

PPWSL 2019 Tournament: *Guidelines*

Round-robin + single elimination format version



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1. Purpose

- a. These Guidelines are to be used to provide Tournament-specific guidance. The 2019 PPWSL Rules, as supplemented by the 2019 USA Softball (former ASA) rules, are to be used, unless otherwise superseded by provisions contained herein.

2. Structure

- a. Date: Saturday, 8/24/19 and Sunday, 8/25/19.
- b. Game start times: Determined by Tournament Brackets diagram.
- c. Game intervals: 105-minutes (1-hour 45-minutes) between game start times, unless otherwise noted. Teams should expect to start each game at the posted start time, regardless of the finish time of the previous game.
- d. Duration of game: Seven complete innings or 90-minutes (1-hour 30-minutes) after game start time, whichever comes first for all games except the championship game. No new inning to start after 90-minutes from the game start for all games except the championship game(s). It is recommended that teams confirm and record the actual game start time with the umpire at the start of each game. See tie-breaking rules below for any additional details.
 - i. The championship game is to be seven complete innings with no new inning to start after the game cut off time. The game cut off time for the championship game(s) to be 7:15pm (sunset is approximately 7:39pm on 8/25/19). See tie-breaking rules below for any additional details.
- e. Format: The planned tournament is for a two-day tournament on up to three fields with a round-robin segment on Day One and a single elimination segment on Day Two.
 - i. Bad weather alternate: one-day, single elimination seeded tournament on up to three fields with seeding determined by the regular season standings, see item 3, below.
- f. Forfeit time: Five minutes after game start time. It is important and necessary to start games on time to accommodate tie-breakers, if needed.
- g. Warm-ups: Warm-ups will be held prior to each game only if time allows before designated game start time. If time is available, each time is to have approximately the same amount of time on the field. Visiting Team goes onto the field first, followed by the Home Team. The Home Team may stay on field for start of game if it desires.
 - i. Teams may also warm up on fields not in use for scheduled Tournament play or in the outfield spaces between the Fields as long as games in use for scheduled Tournament play are not obstructed.
- h. Tie-breakers – round-robin segment only (adapted from USA Softball rule 5, section 11).
 - i. If, after the completion of seven innings of play and before the game cut-off time, the score is tied, teams are to continue play as follows:
 1. Starting with the top of the eighth inning, and in each half inning thereafter (as needed), the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
 2. Play will continue with each complete inning with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If the game is still a tie at that time, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.
 - ii. If, after the completion of seven innings of play and after the game cut-off time, the score is tied, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.

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- iii. If, before the completion of seven innings of play, the game is tied at the game cut-off time, teams are to continue to play a single, additional inning as follows:
 - 1. Starting with the top of the additional inning, and in the bottom half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base)
 - 2. If the game is still a tie after that single inning, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.
- iv. A substitute may be inserted for either the batter or the base runner only in conformance with USA Softball and PPWSL substitution rules, as well as other League rules.
- v. League pitching and courtesy base runner rules will be in effect. If the player who is scheduled to bat last in the respective tie-breaking inning(s) is playing with a courtesy runner, the last out from the previous inning would start at 2B.
- i. Tie-breakers – single elimination segment only (adapted from USA Softball rule 5, section 11)
 - i. If, after the completion of seven innings of play and before the game cut-off time, the score is tied, teams are to continue play as follows:
 - 1. Starting with the top of the eighth inning, and in each half inning thereafter (as needed), the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
 - 2. Play will continue with each complete inning with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If the game is still a tie at that time, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.
 - ii. If, after the completion of seven innings of play and after the game cut-off time, the score is tied, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.
 - iii. If, before the completion of seven innings of play, the game is tied at the game cut-off time, teams are to continue to play a single, additional inning as follows:
 - 1. Starting with the top of the additional inning, and in the bottom half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
 - 2. If the game is still a tie after that single inning, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.
 - iv. Championship game: If, after the completion of seven innings of play and before the championship game cut-off time, the score is tied, play will continue as usual with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If, in the unlikely event, the game is still tied at the championship game cut-off time, teams are to continue to play a single, additional inning as follows:

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1. Starting with the top of the additional inning, and in the bottom half inning, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
2. If the game is still a tie after that final single inning, teams are to vacate the field. The winner is the team that was higher in the overall regular season standings.
- v. A substitute may be inserted for either the batter or the base runner only in conformance with USA Softball and PPWSL substitution rules, as well as other League rules.
- vi. League pitching and courtesy base runner rules will be in effect. If the player who is scheduled to bat last in the respective tie-breaking inning(s) is playing with a courtesy runner, the last out from previous inning would start at 2B.
- j. Home Teams/seeding – round-robin segment, Day One: Teams are divided into four pools as determined by the rankings (seeds) based on overall season standings – see Tournament Brackets diagram. The team with the highest ranking is the Home Team in each game. The final overall standings must be distributed by the end of the day on Friday, 8/23/19, at the latest.
 - i. Benches: The Home Team in each game chooses the bench it prefers.
 - ii. Standings: The regular season standings are determined in the following order and are used as seeding (ranking) for the round-robin segment of the tournament:
 1. Total points, as follows: two-points for each victory, one-point for each tie, and zero-points for each loss.
 - a. Alternate if one or more teams are unable to play their full schedule of games due to the weather: winning percentage – defined as wins divided by the total number of games played (wins plus ties plus losses) with a tie counting as a half a win.
 2. If the two or more teams were tied in points, the winner(s) is/are the team that won (best winning percentage) when the teams played each other (head-to-head).
 - a. If the teams played two or more games head-to-head and split them evenly (same winning percentage), the winner is the team with the greater run differential when the teams played each other (head-to-head run-differential).
 3. If they tied in head-to-head play or if they tied in head-to-head run-differential, the winner is the team with the greater run differential for the season (season run-differential).
 4. If the season run-differential is the same, a coin toss will take place (coin toss).
 - iii. 2019 regular season standings are as follows:

1: Rebels	4: Las Fuertes	7: Beavers	10: Backlash
2: Crescendo	5: Thunder	8: Bombers	11: Jaguars
3: Titans	6: Flamingos	9: Diamonds	12: Phoenix
- a. Home Teams/seeding – single elimination segment, Day Two: Home teams are determined by the rankings (seeds) based on the standings from the round-robin segment on Day One. The team with the highest ranking as determined in the round-robin segment on Day One will play as the Home Team in each game, up to and including the final. The final overall standings and updated bracket will be distributed after play ends on Saturday.

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- i. Benches: The Home Team in each game chooses the bench it prefers.
- ii. Standings: The round-robin segment standings are determined in the following order and are used as seeding (ranking) for the single elimination segment of tournament:
 - 1. Total points, as follows: two-points for each victory, one-point for each tie, and zero-points for each loss.
 - 2. If two or more teams are tied in points, the winner(s) is the team that placed highest in the 2019 regular season.
- b. Field choice: Field choices will be made as part of the Tournament preparation prior to the tournament and included on the bracket diagram
- c. Tournament winner: If the Tournament is played in part as listed below and canceled at some point due to weather or field conditions.
 - i. Round-robin segment on Day One: no tournament champion will be declared if play does not advance to the single elimination segment on Day Two, see below.
 - ii. Single elimination segment on Day Two.
 - 1. The highest and second highest seeded teams (based on seeding from the round-robin segment on Day One) remaining will be the Tournament Champion and the Runner-up, respectively if six or less teams remain in the tournament when canceled.
 - 2. No tournament champion will be declared if more than six teams remain.
 - iii. Single elimination one-day tournament format (if used in place of two-day format due to field conditions).
 - 1. The highest and second highest seeded teams (based on regular season finish) remaining will be the Tournament Champion and the Runner-up, respectively if six or less teams remain in the tournament when canceled.
 - 2. No tournament champion will be declared if more than six teams remain.

4. Format changes due to poor field conditions

- a. Delays or format changes: Poor weather before or during the tournament may result in format changes involving game duration, number of fields, number of days, single or double elimination format or, in the most extreme circumstances, number of teams or Tournament cancellation
- b. Decision: Decisions regarding format changes as noted above are to be made by the League Executive Committee consisting of any combination of the League Officers – President, Vice President, Treasurer, and Secretary but no less than two, as well as the Tournament Coordinator.
 - i. If weather and field conditions warrant, the League Officers and Tournament Coordinator will meet at the fields or otherwise communicate as early as possible each day of the Tournament before the first game time slot and make a group decision as to the condition of each of the field, as needed.
 - ii. Alternate brackets for a variety of different conditions such as reduced number of fields or days will be provided in advance to assist the League Officers in making and implementing any changes.
- c. Notification: For both days of the tournament tournament-related messages will be emailed to the League Contact List TeamSnap by 7:30am. Coaches/managers or team representatives should check their email and/or call the President at 973-879-1076 if the weather or ground conditions are questionable and is then responsible to notify her own team. Do not have individual players call the primary contact nor should they contact the Executive Committee members individually.

5. Tournament grounds preparation

- a. Field prep: Due to park rules the League is not usually allowed to prep or repair the fields.

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- b. The first home team for each field each day should arrive early to get the bases and set up the fields.

6. Tournament administration and game day organizing

a. The Tournament Administration Station (TAS)

- i. The TAS will be located on the fence at Field 1 adjacent to the equipment box, or as determined based on the condition of fields and each team will be responsible for picking up all forms, balls and equipment needed.
- ii. League merchandise for sale may near this station and whoever is manning that table is responsible for them.
- iii. Equipment or materials
 1. Official Tournament Record; on a clipboard with pen(s) for updating.
 2. Tournament Bracket Board(s) with markers for updating.
 3. Tournament Guidelines and 2019 League Rules.
 4. Dispute Notification Forms.
 5. Tournament Bracket diagram fliers.
 6. First aid kit and ice packs: are to be provided by each team individually though some will be stored in the equipment box, if needed.
 7. Trash bags: teams should please bring one with you in case there is an overflow of garbage at your field.
 8. Game balls: balls are to be at each field when games are in progress and stored at the TAS or equipment box when games are not in progress, (up to 58 total).
 9. Bases and pitching rubbers: when not in use (up to three-sets), to be picked up by Home Teams at the League equipment box near the TAS.
 10. Umpire fees: to be held by the Treasurer or a designated League Executive Committee member and distributed as noted below.
 11. Perpetual trophies: the Flamingos (2018 Regular Season winners) and Titans (2018 End-of-Season Tournament winners) are to bring their 2018 trophies to the TAS at the start of Day Two of the Tournament for viewing and later distribution in brief ceremonies to the 2019 Regular Season and End-of-Season Tournament champions directly.

b. Tournament Organizers are to include:

- i. League Executive Committee: President (Elyce Matthews, 973-879-1076), Vice President (Sara McNamara, 631-747-0210), Treasurer (Marjorie Flaccavento, 203-314-2537), and Secretary (Dawn Fisher, 646-479-7611).
- ii. Tournament Coordinator: Carrie Davis, 718-877-9211.
- iii. Umpire Liaison: Kelly McConnach, 917-971-6401
- iv. Tournament Organizing Volunteers: one volunteer from each team may be required at any given time to assist at the TAS or otherwise help with managing the Tournament.

c. Official Tournament Record

- i. This document is to contain the reported results of all games and will be certified by the signatures of the League President and Vice President at the conclusion of the Tournament as the Official Tournament Record. The final Tournament results will be derived from this Record.
- ii. The Official Tournament Record is to be publicly maintained at the TAS.

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- iii. Immediately after each game, each team is to send a single representative to the TAS to report game results. The team representative is to print their name in the Official Tournament Record when reporting results.
- d. Tournament Bracket Board
 - i. This board is to publicly display the agreed upon Tournament brackets, as well as game time and location information. It will be updated as the Tournament progresses by the Tournament Organizers from results recorded in the Official Tournament Record.
 - ii. The Tournament Bracket Board is to be publicly maintained at the TAS.
- e. Game balls
 - i. 29 games are scheduled over a two-day period, and 58 new Clincher game balls (two per game) will be required as follows – Day One: 36 game balls for 18 games; Day Two: 22 game balls for 11 games.
 - ii. Day One – Round-Robin format: 12 game balls will be located at each field.
 - iii. Day Two – Single elimination format: 10 game balls will be located at Field 1, 4 game balls will be located at Field 6, and 8 game balls will be located at Field 7.
- f. Umpire fees
 - i. Umpire fees will be paid directly by the League Secretary, or an Executive Committee designee, to the designated Head Umpire each day prior to commencement of play. The Head umpire on each day will be responsible for distributing the fees directly to the umpires.
- g. Portable toilets
 - i. The Treasurer is to contract with and pay the supplier/maintainer of the portable toilets in the park (usually near Field 7) to clean those toilets prior to each day of play.
- h. Bases and pitching rubbers
 - i. Bases and pitching rubbers are the responsibility of the Home Team for games at the start and end of each day. They are to be set-up prior to game start time and returned when no longer in use for that day.
 - ii. Three complete sets of bases and pitching rubbers will be required for the Tournament.

7. Miscellaneous

- a. Umpires: The League's Umpire Liaison, Kelly McConnach, 917-971-6401, is to inform the head of the umpire association of the tournament dates and field locations, and of how many and which umpires the league wants. Kelly is also responsible for informing the head of the umpire association immediately as to any rainouts, delays, or other tournament schedule changes.
 - i. Two umpires will be hired for each game.
 - ii. Umpire selection will be determined by the designated Head Umpire. The League's Umpire Liaison will ask the head of the umpire association to instruct the umpires to rotate fields between games, to avoid the possibility of pairing more than once a team and umpire who may have developed a poor relationship.
- b. Player exemptions, in 2019, the following players were exempted from the minimum-games rule:

Backlash:	Michelle Cialino	Jaguars:	none
Beavers:	Ciatta Zinna	Las Fuertes:	none
Bombers	none	Phoenix:	none
Crescendo:	none	Rebels:	none

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Diamonds:	Meredith Kendall	Thunder:	Melissa Murphy
Flamingos:	Abby Madigan	Titans:	none

- c. Litter: Teams should check to be sure they have left nothing behind on their bench – including garbage – as they leave after a game. Players on the sidelines should make an effort to discard garbage, trash, bottles, and cans in the trash cans and trash bags provided.
- d. Protests (changes as noted below to take the place of rule III, section 1 of the 2019 PPWSL Rules)
 - i. Process: A Disputes Notification Form shall be completed and submitted to the Chairperson of the Disputes Committee (Sylvia Davis, 718-354-6952) during the break between games and prior to each team's next game. In 2019, the Committee consists of a representative from Beavers, Crescendo, Jaguars, Phoenix, Rebels, and Thunder. Protests (or disputes) may only involve the interpretation of a rule and will not be considered if based solely on a decision involving the accuracy of judgment on the part of an umpire. (USA Softball rule 9, sections 2 and 3)
 1. For a dispute on Day One during the round-robin segment, the Committee Chair must call a Disputes Committee meeting at some point during the period of play for that entire day (play begins at 9am and ends about 7pm). For a dispute on Day Two during the single elimination segment, the Committee Chair must call a Disputes Committee meeting without delay so as to limit disruption to any games that follow.
 2. Due to the potential urgency of this process, the dispute procedure may proceed without all Dispute Committee representatives present. The Committee Chair may, at her discretion, draft a representative from any team not represented on the 2019 Disputes Committee in order to help convene a meeting and resolve a dispute. That meeting will immediately convene and listen to a verbal account of the dispute and then produce a decision, which must be reported to all parties without delay, and again at the next League meeting.
 3. On Day One during the round-robin segment, all games shall continue during the dispute process. On Day Two during the single elimination segment, games shall continue where possible during the dispute process, with the exception of the any teams involved in the actual dispute or any teams that might be impacted by the dispute. Teams with representatives on the Disputes Committee shall continue play without their Committee representatives who will be allowed to join their games in progress.
 - ii. Conflicts: If the dispute involves any of the six members of the team on the committee, that team will withdraw from the proceedings for that dispute and will not be replaced. If the Committee Chair is on a team that is involved in the dispute, the League President (Elyce Matthews, 973-879-1076) shall function as Chair for that dispute. If the League President and the Committee Chair are on a team that is involved in the dispute, the League Vice President (Sara McNamara, 631-747-0210) shall function as Chair for that dispute.
 - iii. Availability: If, for some reason, the Committee Chair is not available in a timely fashion to call and convene a Disputes Committee meeting, the League President (Elyce Matthews, 973-879-1076) shall function as Chair for that dispute. If, for some reason, the League President and the Committee Chair are not available in a timely fashion, the League Vice President (Sara McNamara, 631-747-0210) shall function as Chair for that dispute.
- e. Rules: As noted previously, the 2019 PPWSL Rules, as supplemented by the 2019 USA Softball rules, are to be used, unless otherwise superseded by provisions herein. The "All players must play and minimum playing time," "Courtesy runners," "Pitching," "Tournament eligibility," "Uniforms," and other League rules have been omitted for purposes of clarity only and will be in effect for the Tournament.
 - i. The mercy rule shall not apply during the tournament.

8. Trophy presentations



- a. The 2019 Regular Season Championship recognition and perpetual trophy presentation shall be made just prior to the End-of-Season Tournament Championship Game. The 2019 End-of-Season Tournament Championship recognition and perpetual trophy presentation shall be made just after conclusion of the End-of-Season Tournament Championship Game.

9. Sportsmanship and the Spirit of the PPWSL

The Prospect Park Women's Softball League (PPWSL) was conceived in 1981 as an instructional softball league designed to provide an opportunity for women of all skills and experience levels to participate in an organized, competitive sport. Integral to that mission is the inclusion of a diverse population of women. The league contends that its competitive and instructional goals are compatible. We encourage development and endorse the benefits of supporting players at all levels of play, who are committed to working together, exhibit good sportsmanship, challenging themselves, and enjoying the camaraderie of their teammates and the PPWSL Community. The longevity and success of the PPWSL is driven by volunteers who provide administration, governance, and support for league-wide activities. Potential volunteers should be mentored with respect and enthusiasm with the goal of developing new leadership over time, continuing the success and Spirit of the League. Along with observing the PPWSL and USA softball Rules, the integrity of PPWSL Softball depends on each player's responsibility to uphold the Spirit of the League. This responsibility should remain paramount throughout all aspects of the PPWSL.

- a. Respect your managers, coaches, team-mates, opponents, while being inclusive of every players' gender identity, expression, and sexual orientation.
- b. The League places the responsibility for fair play and sportsmanship on each player, coach, and umpire.
- c. Competitive play is encouraged, but never at the expense of mutual respect among competitors, adherence to the instructional nature of the league or community, or the basic joy of playing, the reason we are all here!
- d. Respect the decisions of the umpires. If a call is in question, only your team manager/coach may approach the umpire with knowledge of the rules and respect for their time and position.
- e. Create a positive atmosphere by your own conduct and encourage others to do likewise.
- f. Congratulate your opponents on their successes and enjoy those of your own team. We are a league and all in this together!
- g. Thank the officials and your opposition at the end of the game with the traditional "line up, high fives", no matter the result.
- h. Such actions as taunting opposing players, aggression, intimidation, intentional infractions, or other 'win-at-all-costs' behavior are contrary to the Spirit of the PPWSL and must be avoided by all players.
- i. Current players of the league should set a positive tone by creating a positive atmosphere, modeling good sportsmanship, knowledge of league rules, and guiding new players in the instructional basis of the PPWSL.
- j. The onus for ensuring that a team complies with the Spirit of the PPWSL is placed firmly on team managers, coaches, representatives, and players who may be required to "take action" against any player on their team whose behavior is unacceptable.
- k. The PPWSL is not just a league but a community of friends, teammates, and a role model for others to follow – so let's support each other with care, respect, and love for the game.