

**Regional Organization Information**  
**(Baseball, Softball, Girls Basketball, Boys Basketball, & Volleyball)**  
**(As of 8-14-24)**

**Note:**

\*The Fax-Email Seeding Process may be used no matter what the size of the regional.

\*Being the organizer doesn't mean you host the tournament, it only means your school is responsible for organizing the regional.

\*Make sure that schools in your regional are aware of the use of the Fax-Email Process and the upcoming deadlines.

\***Participation in the Fax-Email Process** Participation is mandatory. This is for the purpose of allowing schools involved to have input in setting up the regional tournament. The penalty for failure to participate in the Fax-Email Process is 1 year all sport probation. (SIJHSAA By Law Article XV-Section2-A)

\***Fax-Email Templates:** The Fax-Email template can be found on the SIJHSAA Website.

\***Awards and Game Balls:** The regional trophy and game balls should be distributed to the regional host or teams hosting contests.

\***Ball Sponsorship:** Rawlings is the official game ball in Baseball, Softball, and Basketball. Mikasa is the official game ball in Volleyball. Rawlings or Mikasa PA announcements should be made once per contest if a PA system is available. If programs are produced, the Rawling or Mikasa Advertisement should be included. The announcement and advertisement is on the SIJHSAA Website.

(Remember to use appropriate Rawlings PA announcements and advertisements for baseball, softball, and basketball / Mikasa for volleyball.)

\***Arrangements:** Decisions are made by vote or approval and are final, providing they are in accordance with the SIJHSAA BY Laws and any additional SIJHSAA regulations supplied by our office (sites, ratings, officials, dates, & times)

\***Regional Hosting:** Some consideration should be taken into account concerning adequate site facilities. (regulation court, ceiling height, quality of field, seating, restrooms, etc.) For a great many years, the SIJHSAA has given regional's the option of a regional rotation or the highest seeded teams hosts your regional. If a rotation is used, make sure the rotation lasts in duration so all schools can have a chance to host. In many cases, regionals have changed and yearly rotation may be obsolete. Make sure a host is chosen in an adequate manner.

\***Rosters:** An official team roster must be turned in to the regional host before the first contest for that school in the regional. [Baseball (20), Softball (20), Basketball (15), Volleyball (15)] Rosters can't be altered after the first contest of the regional. Eligibility sheets don't have to be turned into the host, but if an eligibility issues occurs, the school involved must produce an official

eligibility sheet. Coaches are urged to hand carry an eligibility sheet to all games.

**\*Regional Schedule:** Schedule your regional within the window of dates given for it. It is preferred that regionals don't schedule on the last day of the window due to inclement weather issues in baseball and softball.

**\*Officials:** 2 IHSA licensed officials will be hired for each contest.

**\*Admissions:** \$2 Students (8<sup>th</sup> grade and younger) \$3 Adults (9<sup>th</sup> grade and older) All basketball and volleyball regionals are required to charge admissions. Baseball and softball traditionally don't charge gate.

**\*Official Scorer:** It is mandatory during the SIJHSAA State Series that an Official Scorer be designated. In basketball and volleyball, they must wear a black and white striped vest or shirt. It is the responsibility of the host school to provide this garment for the Official Scorer of each game/match. (Official Scorer is the person keeping the scorebook)

**\*Mercy Rule:** Basketball - In effect in the 4<sup>th</sup> quarter. Baseball-Softball 15 runs after 3 innings, 12 runs after 4 innings, and 10 runs after 5 innings.

**\*Posting Seeds and Brackets on the SIJHSAA Website:** The regional organizer will be responsible for the posting the regional seeds and brackets (sites, dates, times) on the SIJHSAA Website. Each regional organizers school has a user id and password that will give them access to areas of the SIJHSASA Website where this can be completed. Instructions on how to list your regional seeds and brackets is on the SIJHSAA Website. This should be completed by noon on the day following your regional organization deadline. If you have problems posting the seeds and brackets -contact my office.

**\*The following forms can be found on the SIJHSAA Website that will help you with your regional organization per sport.**

- Regional Organizers Information Sheet
- Fax-Email Templates (Season Summary Sheet / Voting-Seed Results Form)
- SIJHSAA By Laws
- Rawlings/Mikasa Advertisement for programs
- Rawlings/Mikasa PA Announcement (Used (1) time per game)
- Regional Financial Report Form
- Brackets
- Eligibility Sheets
- Mercy Rule (Basketball)
- Regional Groupings and State Tournament Pairings
- SIJHSAA Sport Regulations
- NFHS Apparel Specifications
- NFHS Sport Rule Changes
- Unsportsmanlike Conduct Form
- SIJHSAA By Law Article IV-Sec. 7 Noisemakers, shakers, etc.
- Organizers and Host Instructions for Website Posting.

### Fax-Email Voting Procedure

1. The organizer should make contact with schools in the regional and inform them of the process.
2. Send out Regional Summary Forms to be completed by the head coach.
3. Completed Summary Forms are emailed back to the organizer.
4. The organizer emails out all the completed schools summary forms to be reviewed. In addition a voting form is attached to this email.

### Voting Criteria

- \*Head-to-Head victories vs teams assigned to your regional.
  - \*Record against common opponents.
  - \*The total win-loss record of schools in the regional.
  - \*Strength of schedule
- These factors have not been prioritized.
5. Coaches email the organizer their voting forms (seeds). The organizer adds up the votes and discloses all schools regional voting ballots with the final seeds.

### Breaking Ties

- \*Head to head competition between the tied schools.
- \*Random Draw (If more than 2 schools are tied for a seed)
- \*Coin Flip (If 2 schools are tied for a seed and head-to-head competition cant break the tie.

### Face-To-Face Seed Meeting

1. The organizer should make contact with schools in the regional and inform them of the meeting date.
2. Coaches or school representatives should complete the Regional Summary Form and bring them to the meeting. It is recommended that coaches have copies for all representatives in the meeting.
3. Each School should be given a few minutes to talk about their season and the schedule they have played.
4. Coaches should be given a voting form to seed the teams in the regional.
5. The Organizer collects the votes and adds them up and determines the seeds.
6. Seeds are then put on a bracket where dates, times and sites.

