



*Revised: October 18, 2009*

## **TOURNAMENT DIRECTORS GUIDELINES SANCTIONED YOUTH AND ADULT TOURNAMENTS**

CENTRAL CALIFORNIA SOFTBALL ASSOCIATION takes pride in providing softball events to its members. As the director of an ASA sanctioned event, the Association relies on the tournament director to follow ASA rules and code when conducting a sanctioned softball tournament. The following guidelines have been established by CCASA for the benefit of all. These guidelines are separate from Assoc., Regional and National Championship play.

Sanctioned tournaments are local events that do not qualify as ASA Championship play. Local leagues, CCASA member teams, and CCASA member cities may be sanctioned to organize an event.

### **TOURNAMENT DIRECTOR RESPONSIBILITIES – Non-Championship Play.**

## ***General Information***

**The following apply to all tournaments sanctioned by CCASA.**

1. The following information is required to be included on your tournament flyer:
  - Name, phone number, mailing address, e-mail address, and fax of the Tournament Director or designee.
  - Type of event (double elimination, pool play to single elimination, etc.)
  - Division, classification
  - Game guarantee
  - Registration deadline
  - Starting time of event along with name and location of the fields being used for the event.
  - Individual and team prizes offered and the statement that the award package will be based on the number of entries per age division.
  - Statement that after the tournament draw has been completed, teams will forfeit entry fee if they withdraw.
  - Date when teams will be notified of first game time.
  - Maximum number of teams if applicable.
  - Cost of the event.
  - Name of the event (if the event is actually named).
  - Amount of parking and/or gate fee to be charged.
2. Only teams currently registered ASA are eligible to participate. Teams may not play in a lower classification.
3. Do not accept more teams than can be accommodated by the available facilities.
4. All CCASA sanctioned events shall be played under the CCASA “Code of Conduct”. It is the duty of the Tournament Director to administer the code and report any violations to CCASA officials for review and possible disciplinary action. CCASA has the authority to review and impose penalties as outlined in the Code of Conduct.

5. There are four recognized tournament formats (**drop dead is NOT allowed**):

Double Elimination: Teams are blind drawn into an ASA approved double elimination bracket

Three Game Elimination: Teams are blind drawn into an ASA approved 3 game elimination bracket

Round Robin: All teams play each other. Best record wins

Pool play to Single Elimination: Blind pool draw with pool play seeding teams into a single elimination bracket

6. It is the responsibility of the Tournament Director to provide the following to the CCASA office, and will be collected by the designated CCASA representative at the conclusion of the event:

- List of teams and the order of finish.
- Tournament sanction fees as subscribed by CCASA policy. See enclosures for adult and youth event fees.

7. Have a protest committee of at least three people (Tournament Director, U.I.C., Player Rep). If a player or team is removed under disqualification procedures, the Tournament Director must hold a hearing on the player or team before the next game. You must give the team or player due process under the ASA code. See the ASA Competition Procedures Code, Article 505 Disqualification in the ASA guide for procedures.

8. When using more than one facility, (i.e. two complexes where travel is required); communications are required between the sites. Tournament Director or assistant MUST be on site at all times.

9. Umpires must be ASA registered. It is the responsibility of the Tournament Director to provide lodging for umpires if they are traveling from a significant distance. See Association Tournament Policy.

10. Fields must meet ASA requirements for safety. It is the responsibility of the umpire to decide if a field is safe for play.

11. Minimum maintenance standards: All fields must be re-lined after each game and infield must be watered after every other game.

12. The tournament schedule and tournament rules must be posted at all sites.

13. The following information should be included in the team packet to be distributed at check in.

- Tournament rules shall state the following: "In accordance with ASA rules with the following modifications." Clearly list all modifications and include game time limits.
- Map to the fields if more than one site is being used.
- The tiebreaker procedure shall be used to resolve ties in pool play as follows: 1. Head to Head play. 2. Lowest total runs allowed in pool play games. 3. Total runs scored in all pool play games. 4. Coin toss.
- Individual copy of the bracket.

14. When a run limit per inning rule is utilized and a team is behind more runs than are allowed per inning, the game may be called at the game time limit.

15. It is recommended that Tournament Directors not use "imaginary fences".

16. It is recommended that awards be provided based upon the number of entries in the tournament.

1 <sup>st</sup> Place:	4 or less teams	Team award and individual awards
	5 or more teams	Team award and individual awards
2 <sup>nd</sup> Place:	4 or less teams	Team award
	5 or more teams	Team award and individual awards

17. A league may request permission to host a combined classification tournament when submitting their league's Tournament Request Form. It will be up to the Tournament Scheduling Committee to determine approval of the event. No second league tournament will be allowed once tournament season starts.

## ***NON-CHAMPIONSHIP YOUTH EVENT***

### **In addition to the above:**

1. Tournament Directors are required to carry ASA tournament liability insurance or other coverage.
2. The Tournament Director will receive an information packet 30 days prior to the tournament with the UIC'S name and phone number, applicable fees, and tournament responsibilities.
3. The UIC will contact the Tournament Director 14 days prior to the event to ascertain the possible number of teams, fields that will be used, the estimated starting times and whether lunch will be available at all sites and provided to umpires. 7 days prior to the event, the Tournament Director will report to the UIC the final number of fields to be used; the Tournament Director may not schedule additional fields.
4. Player Eligibility - CCASA requires that ASA Code and Rules of player Eligibility be followed. The Tournament Directors must require some type of roster that lists name, address, and provides proof of birth date. A signed championship roster is not required.
5. Any team that has their roster and fees in by the tournament deadline cannot be refused entry into a sanctioned event unless the maximum number of teams has already been reached. Any team may play up in classification but are subject to reclassification based on tournament performance and is at the discretion of the classification committee.
6. Before game scheduling, the tournament Director is responsible for verifying all teams accepted meet classification and division requirements for the entry submitted. ***Tournament directors are to contact CCASA staff as directed in their tournament information packet for team verification.***
7. All sanctioned youth tournaments will be assigned an umpire-in-chief by CCASA Staff. Staff will coordinate umpires for the event through the event UIC. Event UIC will be on site to handle protests, collect fees, and report to CCASA any problems that were encountered. CCASA establishes umpire per game rate for youth sanctioned events. Confirm this with your UIC. Payment may be in cash or by individual checks and is due to the UIC Saturday after lunch. It is the responsibility of the UIC to pay the game umpires.
8. All sanctioned youth events are required to have two umpires assigned to each game and 3 umpires assigned to the Championship and "if" games.
9. Tournament Directors are required to provide adequate shade and water for umpires working the games.
10. Scheduling
  - A. Game Time Limit: A minimum of 1:20 with no new inning beginning after time has expired. Innings started before the time limit expired must be completed.
    1. Exception: There will be no restrictions on time limits or schedules for "A" tournaments.
  - B. Game Schedule: A minimum of 20 minutes must be allowed between the scheduled end time of the previous game and the start of the next game. ***Games cannot be scheduled later than 4pm on Sunday.***
  - C. Tournament locations with no hot food available on site will schedule an extra 45 minutes for a lunch break.
  - D. Number of scheduled fields cannot exceed those requested and approved by the tournament scheduling committee. Refer to addendum 1 for sample tournament capacity information.
11. Sanctioned "C" 10U division tournaments may use the 11-inch SOFTY ball. All "B" 10U tournaments must use the 11-inch hardball.
12. Sanctioned tournaments fees have no cap.
13. 8U Rules: See Addendum 2

## Tournament capacity Information

Tournament capacity formulas:

4 game guarantee - Fields (times) Fri/Sat Game Slots (divided by) 1.5 = Max Teams\*

3 game guarantee - Fields (times) Fri/Sat Game Slots = Max Teams\*

Example: Your tournament will be a 4 game guarantee with pool play and single elimination. Your facility has 5 fields and you will have a Friday game time at 6 and Saturday game times at 8, 10, 12, 2, 4 and 6. That's 5 fields with 7 game slots.

4 game guarantee -  $5 \times 7 = 35 / 1.5 = 23$  Max Teams\*

3 game guarantee -  $5 \times 7 = 35 =$  Max Teams\*

\* Max teams cannot be finalized until Sunday pool play is rough bracketed keeping in mind that no games can be scheduled after 4 pm on Sunday.

Addendum 1

## 8U Rules

- General Rules:**
1. Each team will play a maximum of two games per day.
  2. All sanctioned 8U tournaments will be classified as “Open”.
  3. All 8U teams are classified as “Open”.
  4. Only one umpire is required per game.
- Time Limit:** No new inning shall start after the time limit, 1 hour 20 minutes. Games may end in a tie.
- Format:** Round Robin is the only allowable format.
- Base Running:**
1. No more than 5 runs will be allowed to count during any inning. After the fifth run has crossed the plate, that inning will be completed.
  2. Base stealing is not allowed.
  3. Overthrows: Runners will not be awarded an extra base in the event of a foul territory overthrow.
  4. Sliding is allowed but is not mandatory.
  5. Bases: 60 feet
- Fielding:**
1. Only 10 players will be allowed on the field at any one time, four of which are outfielders. Outfielders must position themselves at least 10 feet behind the baseline.
  2. No Infield Fly Rule.
  3. Free defensive substitution (batting order does not change)
- Batting:**
1. Helmets must meet ASA safety standards, with face guards and chin straps.
  2. Teams bat entire line up.
  3. No bunting allowed.
  4. Batter may not advance on a dropped third strike.
- Pitching:**
1. Pitching distance: Player and coach 30 feet
  2. Players will pitch to opposing team. Batters will not be awarded a walk, but may strike out.
    - a. After 4 balls have been called by the umpire, the coach-pitcher will enter the circle.
    - b. The coach-pitcher will throw up to two pitches regardless of the previous count.
    - c. If the pitch is not put into play by the second pitch, the batter is out.
    - d. If the second pitch is a foul, pitching continues until the ball is hit in fair territory or the batter is called out.
  3. If a batted ball strikes the coach-pitcher the batter is out. At no time shall the coach-pitcher obstruct play. If incidental contact is made, hit by thrown ball or with defensive player, no penalty applies and play will continue.
  4. Pitcher must remain in the circle while coach pitches.
  5. 10” softie ball will be used.
- Awards:** Each team will receive an equal individual award regardless of record.