



Instructions for Score Reporting and Season Management

The Alliance Hot Stove Baseball League has partnered with SportsEngine

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to create a comprehensive, centralized, integrated platform for league and interleague management:

www.alliancehotstove.org

The site allows scheduling, online registration, scoring and standings, roster creation, document distribution, interactive feeds (like Twitter and Facebook), posting of videos, weather forecast, links to field locations (*each listed ball field is a link to the google maps directions to that park*), sponsor pages (*each of the sponsor ads on the page is a link to the sponsor's web site or Facebook page*), individual and league pages, links to required training and background check sites, and more.

Many of these features are available through a free mobile app as well as the web and each is designed to make the season run smoothly and to serve as a tool for league administrators, coaches, parents and fans. Some features are not available without creating a free membership/login ID, but for reporting of scores or scheduling/managing teams, you will need to create a free account. Your information will be kept secure. The following information describes how the site will be an integral part of our season. We have also provided valuable information about some of the site's benefits and features and how to use them.

Structure

-Charter / Community Representative

Each Charter or Community participating with AHSBL will name one person – designated by the community or charter by means determined locally - to serve as a representative party to the needs of the charter or community. This person will serve as liaison to the AHSBL board and league administrators. This person will work directly with AHSBL to create/adjust the season schedule. He/she will be the single point of contact for rescheduling, having knowledge of field availability, of postponed, canceled, or otherwise moved games and umpires for said games in a manner practiced by the charter or community that they represent. This representative will be asked to attend AHSBL meetings, throughout the course of the regular season, to speak on behalf of his/her organization and will be the first person contacted if assistance is needed in order to resolve a dispute.

Score reporting will be handled directly by each team, but Charter / Community Representatives will be responsible for making sure that all participating teams in their organization meet expectations and will

communicate on behalf of the league for this purpose. The AHSBL Rules Committee will be the final voice on any disputes that cannot be resolved with involvement of Charter / Community Representatives.

Charter / Community Representatives' contact information will be distributed along with schedules and management information.

Score Reporting

All teams are required to submit scores. ***The winning team will be responsible for submitting final scores to www.alliancehotstove.org or the SportsEngine App within 48 hours of the completion of the game.***

**Each team must register at least one person that will be responsible for entering scores and making schedule changes. Ideally, it will be the head coach/manager, however the head coach may designate one person to handle these duties. Please complete an online registration form to become registered for your team. It may take up to 3 business days for your access to become live, but is usually quicker. Once live, scores can be entered by clicking on your game and entering the score.*

To register, go to www.alliancehotstove.org and find the [2018 Team Page Admin Request](#) on the "Coach's Corner" or "Registration" tab.

It is imperative that both teams agree on the final score prior to leaving the game site!
For process questions, please contact AHSBL at 330-539-2255 or alliancehotstove@gmail.com. For score disputes, please contact your Charter / Community Representatives or send a message to AHSBL at alliancehotstove@gmail.com.

***To enter a score directly from the website:**

- Go to www.alliancehotstove.org
- Go to Leagues and Standings select the Class/League
- Go to Game Schedule or select the team name and then Game Schedule
- Click on the desired game STATUS
- Switch to Edit mode in top right corner
- Click Quick Score
- Change Game Status to **Final**
- Enter Score
- Click Save

Schedule Changes

Managers are to reschedule games through charter and community leadership based upon the posted schedule and field availability. Host teams (or charters/communities in the event a game is played on neutral ground) will be responsible for contact of umpires for any postponed, canceled, and rescheduled game. ***The host team's***

charter/community is responsible for scheduling umpires for any rescheduled game. If the game has been scheduled at a neutral site, AHSBL will assist in scheduling the umpires. Managers must communicate any schedule changes to the league via email. Any date, time or venue changes will be posted to the www.alliancehotstove.org website. Schedule changes must be emailed to alliancehotstove@gmail.com **immediately** once a change is made to a schedule.

The website and online calendar will be updated; however the original printed schedule will not be changed. This will automatically change the information available to any team members, coaches, or fans following a team on the mobile app, and it will send that person a notification of the change via MMS, email, or push notification, dependent upon personal settings. Suspended and rained out games also must be reported, even if the new date has not yet been set. **DO NOT ATTEMPT TO MAKE YOUR OWN SCHEDULE CHANGES ON THE WEBSITE OR THE APP!** This causes great confusion when aligning scores to games for accuracy.

The email should include:

- Class
- Team Names
- Original scheduled date/ time
- New date/time (ASAP)
- Name and contact information of person reporting
- Name of charter/community official who approved the change/field availability

****In order to avoid scenarios of negligence or refusal to cooperate, all postponed games must be rescheduled within 5 calendar days of the original date. If 5 days have passed without an agreement, the affiliated Charter / Community Representatives will determine if there have been attempts at rescheduling. If there has been no attempt to reschedule, both teams would have the contest recorded on their season schedule as a loss. If there has been one sided communication, and the Representatives feel that the other team is deliberately avoiding contact, a forfeit will be recorded for the team with which contact could not be made. If all parties - both of the team managers and the Charter / Community Representatives – agree that both teams are, in good faith, doing everything possible to reschedule the game, an extension may be granted. If all parties agree that it is not possible to reschedule the game, it will be removed / canceled from the schedule, causing no detriment to either team.**

Calendar

-from our home page, click on the calendar tab

-you have the ability to follow specific leagues, events, or teams on our calendar by selecting specific tags. If you'd like to follow the entire organization's schedule, you can click on "Select All Tags," but this will truly fill up your calendar. There are over a thousand games being played this season through our affiliated charters.

-if you want to narrow your calendar to a specific team or league, click on "Show Tag Menu" and select the dialogue box next to your desired schedule and that "tagged" team or league will fill the calendar on the screen.

- you can then change the way the calendar is produced for you from “calendar” to “month list view” or to “day view,” as you’d like. Any completed game results will be shown along with the game’s specific details.

-any red text is a link to more information about the team or the site where the game will be played

-please note that there are instructions on the page for the creation of a calendar feed, giving you a live feed of the calendar you wish to follow on your mobile device, google calendar, or outlook calendar. You can follow this link to further instructions: [Add Calendar Feed to My Smart Phone \(https://help.sportsengine.com/customer/portal/articles/1708772\)](https://help.sportsengine.com/customer/portal/articles/1708772)

-you will not be able to make changes to the schedule from the app or the website. Schedule changes need to be coordinated with charter leadership and field reservations confirmed prior to communicating the change to the site administrators for posting. Once the change is posted, it will automatically be updated in all locations (site calendar, RSS feed, team pages and schedules, apps). **Remember that the home team and charter/community are responsible for scheduling of umpires for any changed dates!**

Leagues and Standings

-click on “Leagues and Standings” and you will see the names of the leagues on the left side of the page - or hover over the button to have the leagues drop down. On this page there are also instructions about finding your team’s page and links to the Apple and Android apps for your smart phones. If you hover over the button, then you can also hover over the league name to have another dropdown appear with a list of the team names.

-please note that divisional separations were not included in the league pages as they would prohibit calculation of league based standing. This has been brought up to SportsEngine and they are anticipating some exciting upgrades for next season.

-click on your league and you will be given these options: team pages will be listed on the left side under the league name, buttons will appear entitled “Game Schedule, Player Statistics, Team Stats, and Standings.” Player and Team stats will be dependent upon information fed to the site by each team’s manager or designated representative. We are reliant upon individual team site managers to input team and player stats from their own computer at this time.

(Leagues and Standings continued)

-clicking “**Game Schedule**” will bring up a daily view of that league’s scheduled games. You can drag the bar across the screen left or right to advance the dates. Click on a specific date to show that league’s games for that day. You can also view the games in “Box Scores” format, if you’d like. Again, red text is a link to more information.

-clicking “**Standings**” will bring you a real time report of the league standings as reported to the admin or by the managers/ reps of each team directly through the SportsEngine App.

Teams

-from the dropdown or from the Leagues page, you can select your team name to open its page. There are a number of buttons that appear, but for now we will focus on “Game Schedule” and “Standings.”

The other options are for members (free login account required) who have requested permission from the site admin to be able to make changes or additions to the team page.

-clicking “Game Schedule” brings up that team’s season schedule in one, simple, printable, list complete with links to google maps and opponent pages. It also displays results and can be viewed as a list or as box scores. You can also select an individual date from the scroll bar above the list to see game information for a specific day.

-Members who have been granted permission by the site admin can then click on “QS” to input the results of games played and they will be automatically calculated in the league standings.

-clicking “Standings” will bring you the same league results that you can see under the league’s tab.

-Please note that for future reference, the team’s Team ID# is displayed in the top right portion of the team page as a reference to be used when selecting a team to follow from the mobile app.

-as we progress with increased use of the site and its capabilities, we anticipate that page managers (coaches or designees) will want to personalize their team’s page with photos, videos, logos, comment streams, etc. ***Games can be scored in real time by a member who is present so that anyone not in attendance can receive real-time notifications of game updates and progress!***

Mobile App

One of the most convenient things about the site is the free mobile App that allows members and spectators to view game schedules, locations, and live feed updates and results on their mobile devices. Managers and administrators can update scores, input stats, and post pictures directly from their phones or other mobile devices. Here is a link to instructions for scoring games via mobile app:

<https://help.sportengine.com/customer/portal/articles/2644393>



Tournament Seeding

Ohio Hot Stove Baseball Tournament Draw Seeding

New Seeding System

In 2017, Ohio Hot Stove Baseball will implemented a program that changed the way tournament seeds are determined. This system is based on points, which will determine the overall tournament seed. This places importance not only on winning games, but also playing games. Point system will be utilized by draw and not by charter, where multiple charters are combined into a single draw.

Point System

- Each team will get one point per official game played
 - Winning team will receive two points each game (plus the one point for playing)
 - Losing team will receive zero points each game (plus the one point for playing)
 - In the event of a regulation game that is tied and cannot be completed, each team will receive 1 points (plus the one point for playing)
 - In classes where there are *scheduled* bye dates, where teams do not have an even amount of scheduled games, teams will receive one point per *scheduled* bye (as not to penalize a team for circumstances beyond their control.)
- *In the event of a forfeit, the offending team receives zero points while the winning team receives three points.***

Top Seeded Teams

Each division in an age group will have number one seed, pursuant to the 2017 Ohio Hot Stove Rule Book. In classes that have more than one division, the overall tournament seed will be determined by the same criteria for breaking ties, as described below. Divisional number one seeds may choose to go on the bracket once their time to choose occurs, or opt to pass until after the next team selects their bracket location.

Remaining Seeds

Teams that do not receive a number one seed in the division will be placed into a pool of all remaining teams, regardless of division. Teams will then be ranked, based on the tie breaker system below. Their ranking will then determine their tournament draw position. Teams that do not receive number one seeds must go on the bracket when their draw number is up and may not pass.

Tie Breaker System

1. Total Points
2. Overall Winning Percentage
3. Head to Head (if two teams are tied)
 - a. If three or more teams are tied then if one team has defeated all of the other teams involved, they win the tie breaker and the remaining teams continue to #4. If not, go to #4)
4. Best Divisional Winning Percentage
5. Least Runs Allowed
6. Highest Run Differential
7. Most Runs Scored
8. Coin Toss

Ohio Hot Stove Baseball

Class EE and E Tournament Seeding

Tournament Draw Procedures

- Seeds will be determined solely by the games recorded on the official standings website as of 11:59 PM of the date two days (or 48 hours prior to scheduled draw date) prior to the scheduled tournament draw. There will be no exceptions. Once the seeds have been determined and certified by the Ohio Hot Stove Executive Committee, no changes may be made.
- Once number one seeds are determined and placed in order, overall number one seed may choose to go on the board or pass. Remaining number one seeds subsequently may then choose to go on the board or pass. This will continue until all number one seeds have had a choice to go on the board or pass.
- Once all number one seeds have had their choice to go on the board, remaining seeds will then choose their bracket location. They must go on the board when their draw position is due.
- If any number one seeds have not gone on the board, they have the option to go on or pass after each subsequent team chooses their bracket location. This will continue until all number one seeds are on the board.
- The tournament draw will continue until all teams are on the board.
- Once the tournament draw has started, it may not restart.

General Information

*****Remember that anyone who intends to be able to make updates to scores through the mobile app or on the website must create an account and login ID and have requested permission of the site admin.*****

Please take some time to familiarize yourself with the resources available to you through our web site as we believe IT WILL MAKE YOUR SEASON EASIER TO MANAGE! Don't hesitate to tell us if you think that there are improvements that can be made and let us know if you have any questions. We can be reached via email at alliancehotstove@gmail.com or via text or voicemail at (330) 539-BALL (2255). If we can't answer your question, we have an account rep and tech support at our disposal nearly 24/7.

Thanks and here's looking forward to a fantastic season!