

Tournament Guidelines & Procedures

Carefully read the following requirements. Your signature will be confirmation that you have read the guidelines and agree to abide by them. Failure to complete all of the forms and to properly sign and initial all required areas will void this bid.

21.01 State and Sectional Tournaments

- a. The tournament host / sponsor are financially responsible for the following:
- ✓ Trophies and awards as noted in Article 19.80 and 19.81
- Adult Tournaments
- 1st and 2nd place team trophy and 3rd if tournament has more than 16 teams.
 - Individual awards for the 1st place team may be given.
 - MVP award.
 - Listed all-tournament team if tournament has 8 teams or more.
 - Additional awards may be given out at the tournaments discretion.
- Youth Tournaments
- 1st and 2nd place team trophy and 3rd if tournament has more than 16 teams.
 - Medallions for the 1st Place JO Team.
 - Additional awards may be given out at the tournaments discretion.
- ✓ Umpire games fees (2 per game, until the final 3 bracketed games and if game, these will use 3 umpires) Fees are listed in the 2018 USA SOFTBALL OF WISCONSIN, INC. Procedural Code.
 - As listed in USA SOFTBALL OF WISCONSIN, INC. addendum for current year.

a. Adult Fast Pitch	37.00	
b. JO Fast Pitch Class A & B	37.00	\$40.00 effective 2018
c. JO Fast Pitch Class C	37.00	\$40.00 effective 2018
d. Modified Pitch	33.00	\$37.00 effective 2018
e. Slow Pitch	25.00	
- ✓ Umpire housing (tournament umpires & UIC if needed, 2 per room)
- ✓ Any additional softballs purchased, in excess of those supplied by the USA SOFTBALL OF WISCONSIN, INC.
- ✓ Telephone expenses
- ✓ Mailings and postage
- ✓ Printing and advertisement costs
- ✓ Scorekeepers and announcers
- ✓ Scorekeepers shall be used for every game. Scorekeepers shall be provided by the tournament director and host/sponsoring organization.
- ✓ Police, security and medical.
- ✓ Field rental and maintenance
- ✓ All softball diamonds shall be maintained every 2 games by the tournament director and host/sponsoring organization. Fields shall be maintained for consistent and quality play.
- ✓ Ball chasers
- ✓ Any other related tournament expense
- b. The tournament host / sponsor are responsible for the purchase of all trophies for the tournament. The team trophies must be purchased from the designated trophy supplier. The individual trophies, MVP and any other individual awards may be purchased from any trophy supplier the tournament host/sponsor so chooses. Money for the team's trophies will be billed to the tournament host/sponsor and must be paid within 30 days. (If the tournament is not run the trophies may be returned to the USA SOFTBALL OF WISCONSIN, INC. and the payment refunded. The USA SOFTBALL OF WISCONSIN, INC. State Commissioner will decide when tournaments will be cancelled)
- c. All the softballs used for the tournament will be decided by the USA SOFTBALL OF WISCONSIN, INC.. The USA SOFTBALL OF WISCONSIN, INC. will give the tournament host / sponsor a designated number of softballs based on the number of teams that played in the tournament the previous year at no cost to the tournament. Any additional softballs purchased are the responsibility of the host/sponsor and must be the same as the balls supplied by the USA SOFTBALL OF WISCONSIN, INC.. AD Star Softballs will be the official ball for the USA SOFTBALL OF WISCONSIN, INC. in 2019. Tournament Directors may

use any softball (compression and COR) approved for the division of play by the USA SOFTBALL Code. All softballs will be approved by the USA SOFTBALL OF WISCONSIN, INC. Commissioner and be the current brand of softball the USA SOFTBALL OF WISCONSIN, INC. has sponsorship with.

- d. All team trophies and softballs will be shipped to the tournament director.
- e. **The tournament shall be conducted in accordance with the National USA SOFTBALL Code and the USA SOFTBALL OF WISCONSIN, INC. Code.**
- f. **The tournament director shall consult with the USA SOFTBALL OF WISCONSIN, INC. Representative assigned to the tournament. The USA SOFTBALL OF WISCONSIN, INC. representative shall bracket and draw the tournament with the assistance of the tournament director. The tournament will use the official USA SOFTBALL bracket provided by the USA SOFTBALL OF WISCONSIN, INC. Teams that are reclassified and must play at the next higher level of championship play shall be seeded for their 1st game. If berths are available in the 2nd round, these teams shall receive a berth in the 2nd round of play if possible. Every effort shall be made to make sure teams from the same section or league will not play each other the 1st game.**
- g. The maximum entry fee as listed in the USA SOFTBALL OF WISCONSIN, INC. addendum for current year
- h. The host/sponsor shall use the entry fee to pay all tournament related expenses. The entry fee should cover all these expenses and travel money awarded to teams that advance to the next level of play.

Adult Tournaments

The tournament must pay the entry fee to the next level of play for the highest finishing team that advances. (Exception, Slow Pitch tournaments will pay the travel money directly to the teams per their bid. Teams do not have to advance to get the travel money). The host/ sponsor may pay additional money if desired.

- i. The USA SOFTBALL OF WISCONSIN, INC. assessment fees owed for the tournaments will be \$30 per team. (effective in 2018 the JO Fast Pitch assessment fees will be \$20 per team)
- j. The bid fee that must be paid for the tournament bid will be \$100. The fee must be turned in at the same time the bid is. (The bid will be returned if it is not accepted. The bid fee will also allow the tournament to use the USA SOFTBALL/USA Softball and USA SOFTBALL OF WISCONSIN, INC. logos for that specific tournament)
- k. The bid fee that must be paid for the tournament bid will be \$100. The fee must be turned in at the same time the bid is. (The bid will be returned if it is not accepted. The bid fee will also allow the tournament to use the USA SOFTBALL/USA Softball and USA SOFTBALL OF WISCONSIN, INC. logos for that specific tournament)
 - ✓ **Official USA SOFTBALL OF WISCONSIN, INC. State Tournament entry forms**
 - ✓ **Official USA SOFTBALL OF WISCONSIN, INC. tournament bracket (filled out)**
 - ✓ **USA SOFTBALL OF WISCONSIN, INC. assessment form (filled out) along with check**
 - ✓ **All-Tournament team form (filled out)**
 - ✓ **Official order of finish form (filled out)**
 - ✓ **Web site form (filled out)**
 - ✓ **List of teams that are advancing to the next level of championship play**
 - ✓ **Any team registrations that are collected before the tournament.**
- l. The tournament director shall work with the UIC provided by the USA SOFTBALL OF WISCONSIN, INC. to schedule the tournament umpires and required to do the following:
 - Provide a schedule of the tournament to the UIC to assign umpires prior to the tournament start.
 - Pay umpires immediately following the umpires last game. Number of games worked will be provided by the UIC.
 - Provide housing fees for all UIC's and umpires that live outside 50 miles from the main complex. The tournament director will work with the UIC on required rooms and reserving the rooms.
 - Provide a sheltered location for umpires to change.
 - Provide reserved parking for the umpires to park.
 - Provide free and unlimited supply of water for the umpires.

- m. Pay the UIC fees for tournaments as listed in the USA SOFTBALL OF WISCONSIN, INC. Code and By-Laws. The UIC shall not work any of the games unless it is an emergency and he/she must have a designated assistant UIC that is not working to take his/her place. The UIC fee will cover any telephone, postage or associated costs that the UIC has for setting up the tournament umpires.
- n. The tournament director must confirm which teams will advance to the next level of championship play following the final game of each team that may be eligible to advance. Teams must decide if they will advance immediately following their last game of the tournament. The tournament director will provide the teams that are advancing to the next level of championship play, tournament information packets provided by the USA SOFTBALL OF WISCONSIN, INC..**
- o. The USA SOFTBALL OF WISCONSIN, INC. Representative will be appointed by the USA SOFTBALL OF WISCONSIN, INC. Commissioner and the fees will be paid by the USA SOFTBALL OF WISCONSIN, INC..
- p. When the bids are awarded, a signed copy may be mailed to the tournament director upon request. If there are any changes to the bid they must be confirmed in writing. Any changes will be noted and a copy will be forwarded to the tournament director within 10 working days.
- q. For all JO Tournaments the teams advancing must turn in their check for advancing to the USA SOFTBALL National Tournament to the USA SOFTBALL OF WISCONSIN, INC. Tournament Representative. This must be completed before the end of the tournament.
- r. All of the tournament information will be listed on the Official USA SOFTBALL OF WISCONSIN, INC. website www.usasoftballofwi.com
- s. Tournament information will also be included in all USA SOFTBALL OF WISCONSIN, INC. team and umpire registration packets for the 2019 season.

I have read the guidelines and requirements to host the USA Softball of Wisconsin tournament.

Tournament Director _____ **Date** _____

Host / Sponsor _____ **Date** _____

USA Softball is Wisconsin Commissioner _____ **Date**

When the bids are awarded, a signed copy of the bid form will be available upon request by the tournament director listed on the forms within 10 working days. If there are any changes to the bid, they must be confirmed in writing. Any changes will be noted and a copy will be forwarded to the tournament director within 10 working days.

All of the tournament information will be listed on the Official USA Softball of Wisconsin website www.usasoftballofwi.com .

Tournament information will also be included in all USA Softball team and umpire registration packets for the