

BASEBALL & SOFTBALL – TOURNAMENT MANAGER GUIDELINES

NORTHEAST DISTRICT ATHLETIC BOARD (NEDAB) / OHSAA

www.nedab.org

1. MANAGEMENT PERSONNEL – RESPONSIBILITIES

A. **TOURNAMENT MANAGER:** as named in contract

1. Use the myOHSAA management system for
 - a. Entering tournament information
 - b. Recording score to my OHSAA and AP.
 - c. Updating dates and time for game postponements
2. Adhere to the playing dates (Appendix A) as established by the District Board.
3. District Tournament Site Agreement Form (New 2016) Found on the NEDAB site
4. Conduct a seeding and drawing meeting in accordance with the Regulations of the State and District Board.
5. Approve all expenditures, including number of personnel necessary to be employed to conduct a safe and fair contest, at each site.
 - a. Additional employee requirements may be dictated by the Board for some sports. Specific information to be included with Sport Specific regulations.
 - b. Each Tournament Manager is authorized to approve the hiring of people, who in his judgment, are necessary to conduct a safe and fair tournament.
 - c. It is noted that the NEDAB expects each tournament manager to use his best judgment in approval of personnel and their fees in order to keep costs at a minimum.
6. Contract for a certified athletic trainer to cover all games. Responsibility can be assigned to site manager in earlier rounds
7. Have an Emergency Action Plan for all tournament venues. (See attached form)
8. Prepare a Financial Report submit to the Treasurer for approval.
9. **TOURNAMENT MANAGERS STIPEND:** The Manager's stipend for the Sectional Tournament is a \$150.00 plus \$7.00 for each participating team. For the District Tournament the Manager's stipend is a \$175.00, plus \$7.00 for each participating team. Mileage reimbursement will be at the IRS rate for round trip travel to the manager's meeting and to the tournament site for each day of competition.

B. **SITE MANAGER** – assigned by Tournament Manager

1. Act at the direction of the Tournament Manager and complete all necessary forms
 - a. Sectional Tournament Site Agreement Form
2. Contract for a certified athletic trainer to cover all games.
3. Have an Emergency Action Plan for all tournament venues. (Found on NEDAB website)
4. It is recommended that this person be someone other than the varsity baseball coach.
5. See that the site is properly prepared to assure a safe and fair contest, that all necessary equipment is on hand and in working order, that all personnel is in place and informed of their duties and responsibilities, and that all regulations of the State and District Boards are followed.

6. The site manager is responsible to properly notify the tournament manager, AP, local newspapers and NEDAB web master Genne Zimmerly (genne.renee@gmail.com) of the results.

2. SEEDING/ DRAWING

- A. **MEETING** – Each Tournament Manager shall hold a home site sectional meeting with the teams who are hosting a home game. This will be held the week of April 30, 2018.
 1. Follow the seeded bracket tournament procedures found in Appendix B, approved for baseball and softball by the NEDAB.
 2. Count all games played previous to the online seeding
 3. Each tournament will seed all teams using the Baumspage website.
 4. It is the policy of the NEDAB not to redraw tournament placements.
 5. Final determination will be made by the Tournament Manager.
 6. If after a tournament drawing a team is withdrawn, that space on the bracket will become a bye.
 7. If a team is added after the tournament drawing the tournament manager would place the team on an appropriate bracket space at random.
 8. The final responsibility for interpreting OHSAA seeding and drawing procedures rests with the commissioner's office.
- B. **BRACKETS:** See Appendix C for brackets.

3. GAME RULES

- A. The Baseball Rules, 2018 National Federation Edition, published by the National Federation of State High School Associations will be the Official Rules in all tournament games.
- B. The Softball Rules, 2018 National Federation Edition, published by the National Federation of State High School Associations will be the Official Rules in all tournament games.

4. REQUIRED TOURNAMENT PAPERWORK

- A. Participating schools must fill out the online OHSAA Tournament Entry Form found in myOHSAA. Printing this is *no longer required*. The OHSAA tracks participation online and communicates this information to the NEDAB.
- B. **TOURNAMENT SITE AGREEMENT FORM:** Return the Tournament Agreement Form, properly signed to the Secretary of the NEDAB, Larry Acker (wstr_lacker@tccsa.net) **BEFORE** the tournament begins.
- C. The **OHSAA ELIGIBILITY CERTIFICATE** is no longer required to be submitted to the site manager. The certificate must be on file at the school and immediately able to be rendered if requested.
- D. **EMERGENCY ACTION PLAN** for each site. (Found on NEDAB website)

5. FINANCIAL AND PERSONNEL REPORT FORMS:

- A. District Financial Report Forms will be emailed to the tournament manager. All financial reports are to be prepared electronically and submitted to NEDAB treasurer Mark McGuire at mmcguire@ohsaa.org.
- B. For tournaments with multiple divisions, a single combined financial report including all district tournaments may be completed.
- C. Umpires are not to be listed on this report. Tournament Managers are to use the Google Docs provided. A link to the Google doc will be e-mailed to all tournament managers.
- D. Reporting
 - a) All Tournament Managers will complete the Google Docs form. Only report umpires at the conclusion of each sectional and district tournament. PLEASE, do not send individual games, or individual days.
 - b) Tournament Managers must determine how they are going to collect umpire confirmation from their respective Sectional Tournament contests. Different methods will be presented at the managers meeting.
- E. **Umpires will be paid by the NEDAB.**
- F. The Tournament Manager will prepare and submit to the District Treasurer, Mark McGuire a financial report within 7 days of the completion of the tournament which shows all expenditures.
 - 1. If a Tournament Manager finds that his/her tournament is operating at a Profit send the report electronically to the NEDAB Treasurer. The Treasurer will review the report and respond accordingly. Send a check made payable to the NORTHEAST DISTRICT ATHLETIC BOARD. If your treasurer requires a W-9 from the NEDAB please contact the treasurer for a copy.
 - 2. If a Tournament Manager finds that his/her tournament is operating at a Deficit, pay your personnel only. It is anticipated that game receipts will be sufficient to do this. Within 7 days of the conclusion of the tournament, send a Tournament Financial Report to the Treasurer for his approval. Upon approval of the financial report, within the next 30 days, a NEDAB check to cover the deficit will be sent to the Tournament Manager along with an approved copy of the cover page of the report.
- G. Upon completion of the report submit a copy electronically to the NEDAB Treasurer Mark McGuire at mmcguire@ohsaa.org. Remember to print a copy of the final report and save an electronic version for your records.

6. SITES

- A. **SECTIONALS:** Sectional tournament games will be played at the site of the better seeded team on the bracket unless the tournament manager finds the site unsuitable. Decisions about postponements and rescheduling should be made by the tournament manager. Playing the first clear day after postponement has proven most successful where possible.
- B. **DISTRICTS:** Sites for the District tournament have been predetermined by the Northeast District Athletic Board.

- C. **SPECIAL EVENTS:** Managers should be aware of special events such as prom, testing days and graduation and work around such events when possible. Starting times should avoid conflict with the regular school day.

7. UMPIRE ASSIGNMENTS, REPORTING and COMPENSATION

A. ASSIGNMENTS

1. Umpires, based on the OHSAA rating system conducted by the state office have been assigned to all tournaments by the Northeast District Board. Two umpires will be used for sectional games and three umpires will be used for district games. The tournament manager is responsible for assigning the umpires to the specific sectional sites after the seeding and drawing meeting. In order to minimize travel, efforts should be made to assign the sectional umpires to games in the county, or a neighboring county, where the umpires reside.
2. The tournament format provides for the semifinals and the finals to be played on "back to back" days. When games are postponed due to weather, it will be most practical to use the umpires on the day originally scheduled rather than "push" everyone back. For example, division II is scheduled to play Tuesday and Wednesday. Tuesday games are rained out. Probably, it will work best to use the original Wednesday umpires on Wednesday and move those Tuesday umpires who can to Thursday. In addition to regular assigned umpires, alternates and replacements, if needed are provided. Managers may also use the services of a certified assigner for rescheduling's if necessary. Any umpires used should meet eligibility requirements
3. An umpire should not work a game involving a school with which the umpire has a potential conflict of interest. The OHSAA considers any situation a conflict of interest if it would cause a reasonable person to question the integrity or fairness of an official. To avoid such situations in the sectional tournament, the tournament manager might switch sites for the umpire. In the district tournament, the coordinator of officials might be involved to switch an umpire to a different tournament.
4. The names of the umpires should not be publicly announced until game time. The tournament manager should inform the sectional site manager (usually the home school's athletic director) who the umpires are so that they may communicate for purposes of confirmation/cancellation, etc.

B. COMPENSATION FOR SERVICES RENDERED

1. **Sectional Contests:** Umpire stipend: \$65.00 per game plus \$1.00 per mile, one way in excess of 50 miles. **(NEDAB policy addition of travel allowance)**
2. **District Contests:** Umpire stipend: \$80.00 per game plus \$1.00 per mile, one way in excess of 50 miles. **(NEDAB policy addition of travel allowance)**
 1. To determine travel payments, managers will use MapQuest or similar internet mapping programs. Managers are responsible for determining the correct amount to be paid to each official.
 2. If an official is notified of a cancellation, or rescheduling, of a tournament contest prior to departure the official will not receive any compensation. A telephone call to the contact

- number provided by the official at least one hour prior to the normal departure time will be considered sufficient notice. If an official is notified in route, the official will receive the travel payment but not the game stipend. In these cases, the payment will be \$30.00. If after beginning the game and it is interrupted and not completed the official will receive full compensation.
3. All umpires should be notified that they will be paid within 30 days following the completion of the tournament. **(NEDAB policy)**

8. ADMISSION

- A. **SECTIONAL TOURNAMENT:** No admission will be charged for the sectional tournament.
- B. **DISTRICT:** All tickets at the gate will be \$4.00 per student, \$6.00 per adult. Senior Citizens are to pay the adult admission, \$6.00. No pre-sale tickets will be offered.
- C. **TEAM PASSES:** Tournament Packets will include a PASS LIST which is to be used at the district tournament. The official PASS LIST (can be found on the NEDAB website) is to be certified by the administrative head of the school and will include typewritten names of all 22 uniformed players, head coach, all uniformed assistant coaches, manager/ bat person, scorekeeper and the driver(s) transporting players.
 1. The pass lists from all the teams participating in the District Tournament should be kept by the Tournament Manger and available at the admission gate. All names on these pass lists are admitted free to all District games.
- D. **SCOUTING PASSES:** MUST be previously arranged with the Tournament Manager. NO SCOUTING PASSES WILL BE ISSUED AT THE GATE. **(NEDAB Policy)**
- E. **Northeast District Athletic Board (NEODAB) and OHSAA State Office Passes:** Should sign in at the admission gate and no admission is charged.

9. EQUIPMENT

- A. **GAME BALLS:** Baseball Rawlings R100-OHIO; Softball: Rawlings/Worth/Dream Seam C12RYLAH provided by the NEDAB.
- B. **OTHER EQUIPMENT / SUPPLIES:** If a Tournament Manager deems it necessary to have other equipment and/or supplies, he/she shall get the approval of the NEDAB before making any purchase requiring expenditure of funds. The Tournament Manager shall make every effort to move such items as needed, from site to site to avoid duplication of expenditures.

10. AWARDS

- A. District awards are purchased by the State Office and shipped to the District Manager. Upon receipt of awards verify accuracy and notify the State Office immediately of any damage or shortage.
- B. No other awards are to be given at either the Sectional or District Tournament.

11. ADDITIONAL INFORMATION

- A. OHSAA: www.OHSAA.org. Choose Sports link.
- B. Northeast District Athletic Board: <http://www.nedab.org>

12. NEDAB CONTACT INFORMATION

A. SECRETARY OF THE NORTHEAST BOARD

Larry Acker, Secretary

682 Forest Creek Dr.

Wooster, OH 44691

Phone: 330-345-6926

Cell: 330-464-6438

Fax: 330-345-6926

Email: wstr_lacker@tccsa.net

1. Prepares, distributes and keeps on file all regulations and such correspondences as the NEDAB (hereinafter the Board) shall direct including- Tournament Site Availability Agreement Forms, Managers' Agreements & Site Confirmation Forms.
2. Arranges and prepares for all of the managers' meeting agenda items—provides updated managers' guidelines and tournament regulations— {per state OHSAA} for the NEDAB Tournament Manager Meetings and Subsequent Reference/Use in All Sports.
3. Corresponds with Tournament Managers, Board Members and State OHSAA Office Regarding Tournament Operation Questions or Updates.

B. TREASURER OF THE NORTHEAST BOARD

Mark McGuire, Treasurer

373 Hamilton Circle

Elyria, Ohio 44035

Work: 440-349-6247

Cell: 440-346-4827

Fax: 440-349-7712

Email: mmcguire@ohsaa.org

1. Prepares and distributes all financial forms, other than those of the State Office, as required by the board.
2. Receive and approve all financial reports from the respective Tournament Manager. Upon approval, Treasurer shall return a copy to the Tournament Manager, along with a receipt for any profit or Board check to cover the deficit.
3. Prepare a composite financial report to include all sectional and district tournaments for which the Board is responsible and distribute these to the Board and Tournament Manager.

C. WEB MASTER OF THE NORTHEAST BOARD

Genne Zimmerly, Web Master

Email: genne.renee@gmail.com

D. TICKET MANAGER

Tom Taylor

Email: ttaylor315@gmail.com

D. **NEDAB BOARD BASEBALL COORDINATOR**

Brian Banfield

Email: bbanfield@polandschools.org

Phone: (330) 402-4456

E. **NEDAB BOARD SOFTBALL COORDINATOR**

Rhonda Rickelman

Email: rickelmanr@gilmour.org

Phone: (440) 473-8007

F. **NEDAB BASEBALL AND SOFTBALL COORDINATOR**

Bill Schumacher

Email: wschu22@me.com

Phone: (216) 509-6828

APPENDIX A: 2018 Baseball and Softball Tournament Play Dates

SECTIONALS

BASEBALL		
5/07	D1 SEMIS	
5/08	D2 SEMIS	D1 FINALS
5/09	D3 SEMIS	D2 FINALS
5/10	D4 SEMIS	D3 FINALS
5/11		D4 FINALS

SOFTBALL		
5/07	D3 SEMIS	
5/08	D4 SEMIS	D3 FINALS
5/09	D1 SEMIS	D4 FINALS
5/10	D2 SEMIS	D1 FINALS
5/11		D2 FINALS

DISTRICTS

BASEBALL		
5/14	D1 SEMIS	
5/15	D2 SEMIS	D1 FINALS
5/16	D3 SEMIS	D2 FINALS
5/17	D4 SEMIS	D3 FINALS
5/18		D4 FINALS

SOFTBALL		
5/14	D3 SEMIS	
5/15	D4 SEMIS	D3 FINALS
5/16	D1 SEMIS	D4 FINALS
5/17	D2 SEMIS	D1 FINALS
5/18		D2 FINALS

- All sectional semifinal and finals games will begin at 5:00 pm
- The district tournament manager will determine district semifinal and finals times.

APPENDIX B

Northeast District Athletic Board Seeded Bracket Tournaments:
Baum’s Page Spring 2018

A NEDAB seeded bracket tournament is organized so that teams are ranked based on the voting of the schools within the school’s NEDAB assigned district. The NEDAB will use seeded bracket tournaments for boys and girls soccer, volleyball, boys and girls basketball, baseball and softball. The seeded match-ups are based on the points awarded to each team through the <http://www.baumspage.com> matrix. Points for the matrix are calculated by adding together the rank of each school’s placement by all schools in the district and then the highest and lowest scores are removed from the school’s total. If a school does not participate in the voting, their high score will be deducted from the total calculated rank.

Creating your account in Baum’s Page:

Login Procedures:

DO NOW: Coaches that have accounts may login to www.baumspage.com anytime during the season.

1. If you had an account last year, login using that e-mail address and password.
2. If you do not have an account, click on **Apply here** and create an account. **Make sure you check the “I’m not a robot” box and click Submit Application.**
3. After you login, use • **Coaches** • | **Select Teams** | {select your school} click **Get Available School Teams** | click **Select Sport** | select **Baseball or Softball** | click **Make me the Coach.**

BEGINNING APRIL 22:

4. Under • **Coaches** • on the left sidebar, click on **Baseball or Softball** | **Event Seeding** | {select your team} click **Get Available Events** | click **Get Event Details** | click **Submit Seeds and Vote**

Enter Team Seed Bio:

- **Sunday, April 22 12:01 am through Wednesday, April 25th at midnight.**

1. Use the **Submit Seeds and Vote** link to access the event voting screens.



- A. Login to your account on www.baumspage.com and use • **Coaches** • | select {**Baseball or Softball**} | **Event Seeding** | **Submit Seeds and Vote** | **Enter Team Seed Bio**
- B. **Seed information will include:**
 - i. Current Overall Record: Won-Lost

- ii. Record vs. Division I Teams: Won-Lost
 - iii. Record vs. Division II Teams: Won-Lost
 - iv. Record vs. Division III Teams: Won-Lost
 - v. Record vs. Division IV Teams: Won-Lost
 - vi. Season Highlights - Quality Wins
 - vii. Additional Seed Information - Comments
2. After the **Enter Team Seed Bio** window closes, click **View Team Bios** to view data from all teams that submitted.
 - A. After the information is loaded on the screen, click **Download All Bios** to generate a text file that can be viewed or printed using Notepad.

Cast Your Vote:

- **Thursday, April 26 12:01 am through Saturday, April 28th at noon.**
1. **If a school does not participate in the voting, their high score will be deducted from the total calculated rank and may be fined by OHSAA.**
 2. When the Voting window opens, select **Cast Your Vote** to access the voting form.
 - A. Login to your account on www.baumspage.com and use • **Coaches** • | select **Baseball or Softball | Event Seeding | Submit Seeds and Vote | Cast Your Vote**
 - i. Rank all of the teams in your district including your own team
 - ii. **Move Up** or **Move Down** until all teams are listed in order from **First Place to Last Place**. When finished click **Submit** to save your Vote.
 - iii. Use **Review Your Voting Choices** to review your vote and **Download Your Ballot** in a "text based" format.
 - iv. If you make an error, select **Cast Your Vote**, correct the order, and submit again.
 3. After the voting window closes, click **Voting Results** to see the final tally.

TIES:

If a tie exists after the online seeding procedure is complete the following procedure will be used to break the tie. These procedures must be followed in the order listed below:

TIE BREAKER PROCEDURES

Tie-breaker #1: Looking only at the schools who are tied, the team that received the most individual votes at the tied position or above gets the seed.

Tie-breaker #2: If a tie still exists, a computerized dice roll will determine the better seed.

BRACKET PLACEMENT:

Team are placed on the bracket in the number on the bracket that corresponds to the place that the team is in the voting matrix. The numbers run from 1 to the number of teams participating in the tournament. The number 1 ranked team goes on the blank line marked "1", the number 2 ranked team goes on the blank line marked "2" and so on.

- The Sunday district draw meeting is now eliminated. However, there will be a meeting for the home site managers to meet with their district tournament manger to review tournament responsibilities. Your tournament manager will give you the date, time and location of this meeting.

Technical Support:

1. If you have problems accessing or submitting the forms, use the **Contact Us** link on Baumspage to submit a **Help Request**.
2. If the deadline is pending, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.

Seed Policy and Procedure:

Per the direction of the Northeast District Athletic Board, all teams in a bracketed tournament will be seeded based on the online voting results.

Any school that does not submit their vote before noon on Saturday April 28th will not be permitted to vote at a later time and the team's highest vote will be dropped prior to final tabulation.

APPENDIX C

