

LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION



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2017-18 SOFTBALL GENERAL INFORMATION

This Bulletin is for your benefit. Please read and make sure all necessary parties receive the correct information concerning the event.

CATEGORY	DATE/INFORMATION
LHSAA Softball Rules	Completely familiarize yourself with Section 19 of the 2017-18 Handbook
First Official Practice/Earliest Scrimmage Allowed	All Classes & Divisions - Monday, January 15, 2018
Jamboree and Tournament Dates and Information	<p><u>All Classes and Divisions Jamborees:</u> Thursday, February 15, 2018 - Saturday, February 17, 2018</p> <p>Jamborees must have a minimum of 3 teams Jamboree Fees are \$50 <u>per team.</u></p> <p><u>Host schools must submit approval form and fees by deadline:</u> All Classes and Divisions - Thursday, February 1, 2018</p> <p>All jamborees and tournaments shall be approved or schools will be penalized.</p>
Deadline for Submitting Schedules Online	All Classes and Divisions - Saturday, February 17, 2018

2017-18 SOFTBALL GENERAL INFORMATION
CONTINUED

CATEGORY	DATE/INFORMATION
1 st Contest (If Jamboree Not Played)	All Classes and Divisions: Monday, February 19, 2018
Reporting Weekly Game Results	Beginning with the first playing date of the season, the winning school's principal, or his/her designee, shall report to the LHSAA <i>via the LHSAA website www.lhsaa.org</i> , results of all games to include the date, opponent, opponent's division, and the result of the match including tournaments. Failure of any school to submit the game results shall result in the school being fined \$50.
All-Academic Nomination Deadline	All Classes and Divisions: Monday, March 12, 2018
Deadline to Add Games to Schedule for Power Rating Purposes	All Classes and Divisions: Saturday, March 31, 2018
End of Regular Season	All Classes and Divisions: Wednesday, April 11, 2018
Playoff Competition	See rules pertaining to this process in the handbook Section 19, Bylaws 19.6, 19.7 and 19.8

2017-18 SOFTBALL GENERAL INFORMATION
CONTINUED

<u>Playoff Dates</u>	<u>Round</u>	<u>Class/Division</u>
Tuesday, April 17, 2018	Bi-District Round Deadline	All Classes & Divisions
Friday, April 21, 2018	Regional Round Deadline	All Classes & Divisions
<u>Allstate Sugar Bowl/LHSAA State Softball Tournament - All Classes and Divisions</u> Thursday, April 26, 2018 - Saturday, April 28, 2018 Frasch Park - Sulphur, Louisiana		

DISTRICT SCHEDULING MEETING

- The District Chairperson shall notify all district members at least ten (10) days in advance of the date, time and place of meeting.
- Member schools shall declare in writing, at the meeting, if they will play a varsity schedule and/or if they will play for district honors.
- The District Chairperson and the school's principal shall notify the LHSAA in writing of the school(s) that will not play for district honors and/or varsity schedules.
- The district principals shall approve the schedule.
- The chairperson shall take and keep the minutes of the meeting.

PRACTICE REGULATIONS

1. Shall not engage in more than three (3) hours of practice activities on those days which one (1) practice is conducted.
2. Shall not engage in more than five (5) hours of practice activities on those days during which more than one (1) practice is conducted.
3. The maximum length of any single practice session shall be three (3) hours.
4. A practice session is defined as any sport skill related activity, on court or on field, involving student-athletes by a member of the coaching staff.
5. On days when more than one (1) practice is conducted, there shall be, at a minimum, two (2) hours of rest/recovery time between the end of one practice and the beginning of the next practice. Rest/recovery time shall be defined as void of any team or individual activity including but not limited to weight training sessions, conditioning sessions, skill sessions, film sessions, or any other similar athletic session.
6. Schools shall not schedule multiple practices on consecutive days and student-athletes shall not participate in multiple practices on consecutive days.

INSTRUCTIONS FOR TAKING MANDATORY ONLINE RULES CLINIC

1. Log on to www.lhsaaonline.org
2. The head Softball coach should receive a username and password from his/her principal that will be used throughout the Softball season. If you do not have one or forgot your username and/or password, please contact your school principal.
3. Click the Online Rules Clinic Tab
4. Listed under Sports Clinics will be the link to complete the Softball Online Rules Clinic when it becomes available. (See dates listed above)

Welcome to the LHSAA Coaches Website

Home Forms Power Ranking / Sports' Schedules **Online Clinics** Playoff Brackets Disqualification Report

Online Clinics

NOTE for Internet Explorer 10 users: You must put IE 10 in compatibility view after you login to the Member Site. To do this either click the Tools menu and click Compatibility View or click the compatibility view button in the address bar. Otherwise you will get an "input string not attached or incorrect" error taking the online rules clinic quiz.

LHSAA Handbook Clinic
▶ [Online Handbook Clinic](#) Available

Sports Clinics - Clinics will only be listed below during certain specific dates assigned to the sport.

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

INSTRUCTIONS FOR ENTERING SOFTBALL SCHEDULES INTO THE LHSAA MEMBER SITE

It is not necessary to enter jamborees, junior varsity or Hall of Fame matches as these matches do not receive power points.

1. Log on to www.lhsaaonline.org using your assigned username and password
2. Click the Power Ranking Tab
3. Click Softball Power Ranking
4. To add games to your schedule click the ADD button at the top right of the screen
5. To add Tournaments, click ADD at the bottom right of the screen. (Only add tournaments, add the tournament games after they are played in the games section)

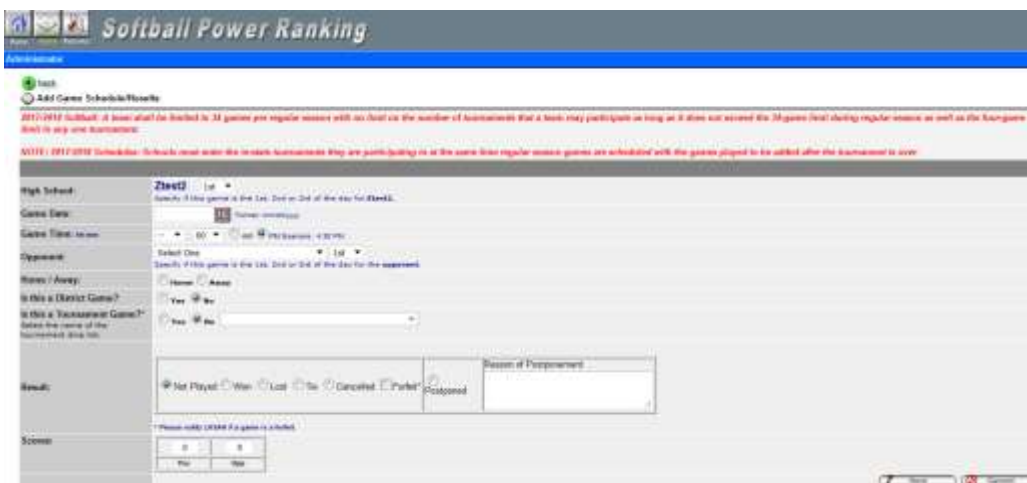


The screenshot shows the 'Softball Power Ranking' website interface. At the top, there is a navigation bar with 'Home', 'Add Game', 'Add Tournament', and 'Cancel' buttons. Below the navigation bar, the page title is 'Softball Power Ranking' and the sub-header is 'Schools and Tournament Schedules'. The main content area displays a form for adding a new school. The form fields are as follows:

School Year:	2017-2018
High School:	Zion
Classification:	5A
District:	02 - 1A
City:	New Orleans
School Phone #:	504-123-1234
Head Coach:	TestCoachM TestCoachM
Phone #:	
Email:	wjy@pontchartriviere.com
District Website:	Select One
Notified from Playoffs:	No * This flag is set in the Sports page. The team will be removed from playoffs.
New School:	Yes (8/1/2017) * This date is set in the School page.
Based on School acceptance date as a new Member:	
Win:	
Loss:	
Tie:	
Power Rating:	

At the bottom of the form, there is a legend for game status: Green (Status: Win/Loss/Draw), Yellow (Opponent needs to Confirm), and Red (Game result displayed). Below the legend, there are links for 'Power Points', 'Results Points', 'Steps', and 'Win'.

6. Enter Game Date, Opponent (from the drop down list), and be sure to clear the check mark if the game is a district match.




7. Click SAVE.
8. Once a game is entered and needs to be deleted prior to the 1st Official playing date, email to LHSAA Assistant Executive Director, Karen Hoyt.

After the 1st Official playing date, LHSAA Assistant Executive Director, Karen Hoyt will need email confirmation from both coaches agreeing to delete game in question.

Home Teams' score books will be the official documentation to resolve all score disputes.

The winning Head Coach/Designee is responsible for entering the results and the opposing coach should be receive an email alert to confirm game.

INSTRUCTIONS FOR ENTERING PLAYED GAMES

1. Log on to www.lhsaaonline.org using your assigned username and password
2. Click EDIT button  to enter the game scores and results

School Game Schedule: + Add



School Year: 2015-2016

High School:
 Division:
 District:
 City:
 School Phone #:
 Coach:
 Home Phone #:
 Email:
 District Results:
 Win:
 Loss:

Game Status: NP=Not Played NC=Not Confirmed C=Confirmed D=Delayed
 Still Game Confirmed or Not Played (Blue) | Result Needs to be Confirmed (Yellow) | Opponent Needs to Confirm (Red) | Game result Displayed

Use this section to Add and Edit Regular Season Games (Deadline: 8/29/2016) and to Add Tournament Games (after they are played).



Games : 1 + Add

#	Opponent ▲ ▼	Date ▲ ▼	Division ▲ ▼	District ▲ ▼	Tournament Host	Match# on that day	Home/ Away	Win/ Loss ▲ ▼	Scores	Status	Edit	Delete
1	Test	8/23/2015 2:00:00 PM	1	1		100	H		00-00-00	NP		

Use this section to Add Tournaments only....use the above "Games" section to add tournament games after they are played.

Tournaments Participating: 1 + Add

NOTE: 2013 - 2014 Schedules: Schools must enter the in-state tournaments they are participating in at the same time regular season games are scheduled with the games played to be added after the tournament is over. (Deadline 8/29/2016)

#	Tournaments	From	To	Edit	Delete
1	Morgan City	8/17/2015	8/19/2015		

3. After the scores have been entered and saved, the system will automatically generate an email and send to the opponents' head coach for them to confirm the scores and results. These games will be highlighted in YELLOW, which means that the opponent's head coach needs to confirm the scores and results.

CONFIRMING A GAME

1. Log onto www.lhsaaonline.org using your username and password
2. Click EDIT. Games that need to be confirmed by this coach will show highlighted in BLUE.
3. If the score is correct then click CONFIRM AND SAVE.
4. If there is a discrepancy, then click the dispute tab and enter the reason for the dispute and SAVE. The system will automatically send an email to the LHSAA Assistant Executive Director, Karen Hoyt. All disputed games will be highlighted in RED.

*****AT THE END OF THE REGULAR SEASON, THE DISTRICT CHAIRPERSON SHALL EMAIL ASSISTANT EXECUTIVE DIRECTOR, KAREN HOYT (khoyt@lhsaa.org) THEIR DISTRICT CHAIRPERSON CERTIFICATION FORMS FOR TEAMS THAT ARE IN 1ST PLACE AND/OR TEAMS TIED FOR 1ST PLACE.*****

EDITING PLAYOFF BRACKETS

1. Log onto www.lhsaaonline.org using your username and password

Welcome to the LHSAA Coaches Website

Sport	Division I	Division II	Division III	Division IV	Division V		
Volleyball Playoff bracket	Not Available for Editing at this time						
Football Playoff bracket	Class 5A	Class 4A	Class 3A	Class 2A	Class 1A		
Girls Basketball Playoff bracket	Class 5A	Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C
Boys Basketball Playoff bracket	Class 5A	Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C
Softball Playoff bracket	Class 5A	Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C
Baseball Playoff bracket	Class 5A	Class 4A	Class 3A	Class 2A	Class 1A	Class B	Class C
Girls Soccer Playoff bracket	Division I	Division II	Division III				
Boys Soccer Playoff bracket	Division I	Division II	Division III				

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

2. You will see 5 tabs – click on the tab that says PLAYOFF BRACKETS
3. Click on the EDIT tab that will be located beside the *Softball Playoff Bracket*

Welcome to the LHSAA Coaches Website

2013 LHSAA Boy's Basketball Playoff Bracket - Class 4A

Bi-District Game

Regional Game

5	Fair Park		
28	Vanderbilt Catholic		
12	Terns		
21	DeRidder		

Close

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

4. You will see a four team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes – one will say SCORES in it and the other will have TIME/PLACE.

Home Forms Power Ranking Online Clinics **Playoff Brackets**

Confirm Location of Next Game

Please set and confirm the location of this Regional Game
St. Michael the Archangel vs East Jefferson

Day:

Time: 04 : 00 AM PM

Home Team: St. Michael the Archangel East Jefferson

Location: St. Michael the Archangel East Jefferson Other

If Other location please specify: example: Court1, Superdome, Field1

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

- a) Click on TIME/PLACE to enter the following
1. Day of your game
 2. Time of your game
 3. Location of game
 4. Home and Away teams
 5. Once you have entered the requested information and reviewed it for any possible errors

5. Click SAVE & CONFIRM.

ENTERING PLAYOFF GAME RESULTS

1. The coach of the winning team will log on to the LHSAA Member site www.lhsaaonline.org (see screen shot on previous page)
2. You will see 5 tabs – click on the tab that says PLAYOFF BRACKETS
3. Click on the EDIT tab that will be located beside the *Softball Playoff Brackets* (see screen shot on previous page)
4. You will see a four team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes – one will say SCORES in it and the other will have TIME/PLACE.

Welcome to the LHSAA Coaches Website

Home Forms Home Taking Order Class Playoff Brackets

2018 Game Result

Boy's Basketball Class 4A 3-District Game
Fair Park vs Vandebilt Catholic @ Court #1 on 3/15 6:00 PM

Winning Team:	<input type="radio"/> Fair Park <input type="radio"/> Vandebilt Catholic	<input type="text"/> Please select winning team
Score Score:	Fair Park: <input type="text"/>	Please enter Score
	Vandebilt Catholic: <input type="text"/>	Please enter Score

Please verify that the next game time, location and home team are correct. If changes are required then click the Time/Place button by the next game and make the change.

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

Steps to follow to enter your game results:

- a) Click on SCORE to enter your game results
- b) Click on winning team and enter the score
- c) Click on losing team and enter the score
- d) Once you have reviewed the information for any possible errors

5. Click SAVE

*The winning team will automatically advance to the regional round on the bracket.

NOTE: The TIME/PLACE screen will open so you can enter the Date, Time, Home Team, Location and location details of the next round. If you do not know your next opponent, please click the CANCEL button. You can enter this information once you know who your next opponent will be.

Please keep this document and if you have any questions, please contact LHSAA Assistant Executive Director, Karen Hoyt (khoyt@lhsaa.org) or her Administrative Assistant, S. Lacy Macdiarmid (lmacdiarmid@lhsaa.org).



THE LHSAA WOULD LIKE TO THANK THE FOLLOWING
2017 - 2018 PARTNERS FOR THEIR SUPPORT OF
HIGH SCHOOL ATHLETICS IN LOUISIANA

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