



# USA SOFTBALL REPRESENTATIVE RESPONSIBILITIES

## PRIOR TO ARRIVING AT THE TOURNAMENT SITE:

1. Contact the organizing committee (Tournament Director), determine what day you will need to arrive (date, time, and flight if applicable), needs for accommodations and local transportation. You are to arrive one day prior to the scheduled tournament and stay until the conclusion. Also, review the Travel Policy for USA Softball Reps.
2. Be sure to review pertinent sections of the USA Softball Procedural Code on National Championships
3. Contact the tournament director concerning the team check in to assure that adequate staff is provided to assist you with check in.

## PRIOR TO START OF TOURNAMENT:

1. A. Upon arrival, meet with the tournament director to review all matters related to the tournament (bracket, schedule). Check tournament draw procedures and make sure teams are protected in accordance with the USA Softball Procedural Code.
2. Review the check-in procedures for teams including team affidavits, rosters, pick-up player forms, and coach's requirement verification forms (JO Only). All Sign in sheets, entry forms and roster forms must be approved prior to the start of the tournament.
3. Oversee the check in procedure and make sure each player provides proper identification and that the tournament director is using the USA Softball Sign in form.
4. Article 103 of the USA Softball Procedural Code states PARTICIPATION IN CHAMPIONSHIP PLAY IS BEING AVAILABLE AT THE TOURNAMENT SITE AND SIGNING THE USA Softball OFFICIAL TOURNAMENT SIGNATURE FORM
5. Speak on behalf of USA Softball at the any of the tournament functions such as Managers draw, lunch, or team event; emphasize sportsmanship and cooperation with all tournament officials and umpires. Address to the umpires how important their role is in the success of the tournament.
6. Adult Only - The All American / All Tournament selections and Awards Committee. The USA Softball Representative will be a member and shall review with the committee the ground rules and procedures for selecting the players.

## DURING THE TOURNAMENT:

1. You are expected to be at the tournament site for each ball game.
2. Speak on behalf of USA Softball at the opening ceremonies, welcome teams, players, umpires, spectators, and city officials. Introduce all USA Softball Council members in attendance.
3. Establish a system for securing the tournament evaluation forms from each manager. This information shall be shared with the tournament host prior to leaving the tournament site, ensure the tournament director has copies of the completed team evaluations for his or her records, but the originals must be a part of your final tournament report. 75% of team evaluations are needed to receive credit on the USA Softball National Office Evaluation.
4. Protest of Eligibility. If a protest over eligibility arises, consider all the facts and circumstances. You should serve on the tournament protest committee and direct any review and discussions regarding the matter.
5. Toward the end of the tournament, you need to get with the UIC and go over your evaluations to make sure there are not any ratings that are too different. If there is a rating that has a large discrepancy, then please discuss it to make sure one of you didn't miss anything. After you and the UIC have gotten together get with the Tournament Director to review your evaluation.

## AFTER THE TOURNAMENT:

After the completion of the tournament, you are to send in a written report as to any unusual problems or circumstances as well as rating on the overall operation of the tournament by the tournament organizing committee and include the following documents to the National Office within 15 days of completion of the tournament.

1. Copy of the official program
2. USA Softball Representative Evaluation (3-5 days at the conclusion of the event)
3. Team Evaluation Forms
4. A copy of the USA Softball Representative evaluation to be sent to the tournament director.

Although the Evaluation Form is no longer used for the Jim Farrell Award, please still complete and return this form. Be as honest and detailed as possible. The evaluation may be used during future tournament bidding.