

CENTRAL DISTRICT SECTIONAL/DISTRICT SOFTBALL MANAGER'S CHECKLIST

Tournament Manager: Lisa Morelli lisa_morelli@plsd.us or 614-975-8445

Softball Liaison: Molly Feesler mfeesler@wscloud.org or 614-450-6289

There shall be no special recognitions (senior night, parent night, statistical achievement) before or during Sectional or District games.

_____ 1. Inspect your site facility prior to the beginning of the tournament, focusing on safety and compliant field markings, as well as required competition softballs

_____ 2. Check and secure equipment necessary to operate the tournament game

- Secure the required competition softballs (Rawlings C12RYL-OH)
- The pitching mound to home plate distance is 43 feet
- The base path distance is 60 feet
- There is a double first base
- The field has the proper markings/lines
- Visible and functional scoreboard (if field has one)

_____ 3. Secure the necessary game workers

- Designated site manager
- Ticket scanner and device
- Official scorekeeping
- Announcer if your field has a PA system
- Custodian (if needed) - This is not a CDAB covered expense

_____ 4. Check brackets and team assigned to your site.. Confirm with the visiting team.

_____ 5. Officials - Names of the officials will be listed in Dragon Fly. Confirm your officials once you have contact information and CDAB WILL PAY officials.

_____ 6. If your field has a PA system, secure and test this system. This is not mandatory for sectional or district level games. It is optional for the sectional games, BUT it is recommended for the district games

_____ 7. Designate a warm-up area for both the home team and the visiting team.. If the home team has a batting practice area and utilizes it, the visiting team must be afforded the same opportunity to use it as well. Arrange this upon the request of the visiting team

_____ 8. Teams are not permitted on the infield until it is their designated 10 minute infield warm-up time. Home team should take infield at 4:30pm and the visiting team should take infield

at 4:40pm. At 4:50pm the pre-game meeting should take place at home plate with the umpires. The team introductions and National Anthem should follow the meeting. Game should NOT begin before 5pm.

_____ 9. Designate home team dugout/bench and visiting team dugout/bench.

_____ 10. Admission for Sectional & District games will be \$8 for adults and \$5 for students.

_____ 11. HomeTown Ticketing is handling all ticket sales. Link will be provided from OHSAA.

_____ 12. The financial report form can be found on the CDAB.org website. Complete and email the entire form to CDAB treasurer Jim Hayes (jhayes@ohsaa.org) within 7 days of the game.

_____ 13. If your facility has a concession stand, it is recommended that you utilize it. Your school receives all of the profit. This is not mandatory.

_____ 14. The winning team should notify the local press of all game results. There is no need to communicate the game results to Lisa Morelli as the umpires will report those to Mike Burwell, who will report those to her.

_____ 15. If a team fails to appear or is not ready to play within 30 minutes of the scheduled starting time of the game, unless special circumstances are determined, the space on the bracket may be declared vacant.. A "no contest" shall be declared, and the opposing team shall advance to the next round of competition. Contact Lisa Morelli if this situation should arise.

_____ 16. If an accident or injury occurs during the tournament, please use your own injury report form to complete and submit to OHSAA. For a concussion, please complete and submit the OHSAA concussion report as directed on the form..

_____ 17. Make yourself familiar with the OHSAA inclement weather policy and procedures.