarks**
- VIII. Adjourn for Coaches – Umpires Meeting
Note: Each head coach and state final management will briefly meet to review tournament procedures and ground rules. The Umpire in Chief will conduct a meeting with the officials to review game assignments and situations.

(Agenda for Team Dinner)



Phone: 309.663.6377

Fax: 309.663.7479

To: Matt Troha, Assistant Executive Director

From: _____ High School

Date: _____, 2009

Subject: School Media Press Credentials Request Form

Our high school team has qualified for the 2009 Girls Softball State Finals held at EastSide Centre. Our school is sending no more than 3 **high school students** to the venue from our yearbook staff, newspaper staff or videotape operator to cover the state finals. These individuals will not be allowed in the dugout. Please make available press credentials for the following students on these days.

	Friday	Saturday
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____

Press passes can be picked up from the game administration at the media entrance of the EastSide Centre on Friday 1 hour before game time.

Principal/Athletic Directors signature: _____

This form must be faxed to the IHSA 309.663.7479 by 2 p.m. on Wednesday, June 3 for Class 1A/2A and 2 p.m. on Wednesday, June 10 for Class 3A/4A.