



## 2024 MHSAA SOFTBALL TOURNAMENT Tournament Plan – Key Points of Review

- The MHSAA Tournament is conducted in four equal Divisions by enrollment.
- Teams are assigned to a District for first round games.
- District winners advance to one of eight Regionals in each Division.
- Regional winners advance to one of four Quarterfinal games in each Division.
- In Districts with 5 or 6 teams, District First Round games are to be played, by default, on Tuesday, May 28. Games may be played on Thursday, May 23, Friday, May 24 or Saturday, May 25 if all schools participating in the game (and the host school, if applicable) agree and each participating school submits an affirming statement to the host in writing. These statements must be included with brackets submitted to the MHSAA office following the District draw.
- District Semifinal and Final games are to be played, by default, on Saturday, June 1. Games may be played on Thursday, May 30 OR Friday, May 31 if all participating schools agree and each participating school submits an affirming statement to the host in writing. These statements must be included with brackets submitted to the MHSAA office following the District draw. Regional games are June 8, QF games are June 11.
- Each District manager shall conduct a random draw with notification to participating teams of the time and place of the draw. The host school may draw a bye.
- Earliest date for the district draw is April 1.
- A coin toss on-site prior to each game determines home team.
- Managers hire officials from the MHSAA approved list for District games.
- The MHSAA committee will select and assign officials for all Regional, Quarterfinal, Semifinal and Finals games.
- Financial reports must be completed by tournament managers and submitted to the MHSAA within 30 days (and no later than July 1) of the tournament.
- The MHSAA Tournament rain suspension rule will apply at the District, Regional & QF level.
- The MHSAA 10 & 15 run rules apply in all tournament games. The softball tiebreaker rule will be used beginning in the 11<sup>th</sup> inning of tournament softball games tied at the end of regulation and that remain tied after 10 innings.
- District and Regional Managers should forward Eligibility lists and rosters of winning teams to the next level tournament manager.



## SOFTBALL TOURNAMENT MANAGER MANUAL (Alpha by topic, forms follow topics)

### 2024 MHSAA District, Regional & Quarterfinal Games

**ADMISSION/TICKETS** – Spectator ticket prices for all District games will be \$7. Regional games and Quarterfinal games will be \$9. All tickets will be digital, sold via GoFan. A mobile device is required. All admissions will be good for all games scheduled at that location for that day of the tournament.

**BANNERS/SIGNS** – Local tournament managers may approve school banners as long as they have appropriate language, are not inside the field and do not obstruct spectator views or damage fences and facilities.

**BATTING PRACTICE** - No batting practice shall be taken on the infield of the game diamond prior to any tournament game. If the tournament host makes an adjacent diamond or batting cage available to one team, they must make it available to all teams.

**BROADCAST/WEBCAST POLICIES** – Any media outlet wishing to broadcast an MHSAA Tournament game on radio or cable or over-the-air television, or over the Internet in the form of audio, video and streaming statistics in real-time, must make application with the MHSAA in advance of the game to be broadcast, and the Tournament Manager must receive approval from the MHSAA Office before letting the outlet in to the venue. Outlets broadcasting contests are responsible for making their own telephone and Internet access arrangements, but Tournament Managers may choose to make such access available as a courtesy. [See this document for further information.](#)

**COACH UNIFORMS – Softball** - In order to occupy either coach's box or confer with umpires or offensive or defensive players within the field of play the adult coaches shall be attired in the team uniform or school coaching shorts, slacks or tailored sweat pants plus a shirt or coach's jacket in the school's colors.

**CONCUSSION PROTOCOLS** – “Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The language above appears in all National Federation sports rule books reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. Previously, some sports rules required officials to remove from play any athlete who was “unconscious or apparently unconscious.” This new language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.

2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a. The clearance may not be on the same date on which the athlete was removed from play.
  - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
  - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
  - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports. [The Return to Competition Form is posted here.](#)
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

**DATES** – District First Round games (sometimes called "Pre-District") shall be played on Tuesday, May 28 and played at the District host site by default. If the schools that draw into the District First Round games and the District host agree, those games may be played at the site of one of the participating schools.

All Semifinal and Final District games are to be played on Saturday, June 1. If all schools and the District host agree, Semifinal and Final games may be played on Friday, May 31. ***In order for games to be played on Friday, each participating school must submit an affirming statement to the host in writing. These statements must be included with brackets submitted to the MHSAA office following the District draw.*** Regional contests must be played on Saturday, June 8. Quarterfinal games shall be played Tuesday, June 11. Tournament hosts may not play District Semifinal games one day and District Final games on the next day, nor Regional Final games on one day and the Quarterfinal game on another day – unless weather forces postponements or suspensions.

**DRAW PROCEDURES** – Each District site is to conduct a draw no sooner than April 1. All schools assigned to the District as listed on the MHSAA Web site shall be invited and represented at the draw meeting. Each District Manager is responsible for communicating draw date, time, place and procedures to the participating schools.

**REMINDER:** Regardless of teams present, softball (and baseball) District and Regional sites will participate in an open draw, which may result in baseball and softball teams from the same school occupying different lines of each respective bracket. The two tournaments are considered separate for draw purposes.

The host school may draw a bye in the District tournament.

In Districts with more than four teams where quarterfinal ("pre-district") games are necessary they are to be played on Tuesday, May 28 at the District host site. If schools that draw into a quarterfinal (pre-district) game and the District host agree, those game(s) may be played at the site of one of the participating schools.

When a team withdraws from the District Tournament after the initial draw has taken place the following procedures will apply:

- **Four team District:** The bracket position of the team that withdraws is vacated, its opponent advances and no re-draw is held.
- **Five team District:**
  - If the team that withdraws did not receive a bye in the initial draw and is in the bracket position for a first round game, the bracket position of the team that withdraws is vacated, its opponent advances to the semifinal, and no re-draw is held.
  - If the team that withdraws was scheduled to play the winner of the first round game, move the two first round opponents directly to the semifinal.
  - If the team that withdraws received a bye into the semifinals and is scheduled to play another team which received a bye (resulting in its opponent advancing directly to the District Final without playing a game), then a re-draw of all remaining teams is required by the tournament manager.
- **Six team District:** If the team that withdraws did not receive a bye in the initial draw and is in the bracket position for a first round game, the bracket position of the team that withdraws is vacated, its opponent advances to the semifinals, and no re-draw is held. If the team that withdraws received a bye into the semifinals in the initial draw, move the two corresponding first round opponents directly to the semifinal.

**DUGOUTS** - The team on the **TOP LINE** of the bracket will occupy the **THIRD BASE DUGOUT**.

The team on the **BOTTOM LINE** of the bracket will occupy the **FIRST BASE DUGOUT**.

If the **HOST** school is playing, they may occupy their traditional dugout used during regular season play.

**EQUAL TREATMENT** - It is essential that all aspects of conducting the MHSAA tournament be equal for both baseball and softball. Equal treatment includes player introductions, National Anthem, field grooming, concessions, rest room access, etc. Questions regarding this subject should be reviewed with the MHSAA before the tournament.

**FIELD PREPARATION/GROOMING** – All fields shall be groomed before each game of a MHSAA tournament game. Grooming consists of dragging the infield, relining the infield foul lines and runner’s lane, batters boxes, catchers’ boxes, coaches boxes and on-deck circles. The area within the softball pitcher’s circle shall be raked, smoothed, and relined with a new circle. If a media well does not already exist, each diamond should have a designated media area for photographers that is not located in live-ball territory.

**FINANCIAL REPORTS, POLICIES** – Managers at all levels of the MHSAA Tournament are required to complete a financial report and submit it to the MHSAA within 30 days of their tournament (and before July 1). Financial reports will be available on the MHSAA Web when managers log in. All revenue and expenses are to be reported and accounted for. The forms will show the stipulated manager fees, host share of gate revenue, officials’ fees and other fixed expense amounts. All tournament financial reports are subject to MHSAA audit.

The MHSAA does not reimburse tournament hosts for hospitality costs, concession workers, parking attendants or any FICA, retirement or pension payments. There is no travel expense reimbursement for participating schools at the District, Regional or Quarterfinal level. Any unusual or unique expense items should be approved in advance through the MHSAA. All District games including the Pre-District should be on the same report. If admission is not charged, only officials’ expenses will be reimbursed.

**GAME BALLS** - The MHSAA will ship all game balls to each Tournament Site.

- The Wilson A-9011 BSST Optic Yellow (.47 COR / 375 Compression) softball will be used for the 2024 Softball Tournament.
- If additional game balls are needed, manager must use Wilson softballs.

**MANAGER COMMUNICATION** - District Managers shall forward the Master Eligibility List and Roster of the winning team and communicate results to the Regional Final Manager, who will in turn forward winners materials and results to the Quarterfinal Manager. Quarterfinal Managers may forward materials to the MHSAA office.

Regional Managers should provide information (time schedule, location, etc.) to managers of previous levels to give to winning teams as they advance. Direct communication/information from managers to athletic directors of winning teams as they advanced is advised through e-mail and/or FAX.

**HOME TEAM DESIGNATION** - A coin flip will be held to determine HOME and VISITING teams. The toss of the coin must be held on the day of competition and shall be conducted BEFORE each school has the opportunity to take their infield practice time (approximately 30 minutes before game time). The toss of the coin shall be conducted in the presence of coaches by tournament management and/or its designated person. The HOME team will take infield practice first (10 minutes), followed by the visiting team (10 minutes).

**INJUNCTION/RESTRAINING ORDER** - Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet or game has begun, it shall be completed."

**LOCKER ROOM PRIVACY POLICY:** Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

**MEDIA/MULTIMEDIA** - See [MHSAA Media Guidelines](#) for specifics. In softball, photographers/videographers are not permitted to be in live-ball areas.

**MERCHANDISING** - Only MHSAA licensed vendors may sell merchandise with protected MHSAA logo or tournament identification. Local school (non-MHSAA logo) merchandise may be sold.

**MEDICAL POLICIES** – Although athletic trainers are an allowed expense, they are not required and such expense should be closely managed.

**OFFICIALS ASSIGNMENTS** – Tournament managers will hire officials for all District games from the MHSAA approved list of officials. District managers shall hire three umpires with each working two games. The MHSAA committee will assign officials for Regional, Quarterfinal, Semifinal and Final games. A two umpire system will be used at the District and Regional levels. At the Quarterfinal level, three umpires will be used.

***There is one major change from previous years for officials assignments made through Arbiter.** We have transitioned to assigning officials using the main MHSAA Arbiter group (#107891) for postseason assignments. If you have not had access to this group in the past, you will see an invitation to be added in the upper righthand corner of your page in the dropdown menu once you've logged in.*

*Please accept that invitation so that you can view and pay the officials assigned to your games.*

**OFFICIALS FEES** – District - \$68.00/game -- Regional - \$68.00/game – Quarterfinal -\$70.00/game.

Officials will be paid 40 cents/mile for round trip miles beginning with the 51<sup>st</sup> mile (50 mile deductible). For Regional and Quarterfinal managers, the MHSAA will send e-mail confirmation of assigned officials, with managers to follow up with communication to the officials. Managers pay officials out of gate receipts for District, Regional, and Quarterfinal games.

Assignors may be used to assist tournament managers, but managers are reminded that the MHSAA does not reimburse for assignor fees. Assignor fees (if paid out of the school share) may not be deducted from officials' game fees. Officials must receive the net game fee as stated above.

Managers are reminded to supply water for officials' and provide security and/or escorts before, during and after games for officials.

**OPT OUT/ENTRY PROCEDURES/ELIGIBILITY LISTS** – Participating schools must submit a Master Eligibility list and roster to the host tournament manager by the Opt-Out due date of May 8, 2024. Materials submitted after the due date are subject to a \$50 late fee paid to the host school. Changes or updates to the Master Eligibility may be made prior to the first date of the tournament for any school which is May 28, 2024. (Exception - late transfers as covered by Reg. I, Section 9-F). Clerical error eligibility list changes are allowed after the first date of the tournament as covered by Reg. II, Section 15, Interpretation #257.

**PHOTOGRAPHY POLICIES** – Softball National Federation playing rules do not allow media photographers in a live ball area. A designated media photography box (dead ball area) may be drawn on the field to accommodate media photographers with cameras (not reporters without cameras). Photographers – still and video – may be granted appropriate access to shoot if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. Otherwise non-credentialed commercial/freelance photographers covering the event for the sole purpose of selling those images should never be granted appropriate access to shoot at MHSAA Tournaments.

**TOURNAMENT WITHDRAWALS** - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the Opt-out Due Date for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in that sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA Staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

**PARTICIPATING TEAM/SPECTATOR INTERNET STREAMING** - The broadcast and streaming rights of MHSAA post-season tournament events belong exclusively to the N-F-H-S Network, FOX Sports Detroit, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Managers: Please post the sign (found at the end of these materials).

Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Periscope and Facebook – or any other method.

Likewise, individual spectators are also prohibited from streaming video through any means.

Participating schools are responsible for informing their students, parents and other fans of this policy and to assist the MHSAA upon request in enforcing it. Participating schools are asked to help promote where their particular game may be viewed when being streamed by the MHSAA, one of its television partners, or a media outlet which has pre-arranged to secure such rights.

**PLAYING RULES & ADOPTIONS** – All National Federation playing rules will be used with the following MHSAA adaptations:

**Softball Tiebreaker** – If an MHSAA Tournament softball game is tied after 10 innings of play, the National Federation tiebreaker rule will be used for the remainder of the game. Beginning in the 11<sup>th</sup> inning, a runner (who precedes the first scheduled batter in the inning in the lineup) will be placed at second base.

**Softball Pitching Distance** – The softball pitching distance will be 43 feet.

**Double First Base(SB)** - The softball double first base will not be used in MHSAA tournament games and may not be physically present during tournament games.

**Protests** - There are no protests in MHSAA Tournament games. All rules application disputes are to be decided on-site by game officials.

**Note-Also see suspended game/regulation game procedures and score differential rule**

**PRACTICE AT TOURNAMENT SITE** – Managers may allow participating teams to practice at their tournament site on days prior to the event, but are under no obligation to do so. If one team is allowed to practice, all teams should be allowed to practice and also be informed of the availability of practice.

**RAFFLES** – At MHSAA tournament games, raffles, drawings or 50-50 activities are prohibited.

**ROSTER LIMITS** – There are no roster limits for players in uniform in the team dugouts for softball. Rosters may change from one game to the next, but all players in uniform who participate in competition must be on the Master Eligibility list.

**SCORE REPORTING** – Results of tournament games should be reported to the MHSAA via e-mail at: [results@mhsaa.com](mailto:results@mhsaa.com)  
To submit online: Login to your MHSAA.com account and go to the MHSAA ScoreCenter page at: <http://www.mhsaa.com/sports/scorecenter>, find your contest(s) and click on Submit Score. This can also be done from a mobile device.

**SCORE DIFFERENTIAL (MERCY) RULE** – All tournament games will use the MHSAA score differential rule as stated in the MHSAA Handbook. A game will be terminated if one team leads by 15 runs after 3 innings or 10 runs after 5 innings.

**SPORTSMANSHIP** – All school and MHSAA sportsmanship policies for players, coaches and spectators will be enforced and promoted.

### **SUSPENDED GAME/REGULATION GAME (District, Regional & Quarterfinal Games)**

#### **Regulation Game**

- For all MHSAA Tournament games, a regulation game consists of seven innings unless extended because of a tie score.
- If darkness, rain, or other causes interfere with play so that the game is called (ended by the umpire) it is a regulation game IF:
  - a. five full innings have been played or if the home team has scored an equal or greater number of runs in four or four and a fraction turns at bat than the opponent has scored in five turns at bat **OR**
  - b. if play has gone beyond five full innings
- If a game is called prior to completion of any full inning, after the fifth inning, the game shall become 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. When the game is resumed on another day, the game will be completed pursuant to all rules.

#### **Suspended Game**

- If a game is called (ended by the umpire) **prior to completion of any full inning, after the fifth inning, the game shall become 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. When the game is resumed on another day, the game will be completed pursuant to all rules.**
- The rule is in effect for all competition throughout the tournament.

- Tied games shall also be treated as suspended games and continued from the point of interruption.
- In both suspended and tie games, the lineup and batting order of each team shall remain exactly the same as the lineup and batting order at the moment of suspension.
- If a game is called prior to completion of any full inning, after the fifth inning, the game shall become 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. When the game is resumed on another day, the game will be completed pursuant to all rules.

**TICKETS** – District, Regional, and Quarterfinal games will sell digital tickets via GoFan for all spectators except preschool children accompanied by an adult. District tickets will be \$7, Regional and Quarterfinal tickets will be \$9. There will be no on-site sale of tickets.

**TIEBREAKER (SB)** – The National Federation tiebreaker rule will be used in softball games beginning with the 11<sup>th</sup> inning. See “Playing Rules & Adaptations”

**TIME SCHEDULES** – All games shall be played in order based on the bracket. District & Regional semifinal games may not be played simultaneously on adjacent diamonds without approval from the MHSAA. Host tournament manager determines start times and time schedule changes/adjustments.

- The second semifinal game shall begin approximately 30 minutes after the conclusion of the preceding game, additional time may be taken between the second semifinal and Final.
- No games may begin prior to 10 AM (weather exceptions)
- 30 Minutes Prior to Game Time: Field Prep & Coin Toss
- 20 Minutes Prior to Game Time: Home Team Infield Practice
- 10 Minutes Prior to Game Time: Visiting Team Infield Practice
- Ground Rules Meeting / Play Ball

**TROPHIES & MEDALS** – District and Regional Champion teams receive a team trophy and 21 individual medals. There are no trophies or medals for teams that win Quarterfinal games. Managers should open trophy & medals shipments immediately when received and contact ESCO directly at 800-852-4266 if there is breakage or other problems with the shipment. Extra medals may be ordered by schools through the MHSAA (see extra medal order form)

**UNMANNED AERIAL VEHICLE (DRONE) POLICY** – The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purposes by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

#### **WEATHER POLICIES**

- EVERY ATTEMPT TO PLAY SHALL BE MADE AT EACH TOURNAMENT SITE!
- Postponed and/or suspended games must be scheduled as soon as weather permits on the same facility on the next available date.
- In the event the host field is unplayable, the game may be moved to a field that is playable.

#### **MHSAA Handbook Policies – Thunder & Lightning**

When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion -- *lightning is lightning; thunder is thunder*. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants. Contestants and support personnel shall be moved to appropriate indoor facilities. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local



sky and thunder has not been heard for 30 minutes. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

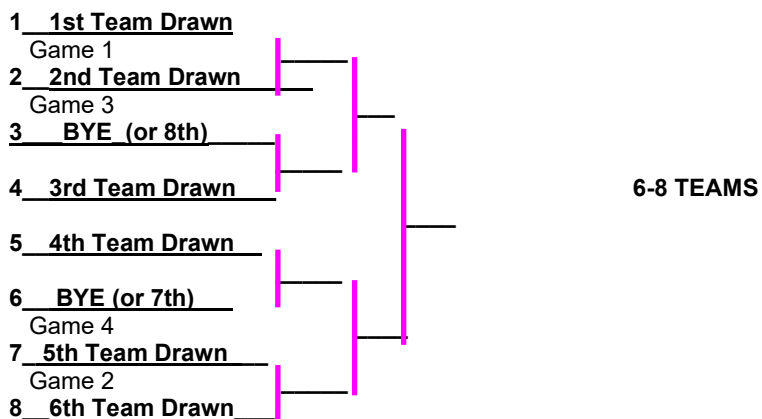
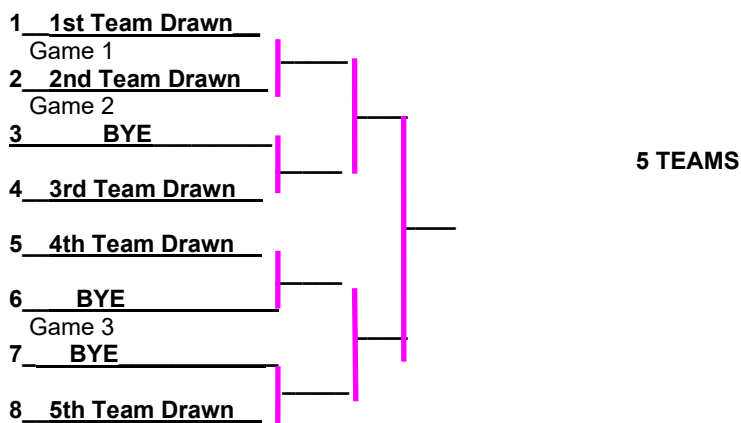
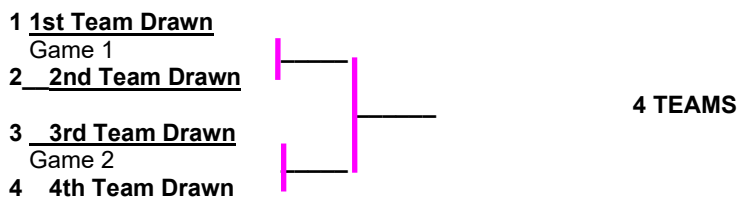
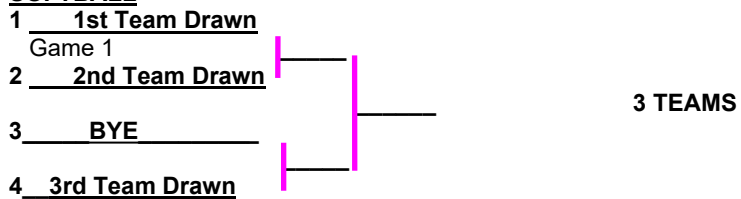
## **Tornado Policies**

1. IF THERE IS A WATCH OR WARNING AT A TOURNAMENT SITE -
  - A. Watch or warning issued **at least three hours** prior to the event:
    1. If the local district policy closes the tournament facility, all participating teams must be called and informed of postponement with information pertaining to next playing date and time included in the call.
    2. If the host district policy **does not** close the facility, all participating schools who have not called the host must be called to be sure all who are scheduled to play will be present. (The participating school local policy must prevail).
      - a. If one team of a dual type competition (i.e. Softball Tournament) cannot be present by their policy, no contest will be held. The competition for that day/night must be rescheduled on the next possible day.
      - b. If the competition is multiple team type (i.e. Track, Tennis), the meet will be conducted as long as a reasonable number of teams (60%) can be present.
  - B. Watch or warning **less than three hours** before event:
    1. If the competing teams are enroute, no decision shall be made until both teams in a bracket have arrived or contact has been made, unless local policy forbids use of facility once the watch or warning has been issued.
    2. If competing teams arrive, are on the premises, and local policy permits, play the contest when and if time permits.
    3. If it is not possible that date, reschedule for next playable date.
    4. Local policy will always prevail.
  - C. Watch or warning issued during contest:
    1. Suspend play.
    2. Take necessary steps and precautions as directed by local policy.
    3. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date, not including Sunday.
2. IF THE WATCH OR WARNING IS IN AN AREA OF ONE OR MORE COMPETING SCHOOLS AND NOT AT A TOURNAMENT SITE:
  - A. It shall be the responsibility of the competing school to inform the manager of the tournament immediately.
  - B. The decision as to play or not to play will be made by the Tournament Manager, based on the information presented and the type of sport event involved.
    1. If one or more local policies do not permit travel or competition, the game, games, or tournament shall be postponed.
    2. If the scheduled competition is of a multiple team nature (i.e. Track and Field), the competition may take place even though all teams are not able to be present. (60% is suggested guideline).
    3. The rationale for No. 1 and No. 2 hinges on the fact that in No. 1, both teams of a dual type competition must be present if a contest is to take place. No. 2 permits competition, even though all teams cannot be present.
  - C. If one or more schools are on the road to the tournament site at the time of watch or warning, no decision shall be made until contact has been made with all concerned. (An authorized person from the assigned schools).
  - D. If one school arrives on site and the opponent cannot travel due to local policy, the game shall be postponed and rescheduled on the next possible date.

**YOUTH PROTECTION POLICY:** During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

DISTRICT DRAW - SAMPLE BRACKETS  
Open Draw Format

**SOFTBALL**



TOP LINE OF BRACKET: 3<sup>RD</sup> BASE DUGOUT      BOTTOM LINE OF BRACKET: 1ST BASE DUGOUT

\*If the host school is playing, they occupy their "normal" dugout.

**SOFTBALL SUSPENDED GAME INFORMATION FORM**

Date \_\_\_\_\_

HOME TEAM: \_\_\_\_\_ SCORE \_\_\_\_\_

PITCHER: \_\_\_\_\_

VISITOR TEAM: \_\_\_\_\_ SCORE \_\_\_\_\_

PITCHER \_\_\_\_\_

SUSPENSION OCCURRED: \_\_\_\_\_ TOP HALF \_\_\_\_\_ BOTTOM

HALF OF INNING \_\_\_\_\_

NUMBER OF OUTS: 0 1 2 3

BATTER: \_\_\_\_\_ BALLS \_\_\_\_\_ STRIKES \_\_\_\_\_

<u>BASES OCCUPIED</u>	<u>NUMBER</u>	<u>PLAYER'S NAME</u>
FIRST	_____	_____
SECOND	_____	_____
THIRD	_____	_____

HOME TEAM PLAYERS WITH EXHAUSTED GAME ELIGIBILITY:

\_\_\_\_\_

VISITOR TEAM PLAYERS WITH EXHAUSTED GAME ELIGIBILITY:

\_\_\_\_\_

PITCHERS USED AND OUTS CREDITED TO POINT OF SUSPENSION (Include current pitcher)

HOME TEAM: \_\_\_\_\_

\_\_\_\_\_

VISITOR TEAM: \_\_\_\_\_

\_\_\_\_\_

PLATE UMPIRE: \_\_\_\_\_ BASE UMPIRE: \_\_\_\_\_

RESCHEDULE DATE: \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

TOURNAMENT MANAGER: \_\_\_\_\_



**TOURNAMENT MEDICAL INCIDENT REPORT**

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator  
 Event Official  
 Athlete \_\_\_\_\_ School \_\_\_\_\_  
 Other \_\_\_\_\_

Male  Female Dist # \_\_\_\_\_ Reg # \_\_\_\_\_ QF # \_\_\_\_\_ SF # \_\_\_\_\_ F # \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**CIRCLE SPORT:** BA BKT CC XC FB GO GY IH SK SO SB SWD TN  
TR VB WR OTHER: \_\_\_\_\_

**INJURY/CONDITION:**  Sprain  Laceration  Concussion  Fracture  Nose Bleed  
 Dislocation  Strain  Respiratory  Communicable Disease  
Other \_\_\_\_\_

**BODY PART INJURED/AFFECTED:** \_\_\_\_\_

**TREATMENT:**  Ice  Tape  Wrap  Suture  Compress  
Other \_\_\_\_\_

**ACTION:**  Treat/Release  Observation/Release  Transport  Hospitalize  
 Return to Competition (see other side)  Remove from Competition  
 Referred to \_\_\_\_\_  
Other \_\_\_\_\_

**MEDICAL ATTENTION:** Did a medical professional assist in treatment?  Yes  No  
If "yes" Name: \_\_\_\_\_ Title: \_\_\_\_\_

**COMMENTS:**

TOURNAMENT MANAGER SIGNATURE: \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ PRINT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

Copies to: MHSAA  
1661 Ramblewood Drive  
East Lansing, MI 48823  
Fax: 517-332-4071

Optional Copies: Athletic Director  
Team Coach

## MHSAA SOFTBALL TOURNAMENT STAFF

Assistant Director: Andi Osters  
Office Phone: 517-332-5046  
Email: [andi@mhsaa.com](mailto:andi@mhsaa.com)

Administrative Asst: Tricia Wieferich  
Office Phone: 517-332-5046  
Email: [tricia@mhsaa.com](mailto:tricia@mhsaa.com)



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
2024 DISTRICT **SOFTBALL** TOURNAMENTS

Schedule of District Tournament Games (Results of Draw)  
**(Drawings to be made April 1-May 1)**



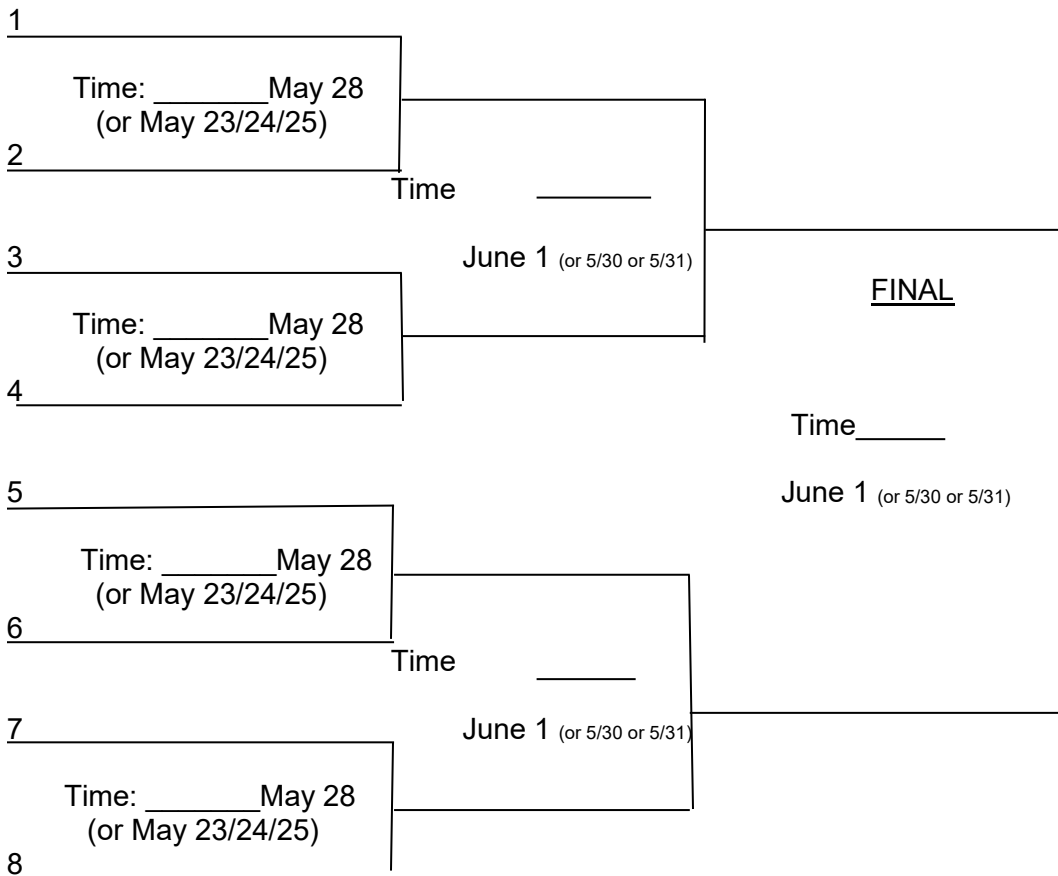
District No.

NOTE: Tournament Managers fill out IMMEDIATELY AFTER DRAWING and return as directed.

HOST SCHOOL \_\_\_\_\_ DIVISION \_\_\_\_\_

DIRECTIONS:

1. District First Round games which will not be played on the default date (May 28) must be agreed upon by the two participating teams (and the host, if played at the host site). District Semifinal and Final games which will not be played on the default date (June 1) must be agreed upon by all participating schools. All agreements must be in writing and included in the draw forms sent to the MHSAA by the District host.
2. Consult bracket samples to determine the bracket to be followed.
3. Place names of all participating schools in a container. **Host teams may draw byes.**
4. Draw names one by one and place on designated line (if a school is hosting both baseball and softball, these draws MUST be conducted separately even if all the same schools are in both Districts).
5. Top line shall occupy the 3rd base dugout (host school may use their traditional dugout if playing).
6. **Home team is determined by coin flip for each game.**



*Please circle contest dates on the bracket to indicate game date. Brackets that do not include game dates will be input in the MHSAA system using the default dates (May 28 and June 1).*

Date \_\_\_\_\_ (Signed) \_\_\_\_\_  
(Tournament Manager)

NOTE: Please EMAIL immediately after completing draw to [tricia@mhsaa.com](mailto:tricia@mhsaa.com) at the MHSAA



Regional No. \_\_\_\_\_

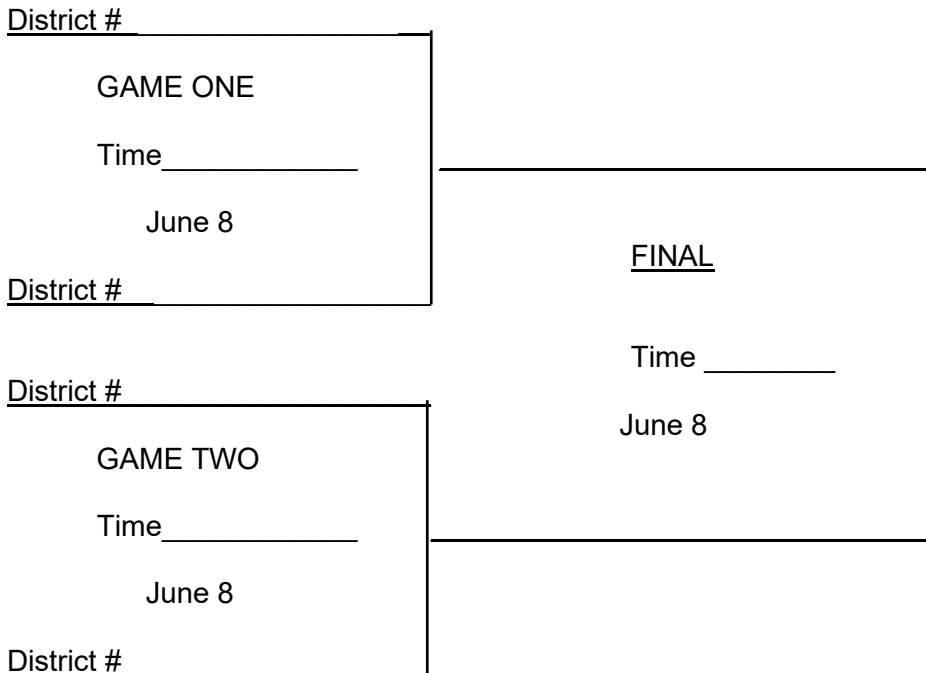
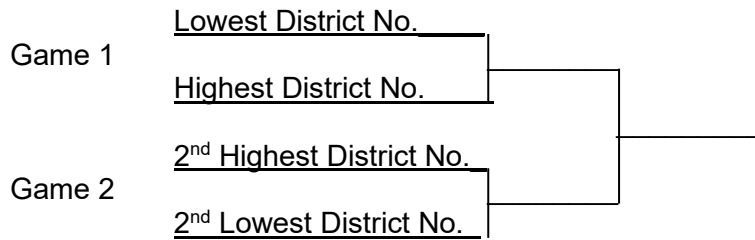
## REGIONAL - SOFTBALL

HOST SCHOOL \_\_\_\_\_ DIVISION \_\_\_\_\_

### HOME TEAM DESIGNATION/ORDER OF PLAY

The home team shall be determined by coin flip. The top line of the bracket shall occupy the 3rd base dugout for the Softball Regional Tournament. The Regional order of play will follow this schedule.

**Note – Example: 1=low, 4=high**



Date \_\_\_\_\_ (Signed) \_\_\_\_\_  
 (Tournament Manager)

NOTE: Please EMAIL immediately after completing draw to [tricia@mhsaa.com](mailto:tricia@mhsaa.com) at the MHSAA



**FINAL TOURNAMENT COMPLIMENTARY TICKETS**

Each manager of a MHSAA Softball Tournament is entitled to two complimentary tickets for the Final Tournaments at Michigan State University. Please complete the lower portion of this memo and return it to our office prior May 13, 2024. Complimentary digital tickets will be sent prior to the Finals.

Thank you for your willingness to serve as a Host Tournament Manager.

**FINAL TOURNAMENT TICKET REQUEST**

Saturday, June 15, 2024  
Michigan State University

DISTRICT # \_\_\_\_\_  
REGIONAL # \_\_\_\_\_  
QUARTERFINAL # \_\_\_\_\_



PLEASE SEND TWO COMPLIMENTARY TICKETS  
TO THE FINAL SOFTBALL TOURNAMENT  
(A ticket allows admission to all divisions)

MANAGER \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**EMAIL: [tricia@mhsaa.com](mailto:tricia@mhsaa.com)**





## EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved.  
 Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: \_\_\_\_\_

BOYS: \_\_\_\_\_ GIRLS: \_\_\_\_\_

DIVISION/CLASS: \_\_\_\_\_

YEAR: \_\_\_\_\_

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 <sup>st</sup> Gold – 2 <sup>nd</sup> Silver – 3 <sup>rd</sup> + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL                      \$

Payable to MHSAA (includes shipping)

ATHLETIC DIRECTOR \_\_\_\_\_ SCHOOL ID \_\_\_\_\_

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Athletic Director)

**\* ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**  
 SEND TO MHSAA, 1661 RAMBLEWOOD DR,  
 EAST LANSING, MI 48823