

## Tournament Director Guide National Championships (2024)

Dear Tournament Director,

On behalf of USA Softball, we would like to thank you for organizing one of our 2024 USA Softball National Championship Tournament Finals. This packet is for you to use as a Resource Guide to conduct an efficient event that meets USA Softball standards.

This USA Softball (USAS) National Championship is not just another tournament and needs your undivided attention. It's an event that is very special to everyone: players, coaches, officials, media, organizers and fans. Those attending this tournament will have a significant economic impact on your community during their stay. Hotels, restaurants, shops, and tourist attractions will benefit greatly from your event. Solicit their support, make them a part of your team, and let as many people as possible become a part of your effort.

We recommend you contact last year's Tournament Director/Host for helpful information, tips or tricks that can benefit you in creating the best experience for all parties involved. Contact your local Convention and Visitors Bureau to assist you with hospitality needs. Connect with your community and seek their involvement with sponsorship and partnership opportunities.

As a Tournament Director/Host, there are obligations you are required to meet with hosting a USAS National Championship. Those obligations are laid out in this packet and we recommend you refer to it throughout the season. Noted in the packet – You will be provided with a link to download and upload various files in attempt to organize all things in one area for easy access.

The first steps to hosting a USAS National Championship is submitting your bid fee deposit of \$1,000 to the National Office by December 31<sup>st</sup> of the year your bid was awarded. You will need to have an active website promoting the event and create the tournament listing on [TournamentUSASoftball.com](https://TournamentUSASoftball.com). The most important information includes the date and location so teams can begin preparations. Links should be provided to the National Office so we can help promote your event and city/organization.

The USAS National Office is available to support you throughout this journey along with your Local Association Representatives which can be found on the "[Contact Us](#)" page of [USASoftball.com](https://USASoftball.com). We look forward to watching the USAS National Championship season unfold and wish you and all the teams involved good luck!

Thank you,

USA Softball Membership Services Department  
2801 NE 50th Street  
Oklahoma City, Oklahoma 73111  
405-424-5266 (O)



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## Contacts (2024 Season)

### Local Association Representatives

["Contact Us"](#)

### National Championships (PRIMARY CONTACT)

Amanda Howett

[ahowett@usasoftball.com](mailto:ahowett@usasoftball.com)

405.425.3446

### Tournament Rep. Information

Allison Flaig

[aflaig@usasoftball.com](mailto:aflaig@usasoftball.com)

405.425.3430

### National Championship Logos/Graphics/Flyers

Jordan Urban

[jurban@usasoftball.com](mailto:jurban@usasoftball.com)

405.425.3472

### USAS Logos and Branding

Raegan Rogers

[rrogers@usasoftball.com](mailto:rrogers@usasoftball.com)

405.425.3419

### Merchandise and Award Licensing

Raegan Rogers

[rrogers@usasoftball.com](mailto:rrogers@usasoftball.com)

405.425.3419

### Promotional and Giveaway Items

Raegan Rogers

[rrogers@usasoftball.com](mailto:rrogers@usasoftball.com)

405.425.3419

### Championship Supplies

Membership Services

[membership@usasoftball.com](mailto:membership@usasoftball.com)

405.425.3461

### Testing, Certifications & Umpires

Kevin Ryan

[kryan@usasoftball.com](mailto:kryan@usasoftball.com)

704.941.4404

### Procedural Code & Eligibility

Membership Services

[membership@usasoftball.com](mailto:membership@usasoftball.com)

405.425.3461

### RegisterUSA / Tournament USA / ACE / Background Checks

IT Support

[ITRegSupport@usasoftball.com](mailto:ITRegSupport@usasoftball.com)

405.425.3492

SafeSport

IT Support

[SafeSport1@usasoftball.com](mailto:SafeSport1@usasoftball.com)

405.425.3492

## USA Softball Procedural Code

The full USA Softball Procedural Code can be found at [USASoftball.com](http://USASoftball.com) along with the USA Softball Bylaws and Official Playing Rules. Below are the specific articles related to National Championships you should familiarize yourself with.

### **Article 310 GENERAL REGULATIONS OF CHAMPIONSHIP PLAY**

- A. Assessment Fees
- B. Barrel Compression Testing Machine
- C. Continuation of Game
- D. Entry Deadlines
- E. Junior Olympic (JO) General Regulations
- F. National Championship Finals Entry Fee
- G. Official Order of Finish
- H. Official Tournament Entry Form
- I. Severe Weather Guidelines
- J. Souvenir Items
- K. Substitute Teams
- L. Team Conduct
- M. Tie Breaker Rule
- N. Time Limit Rule
- O. Tournament Completion Options
- P. Umpires

### **Article 311 CHAMPIONSHIP DRAW**

- A. Types of Championship Brackets
- B. Bracket Draw Procedures
- C. National Championship Final Draw Timelines

### **Article 605 FINANCIAL OBLIGATIONS**

- A. Bid Obligation
- B. Failure to Pay Obligations
- C. Tournament Assessment Fees
- D. Tournament Entry Fees & Assessments

### **Article 606 CHAMPIONSHIP PLAY AWARDS**

- B. National Championship Finals
- C. Unauthorized Awards
- D. Sponsors

### **Article 607 TOURNAMENT REPORTS**

- E. National Championship Finals
- F. National Office Reports

## USOPC Guidelines/Safe Softball

As the National Governing Body of softball in the United States, USA Softball is committed to creating and upholding traditions of excellence in softball by building and maintaining a supportive and nurturing environment in which youth may grow, develop, and prosper. We join with the U.S. Center for SafeSport (the Center) and the United States Olympic Paralympic Committee (USOPC) in its commitment to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Simply put – USA Softball will not tolerate ANY abuse whether it is physical, mental, emotional, or sexual.

Per the USA Softball Procedural Code Article 301 C 03

- Any JO team personnel participating in championship play must have at least one current ACE certified coach (current season) on the field/dugout during championship play
- All JO team activities, all adults on the field/dugout must have a background check and be SafeSport certified for the current season

All resources can be found at [USASoftball.com](http://USASoftball.com). Below is a summary of the standards and requirements the tournament host is obligated to uphold.

### Standard #1: Education & Training

- Compile a list of all individuals who will be at the event in a role that would require them to complete SafeSport training (i.e. event staff, adult athletes, adults having regular contact with authority over amateur athletes who are minors, coaches, officials, volunteers, medical staff, contractors, USA Softball staff).
- Send out direct communication to all participants about the required completion of SafeSport along with the available training resources (available on [SafeSport website](#)) accessible for parents and Minor Athletes.

### Standard #2: Communication & Reporting

- Provide a copy of direct communication made available to all event participants which includes
  - [MAAPP](#) requirements
  - Protocol for [reporting all concerns](#) involving alleged or suspected sexual/physical/emotional misconduct or violations of the MAAPP.

### Standard #3: Quality Control System

- Implement a Quality Control System to ensure that individuals participating in the event have successfully met all requirements and do not appear on the USA Softball banned list or the [SafeSport Centralized Disciplinary Database](#).

### Safe Softball

USA Softball's Membership Services Department hosts various webinars covering requirements of USA Softball and the USOPC. These are free, short webinars open to anyone wanting to learn more. To get more involved and receive communication on these webinars and available resources, email [Allison Flaig](#). You can also access the [Safe Softball Handbook](#).

## National Championship Personnel

When hosting a USA Softball National Championship, there are important event personnel to know and/or establish.

- Tournament Director
- Local Association Commissioner and/or JO Commissioner
  - The Local Association Commissioner is the liaison between the tournament host and the USAS National Office.
- Umpire-In-Chief
  - The UIC for your tournament will be named by the Director of Umpires.
  - The tournament host is responsible for covering lodging and local transportation.
  - The tournament host is responsible for compensating the UIC in the amount of \$125/day.
- Assistant Umpire-In-Chief
  - The Assistant UIC for your tournament will be named after the UIC has been established.
  - The tournament host is responsible for covering lodging and local transportation.
  - The tournament host is responsible for compensating the Assist. UIC in the amount of \$100/day.
- Umpire Coordinator
  - Umpire Coordinator is chosen by UIC but may accept recommendations from tournament host
  - The tournament host is responsible for compensating the Umpire Coordinator in the amount of \$100/day
- Umpires
  - Umpires are chosen by the UIC
  - The tournament host is responsible for covering lodging.
  - The tournament host is responsible for compensating umpires per game in the minimum amount of
    - \$40 – JO Fast Pitch, Modified Pitch
    - \$30 – Adult Slow Pitch
    - \$26 – JO Slow Pitch
- USA Softball Tournament Representative
  - If the Tournament Representative is assigned by the USA Softball President, the tournament host is responsible for covering lodging and local transportation.
  - The tournament host is responsible for compensating the Tournament Representative in the amount of \$125/day.
- USA Softball National Office Staff (including CEO and President)
  - If the USA Softball President, CEO or a member of the National Office Staff attends, the tournament host is responsible for covering lodging and local transportation.
- Council Members in Attendance
  - USA Softball Council Members receive free entry to USA Softball National Championships along with their immediate family
- Event Personnel
  - Field Maintenance
  - Security
  - First Aid (Athletic Trainer or Medical)
  - Support Staff (i.e. Scorekeepers, Announcers, Ball Chasers)

## Marketing Your National Championship

### Logos and Graphics

The National Office communications department creates a handful of promotional items that are key to successfully promoting your event. Such items include:

- National Championship logos
- National Championship graphics

To ensure consistent branding of USA Softball National Championships, **please reference the following documents within your respective Google Drive folder or on the [National Website](#):**

- National Championship logo style guide
- USA Softball style guide
- Use USA Softball, ***not*** ASA Softball
  - ASA was rebranded to USA Softball in 2017, therefore the organization should be referenced as ***only*** USA Softball.

### Event Promotion

Social Media promotion is HUGE when aiming for top-level engagement and is used heavily by the National Office communications staff when promoting National Championships. **An essential way to keep all USA Softball promotions consistent is to include the hashtags #PlayUSASoftball | #USASNationals .**

#### Examples of pre-event social posts include:

- Generic WHO, WHAT, WHEN, WHERE posts informing users of the National Championship
  - *This is a great opportunity to use the graphics provided by the National Office*
- Host City spotlights
  - *Provide users with links to top attractions, dining's, recreational activities, etc. in your area so they can begin planning their trip*

#### Examples of during event social posts include:

- Daily bracket updates
- Championship photos

#### Examples of post-event social posts include:

- Photos from the event, if available
- How many teams participated
- Final bracket

In addition to your own promotion and coverage of the event, the National Office works hard to provide coverage on the USA Softball social platforms as well. **To allow our staff to properly promote your event, please ensure you meet the deadlines for sending in your photos and any additional news articles related to your event.**

### Branding and Licensing

We encourage you to market your event through programs, souvenirs, and other means. When looking to build on the experience, be sure to follow these guidelines:

- All ticketing, program and souvenir designs must be approved by the National Office at least 30 days prior to the start of the event.
- Licensed vendors and merchandisers: <https://www.usasoftball.com/resources/licensed-vendors/>

## Live Streaming

GameChanger is a preferred streaming platform, National Championship hosts may utilize the new GameChanger app to access live streaming along with automated highlight clips and a variety of other new benefits. To set up a streaming demo please contact Brett Rhodes - [brett.rhodes@gc.com](mailto:brett.rhodes@gc.com)

## Souvenir Program

When creating the souvenir program, the following items should appear:

- Welcome letters from individuals such as the Governor of the State, Mayor of the City, USAS President, USAS CEO, USAS State Commissioner or Regional officers, and/or Tournament Director
- Credit to any sponsor who participated in supporting your tournament
- Promotional page giving credit to USAS national sponsors as directed by the USAS National Office along with the USAS logo throughout the program and on the cover with local identification
- Previous year's tournament standings
- Names of tournament officials, UIC and Tournament Representative(s)

## Awards and Trophies

### Award Packages

National Championship award packages must be ordered at least 3 weeks before your event. **Check immediately for damage and to ensure the trophies sent are for your tournament.** Article 606 B 02 of the USA Softball Procedural Code explains which package is right for your event. Additional awards in Adult play include Batting Champion, All-American teams, All-Tournament teams, Home Run Champion, and MVP.

Award Company Contact: TBD

### Championship Banners

The National Office will send a National Championship Banner along with the bat stickers and lineup cards prior to your event starting (*a.k.a. Championship Supplies*). Shipping addresses and confirmed number of teams must be submitted to the National Office no later than 2 weeks prior to the start of your event. For teams/hosts wishing to purchase additional banners may do so by contacting [Raegan Rogers](#) .



## Brackets & Draw Procedures

All bracket and draw procedures are explained in the USA Softball Procedural Code Article 311. The National Office has a file with various brackets depending on the total number of teams your event has. You can access those via this DropBox link:

<https://www.dropbox.com/sc/fo/xa9ogto2q8w700lds41hm/h?dl=0&rlkey=3r0soyimqfv19gvbdf2yv926u>

[Tourney Machine](#) is the preferred online registration/tournament system. Your registration link must be submitted to the National Office where we will link via [TournamentUSASoftball.com](http://TournamentUSASoftball.com).

- Tourney Machine training resources: <https://tourney-machine.elevio.help/en/articles/80219>
- Intro to Tourney Machine Video: <https://www.youtube.com/watch?v=7URk-986PCU&feature=youtu.be>
- Intro to Tourney Machine PDF: <http://downloads.asasoftball.com/tournaments/pdf/TourneyMachineOverview.pdf>

## Event Expectations

### Field & Facility Maintenance

Field Maintenance is one of the most important factors in running a successful tournament. If you own or manage the fields, then you should establish schedules for the maintenance crew to be available for all games. If you are using fields owned by another individual or entity, meet with them and make sure they understand the importance of proper field and facility maintenance. Check with proper authorities on curfews regarding lights or sound equipment. If there is a curfew, see if it can be waived for the tournament duration. If you have any inclement weather, it may be necessary to play games late at night.

Your tournament will be judged on the entire facility, not just the ball fields. Make plans to ensure that the facility is kept as clean as possible. Additional staff will be necessary to make sure that trashcans are emptied, and bathrooms are monitored and serviced on a regular basis.

### Prior to the tournament:

- Designate areas for the following: tournament committee, first aid, physically challenged, USA Softball Representative and UIC, additionally a secluded shelter for umpires to change, rest and relax, prepare for games and review umpire evaluations.
- Reserved Parking should be arranged for USA Softball Representative, Umpire-In-Chief, Umpires and VIP's
- Schedule staff and provide tournament shirt for unity
- Clean and place paper towels and tissue in the restrooms
- Mow the grass on the day prior to the beginning of the tournament
- Check all fences for holes and loose wires
- Check field lights and scoreboards for bulbs and lights that may need adjusting
- Check the condition of bases and have an extra set for every two fields in use
- Store all field maintenance equipment at the tournament site (tractor, drag, field dry, chalk, liner, rakes, string, shovels, batter's box template).
- Fully drag and chalk all fields just prior to tournament play

### During the tournament:

- Service the restrooms on a continuous basis and attend to all immediate concerns

- Regularly pick up all litter / refuse.
- Rake the Batter's box, pitcher's mound and base areas after each game
- Drag and re-line the field and batter's boxes every game
- Water the fields and batter's boxes several times a day depending upon weather conditions, re-pack the batter's boxes
- Clean the dugouts between games
- Make sure drinking water is always available in the dugouts
- At the conclusion of play, drag and re-line the fields for the next day

### **Check-In Procedures**

The tournament host is responsible for hosting and funding a pre-tournament event at which a meal is provided for at least one representative of each participating team and support staff (i.e. USA Softball Staff, Board Members, Host Personnel, Sponsors).

Place someone in charge of working with the USA Softball Representative in checking credentials of all teams. Rosters, Entry forms, Signature forms, and Player Release/Pickup forms should be properly completed and signed by the respective commissioner. All players must provide proper identification which can be referenced in the USA Softball Procedural Code Article 301 D 04

## **Tournament Requirements**

All of the forms mentioned below are in fillable PDF format and can be found on the National Website under [Tournament Forms](#).

### **Before the Tournament – to National Office**

- Bid Fee Deposit of \$1,000 (by December 31 of year bid was awarded)
- USA Softball National Championship Agreement
- Pre Tournament Fact Sheet (*form*)
- Registration on [TournamentUSASoftball.com](http://TournamentUSASoftball.com)
- Approval of Artwork – Souvenir, Tickets, Programs (at least 30 days before start of event)

### **Before the Tournament – From Teams & Respective Local Association(s)**

- Entry Form (*Register USA Softball Account*)
- Official Championship Roster (*Register USA Softball Account*)
- Junior Olympic Requirements (*form*)

### **At the Time of Team Check-in – From Teams & Respective Local Association(s)**

- Tournament Signature Form (*form*)
- Player Release (*form*)
- Player Pickup (*form*)

### **Within 24 Hours After the Event Ends – to National Office**

- Order of Finish (*form*)
- Post Championship Fact Sheet (*form*)
- Championship Awards (Adult Teams Only) (*form*)

**Within 30 Days After the Event Ends – to National Office**

- Financial Statement (*form*)
- Souvenir Sales Report (*form*)
- Tournament Assessment and Fees (*form*)
- Photographs – 6 Action + 1 Champion Team + Umpire Staff
- Copy of Tournament Results letter sent to participating teams
- UIC Evaluation (*form*)
- Tournament Director Evaluation (*form*)
- Tournament Representative Evaluation (*form*)
- Team Entry Forms
- Team Signature Forms
- Team Official Championship Rosters
- All-American/All-Tourney Team Statistics