



2018 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, Pre-District games are to be played on Tuesday, May 29.
- District Semifinal and Final games are to be played on Saturday, June 2. Games may be Friday, June 1 if all participating schools agree. Regional games are June 9, QF games are June 12.
- 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 applies in all tournament games.
- The softball tiebreaker rule will be used beginning in the 11th 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)

2018 MHSAA District, Regional & Quarterfinal Games

ADMISSION/TICKETS – Spectator ticket price for all Pre-District, District, Regional and Quarterfinal games will be \$5.

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.

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 included in this document.

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 – First round District games (sometimes called “pre-district”) shall be played on Tuesday, May 29. All Semifinal and Final District games shall be played on Saturday, June 2. If all schools and the District host agree, Semifinal and Final games may be played on Friday, June 1. Regional games shall be played Saturday, June 9 (no Friday option for Regional games). Quarterfinal games shall be played Tuesday, June 12. Tournament hosts may **not** play Semifinal games one day and Final games on the next day. All Semifinal/Final games must be played on the same 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.

NEW IN 2018: 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 29 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:

1. In a four team District, the bracket position of the team that withdraws is vacated, their opponent advances as a forfeit win, no re-draw is held.
2. In a five or six team district with pre-district games, if the team that withdraws did not receive a bye in the initial draw and is in the bracket position for a Tuesday game, the bracket position of the team that withdraws is vacated and their opponent advances as a forfeit win, no re-draw is held.

In a five or six team district with pre-district games, if the team that withdraws received a bye into the semifinals in the initial draw which results in their opponent advancing directly to the District Final, then a re-draw of all remaining teams is conducted by the tournament manager.

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 in advance of 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.

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 2018 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/CREDENTIALS – Media credentials for District, Regional and Quarterfinal games are coordinated and issued by local tournament managers. Media requests for Semifinal and Final tournament games are handled by the MHSAA office. All requests for radio broadcasts or telecasts of any kind (internet, cable, etc.) should be referred to the MHSAA office for consideration and coordination.

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.

OFFICIALS FEES – District - \$55.00/game -- Regional - \$58.00/game – Quarterfinal -\$60.00/game.

Officials will be paid 20 cents/mile for round trip miles beginning with the 51st 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 9, 2018. 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 29, 2018 (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.

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.

PHOTOGRAPHY POLICIES – Both baseball and 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.

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 11th 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 that 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 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 – Tournament managers will provide all ticket stock for their respective sites. Spectator ticket price for all Pre-District, District, Regional and Quarterfinal games will be \$5.

TIEBREAKER (SB) – The National Federation tiebreaker rule will be used in softball games beginning with the 11th inning. See “Paying 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. Baseball 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.

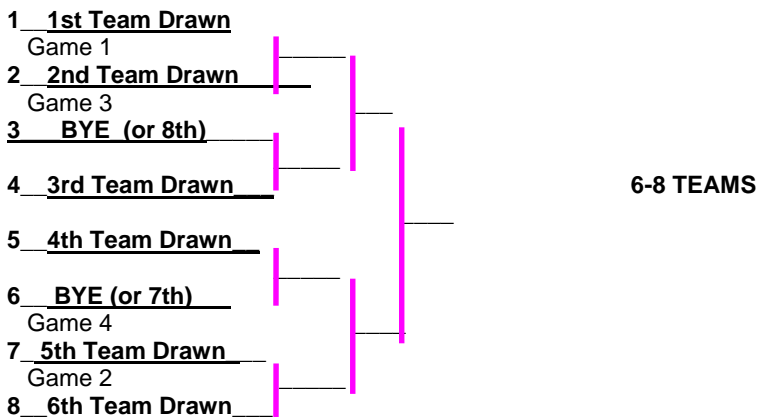
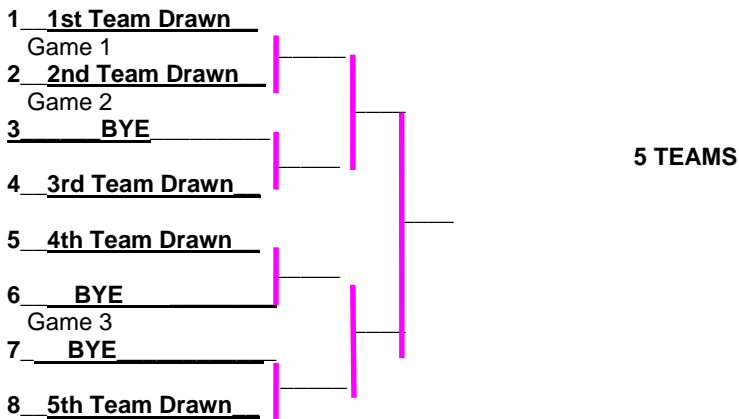
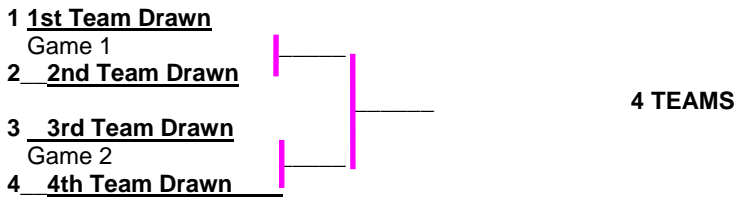
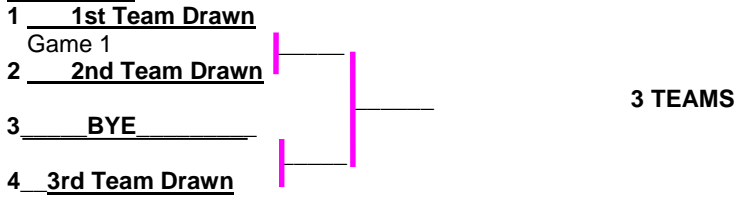
3. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date, not including Sunday.

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: 3RD 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: _____



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require unconditional written authorization from a physician (MD/DO/ Physician's Assistant/ Nurse Practitioner) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: _____ **School:** _____

Event/Sport: _____ **Date of Injury:** _____

REASON FOR ATHLETE'S INCAPACITY

Action of M.D., D.O., Physician's Asst. or Nurse Practitioner

- 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.
- 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 or after the written clearance for return to activity.
- A school or licensed health care professional may use a locally created form provided it complies with MHSAA regulations. (See MHSAA Concussion Protocol)

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

DATE: _____

SIGNATURE (Must be MD/ DO/PA/NP)

Examiner's Name (Printed): _____

Copies to: Team Coach and Athletic Director (Duplicate as Needed)

In addition to this return to competition form, member schools are required to complete and submit a report on MHSAA.com to record and track concussion events in all levels of all sports.


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

Softball: Andi Osters
Office Phone: 517-332-5046
Office Fax: 517-332-4071
Email: andi@mhsaa.com

BA/SB: Tricia Wieferich, BA/SB Sport Staff
Office Phone: 517-332-5046
Office Fax: 517-332-4071
Email: tricia@mhsaa.com



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
2018 DISTRICT **SOFTBALL** TOURNAMENTS

SB-11

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

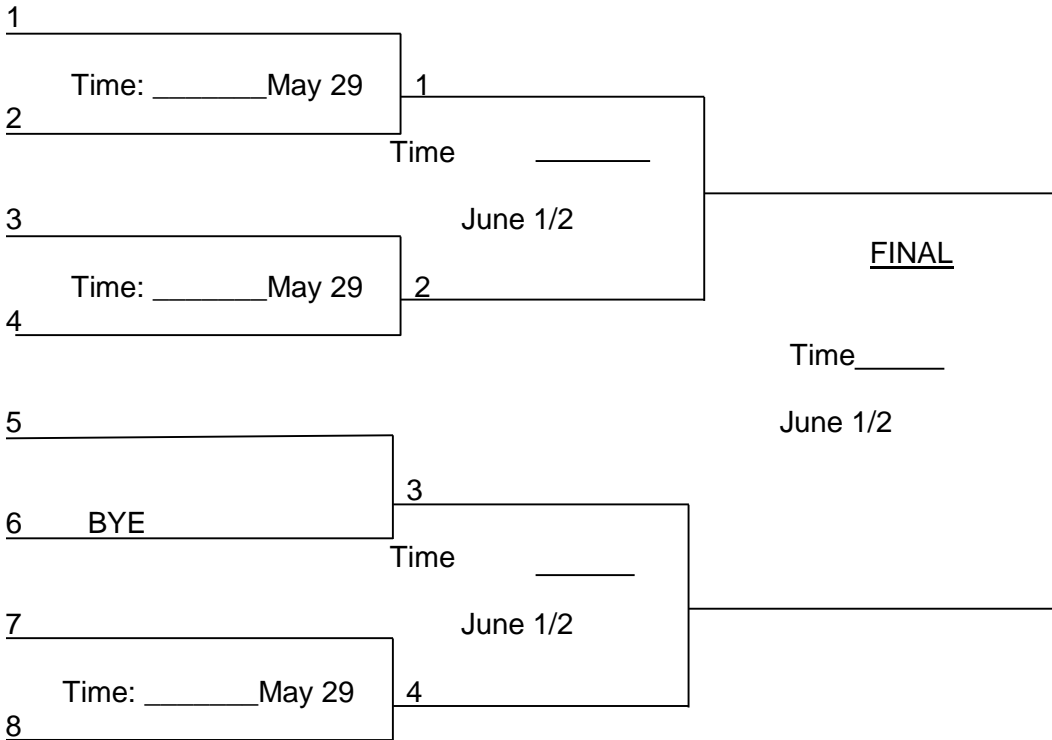
District No. _____

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

HOST SCHOOL _____ DIVISION _____

DIRECTIONS:

1. Enter the date of the Semifinal and Final District games in the blank. Semifinal and Final games shall be scheduled on the same day, either Friday, June 1, 2018 or Saturday, June 2, 2018. **If the Friday option is used, all schools must agree.**
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.
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 either June 1 or June 2 on the bracket to indicate game date.

Date _____ (Signed) _____
(Tournament Manager)

NOTE: Please FAX or EMAIL immediately after completing draw to tricia@mhsaa.com at the MHSAA (517-332-4071)



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
Schedule of 2018 Regional Tournament Games
Due by MAY 1

SB-12

Regional No.

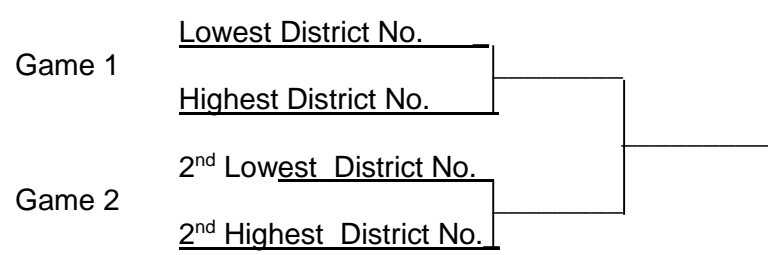
REGIONAL - SOFTBALL

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



District # _____

GAME ONE

Time _____

June 9

District # _____

District # _____

GAME TWO

Time _____

June 9

District # _____

FINAL

Time _____

June 9

Date _____ (Signed) _____
(Tournament Manager)

NOTE: Please FAX or EMAIL immediately after completing draw to tricia@mhsaa.com at the MHSAA (517-332-4071)



MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
East Lansing, Michigan 48823

BA-SB-21

FINAL TOURNAMENT COMPLIMENTARY TICKETS

Each manager of a MHSAA Baseball/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 18, 2018. Complimentary tickets will be sent prior to the Finals.

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

Baseball Finals

9:00 a.m. - Division 2
11:30 a.m. - Division 1
2:30 p.m. - Division 4
5:00 p.m. - Division 3

Softball Finals

10:00 a.m. - Division 1
12:30 p.m. - Division 2
3:00 p.m. - Division 3
5:30 p.m. - Division 4

FINAL TOURNAMENT

Saturday, June 16, 2018
Michigan State University

----- CUT ON DOTTED LINE -----
(Detach and return to MHSAA)

DISTRICT # _____

REGIONAL # _____

QUARTERFINAL # _____

BA/SB

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

MANAGER _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

ATTENTION: TRICIA
FAX: 517-332-4071



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 st Gold – 2 nd Silver – 3 rd + 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

SCHOOL CONCUSSION REPORTING

Schools must report concussion events online while logged into MHSAA.com. Report any concussion event in all levels of all MHSAA sports where a student is withheld from activity. This is a separate process from the Return to Activity and Post-Concussion Consent Form on the reverse side.

MHSAA CONCUSSION CARE INSURANCE

The Michigan High School Athletic Association is providing athletic participants at each MHSAA member junior high/middle school and high school with insurance that is intended to pay accident medical expense benefits resulting from concussion. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (practice or competition). Policy limit is \$25,000 for each accident.

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 6 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program to the limits of the policy.

Covered students, sports and situations follow to the MHSAA accident medical insurance which pays up to \$1,000,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 6 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA's jurisdiction are covered by this policy for injuries related to their athletic participation.

CONCUSSION INSURANCE CLAIMS ADMINISTRATOR ADDITIONAL INFORMATION

Ms. Terri Bruner
K & K Insurance Group
1712 Magnavox Way
Fort Wayne, IN 46801
Phone: 800-237-2917 Fax: 312-381-9077
Email: Terri.Bruner@kandkinsurance.com

Claim Forms can be found on MHSAA.com, Health & Safety (upper right corner).
See Concussion Insurance Benefits Information and Forms