



SPECIAL OLYMPICS
NORTH AMERICA
SOFTBALL CHAMPIONSHIP



***2017 SPECIAL OLYMPICS NORTH AMERICA
SOFTBALL CHAMPIONSHIP EVENT
HANDBOOK***

*Bismarck, North Dakota
August 17-20, 2017*

Presenting Sponsor:



Additional Event Sponsors and Supporters:

***USA Softball - Coca-Cola -
Special Olympics North Dakota – Dakota Moose
Association –Bismarck Parks and Recreation District – USA
Softball North Dakota - Bismarck Mandan Convention and
Visitors Bureau***

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



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NORTH AMERICA SOFTBALL CHAMPIONSHIP INFORMATION

Venue Locations: Clem Kelley Softball Complex, 517 W Arbor Ave, Bismarck, ND 58504
Bismarck Moose Lodge #302, 312 N 20th Street, Bismarck, ND 58501
Mandan Moose Lodge # 425, 111 11th Ave NE, Mandan, ND 58554
Bismarck Municipal Ballpark, 303 West Front Avenue, Bismarck, ND 58504
Ramada Hotel, 1400 Interchange Ave, Bismarck, ND 58501
Ramkota Hotel & Conference Center - 800 South 3rd Street, Bismarck, ND 58504
Expressway Inn, 200 E Bismarck Expressway, Bismarck, ND 58504
Expressway Suites, 180 E Bismarck Expressway, Bismarck, ND 58504
Fairfield Inn & Suites South, 135 Ivy Avenue, Bismarck, ND 58504
Legacy High School, 3400 E. Calgary Ave., Bismarck, ND 58503
Baymont Inn & Suites, 2611 Old Red Trail NW, Mandan, ND 58554

***See page 20-24 for a complete listing of venue locations and maps of Clem Kelley Softball Complex, the Walk of Champions and the Opening Ceremony.**

Grill Fest

Tickets will be available at Moose Lodge on Saturday night.

*In case of inclement weather on Saturday night, the back-up location is the Baymont Inn & Suites in Mandan.

Merchandise

Northern Trophy & Silk Screening, Inc. will have merchandise available for printing and purchasing on site. Items include hats, shirts, shorts, hoodies and water bottles. Merchandise sales are located in the Tournament HQ/concessions building, near Diamond 8.

Healthy Athletes

August 17th from 4-9pm at the Ramada Hotel!

Special Smiles: Free dental screenings and instructions on correct brushing and flossing techniques

Strong Minds: Learn stress management techniques and the importance of emotional wellbeing



Special Olympics
Healthy Athletes[®]



North America Softball Championship Schedule



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Thursday, August 17th

Start Time	End Time	Event	Location	Details
12:00 PM	9:00 PM	Team Arrival	Assigned Hotels	
2:30 PM	6:30 PM	Team Registration	Assigned Hotels	Moose to provide volunteers
12:00 PM	4:00 PM	Healthy Athletes Set-Up	Ramada Hotel	SONA and Healthy Athlete Directors will set-up
4:00 PM	9:00 PM	Healthy Athletes	Ramada Hotel	
4:30 PM	9:30 PM	Hotel Shuttles Active	Assigned Hotels	Bus service will transport teams
5:00 PM	8:00 PM	Dinner	Ramada Hotel	
6:00 PM	8:00 PM	Umpire Meeting & Divisioning meeting	Bismarck Moose	Bismarck Moose Lodge
8:00 PM	9:00 PM	Coaches Meeting	Ramada Hotel	

Friday, August 18th

Start Time	End Time	Event Name	Location	Details
5:30 AM	7:30 AM	Breakfast	Hotel	Each Hotel will have breakfast
7:30 AM	8:00 AM	Teams arrive at Clem Kelly	Clem Kelley	
8:00 AM	10:00 AM	Family Hospitality	Clem Kelley	
8:00 AM	8:30 AM	Walk of Champions	Clem Kelley, Diamond 8	
9:00 AM	3:00 PM	Unified Pool Play	Clem Kelley	Games start every 90 minutes.
9:00 AM	3:00 PM	Traditional Team Pool Play	Clem Kelley	Games start every 90 minutes.
1:00 PM	3:00 PM	Olympic Town Activities	Clem Kelley	Exact location TBD
11:00 AM	2:00 PM	Lunch	Clem Kelley	Moose Provided Meal, exact location TBD
5:30 PM		Dinner/Entertainment	Municipal Ballpark	
6:30 PM		Tigirlily		
6:30 PM		VIP Reception	Municipal Ballpark	
7:30 PM		Opening Ceremony and Parade of Athletes	Municipal Ballpark	
8:30 PM		Dance/Entertainment	Municipal Ballpark	
9:15 PM	10:00 PM	Fireworks	Municipal Ballpark	
8:30 PM	9:30 PM	Coaches Meeting	Municipal Ballpark	Meeting held during entertainment at Opening Ceremony

Saturday, August 19th

Start Time	End Time	Event Name	Location	Details
6:00 AM	8:00 AM	Breakfast	Hotel	Each Hotel will have breakfast
8:00 AM	10:00 AM	Family Hospitality	Clem Kelley	
8:00 AM	5:00 PM	Unified Pool Play Round	Clem Kelley	Games start every 90 minutes.
8:00 AM	5:00 PM	Traditional Pool Play Round	Clem Kelley	Games start every 90 minutes.
1:00 PM	4:00 PM	Olympic Town Activities	Clem Kelley	Exact location TBD
11:00 AM	2:00 PM	Lunch	Clem Kelley	Moose Provided Meal, exact location TBD
5:30 PM	7:15 PM	Dinner	Mandan Moose	
7:30 PM	9:30 PM	Entertainment	Mandan Moose	Dance/DJ and Grill Fest
8:00 PM	9:00 PM	Coaches Meeting	Mandan Moose	

Sunday, August 20th

Start Time	End Time	Event Name	Location	Details
6:00 AM	11:00 AM	Breakfast	Hotel	Each Hotel will have breakfast
8:00 AM	3:00 PM	Unified Medal Rounds	Clem Kelley	Games start every 90 minutes.
8:00 AM	3:00 PM	Traditional Medal Rounds	Clem Kelley	Games start every 90 minutes.
9:00 AM	3:00 PM	Awards	Clem Kelley, Diamond 8	One field will be designated as the Awards field
11:00 AM	2:00 PM	Lunch	Clem Kelley	Moose Provided Meal, exact location TBD
1:00 PM	7:00 PM	Teams Depart	Bismarck Airport	Teams depart via ground or air
5:00 PM	6:00 PM	Dinner	Ramkota and Ramada Hotels	Teams staying overnight will be provided a meal

Revised 8/7/2017

Games will start every 90 minutes (8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm, 3:30 pm)



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Competition Rules

The Official Special Olympics Sports Rules will govern all Special Olympics softball competition. As in international sports program, Special Olympics has created these rules based upon the International Softball Federation (ISF), the International Governing Body (IBG) Rules for slow pitch softball. IGB Rules will be employed except when they conflict with the Official Special Olympics Sports Rules, in which case, the Official Special Olympics Rules will apply.

Points of Emphasis

A regulation game shall consist of seven innings. The game will be considered complete if after four full innings of play, one team leads the other by 15 runs or more, OR after five full innings of play, one team leads the other by 12 runs or more. The game shall last no longer than 75 minutes (Friday, Saturday and Sunday). Therefore, games will begin every 90 minutes. Teams will be limited to scoring no more than 5 runs/team/inning for the first 60 minutes of the Friday and Saturday games, but will have an “open inning” (no limit on runs scored) after the 60 minute mark. There will be no run limits for Sunday’s games.

1. An extra player, referred to as “EP,” is optional, but if one is used, he/she must be made known prior to the start of the game and be listed on the scoring sheet in the regular batting order. If the EP is used, he/she must be used the entire game (please note #3 below). In the Unified game, 1 athlete and 1 Unified partner must be used if the EP role is to be used for a total of 12 players in the line-up.
2. The EP must remain in the same position in the batting order for the duration of the game.
3. If an EP is used, all 11 (12 in the Unified games) must bat and any 10 may play defense. Defensive positions may be changed, but the batting order must remain the same.

Shorthanded rule allows teams to continue the game with one less player than what they have listed in the line-up. If a team is using the EP and loses a player, they can continue the game under the shorthanded rule, but there will be an out assessed when the missing player is scheduled to bat. A player who has left the game under the shorthanded rule cannot return to play in that game, except when the player leaves the game due to injury. If a team loses a second player without an available substitute, the game will be declared a forfeit.

4. The EP may be substituted for at any time. The substituted EP must be a player who has not yet been in the game. The starting EP may re-enter.
5. When batting, players will take their stance within the lines of the batter’s box.
6. The ball must be pitched in an underhand motion and should travel in an arc that is no less than 1.83 meters (6 feet) and no greater than 3.048 meters (10 feet).



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7. Each athlete/partner will start their at-bat with a 0-0 count. Four balls constitute a walk, and three strikes constitute an out. If the batter has two strikes and then fouls off the third pitch, he/she shall be declared out.
8. An appeal play is defined as a play in which an umpire is not permitted to make a decision unless he/she is requested to do so by a coach or player. The appeal can be made if a coach or player asks the umpire to make a ruling.
9. The umpires are empowered to make all decisions on the playing field. If a protest is made, it shall be brought to the Softball Rules Committee, who will then make a final decision. A protest may only be made if it questions the applicability of the rules. No protest will be considered which pertains to any judgment call made by an umpire.
10. If a coach physically aids a runner while the ball is still in play, that runner will be declared out. Coaches are required to stay within the boundaries of the coaches' boxes.
11. The minimum pitching rubber will be set at 40', with the maximum pitching rubber set at 50'. Unified competition may set the pitching rubber at 55'. Pitchers may select a pitching distance from 40' – 50' (or at 55' for Unified) at the start of each batter. One coach's time out per inning may be used for a change of distance for any batter with no penalty. The penalty for each additional change will be a charged conference.
12. Pitchers must be replaced after the third charged defensive conference and will be ineligible to pitch for the remainder of the game.
13. For any substitutions not reported by coaches, the athlete/Unified partner will be considered an unreported substitute and officially entered in the game. Any corresponding topics related to unreported substitutions will follow Special Olympics softball rules. All substitutions must be reported through the plate umpire.
14. Mercy run rule: 15-run differential after 4 innings, 12-run differential after 5 innings.
15. Sliding is permitted, but no metal spikes are allowed.
16. One-hour and fifteen minute time limit (75 minutes) with time slots being every 90 minutes, or seven innings on all games. No new inning will begin after time limit unless game is tied. Time begins on the first pitch to the batter. New innings begin immediately after the third out of the previous inning.
17. Line up cards are due to the scorers' table 45 minutes prior to game time.



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18. Partner dominance – no Unified partner shall dominate play. Upon appeal by an opposing coach, any umpire or competition management team member shall have the authority to eject the offending head coach and Unified partner and disqualify that coach and player from all remaining games at their discretion.
19. The softball to be used will be 52 cor and 300 compression.
20. Base paths will be set at 65 feet. The pitching rubber is set at 50’.
21. For safety, a double first base and second home plate with a commit line will be used:

First Base:

When a play is made on the batter-runner, the defense must use the white portion and the batter-runner the contrasting color portion of the base.

Effect: The batter-runner is out when there is a play being made at first base and the batter-runner touches **only** the white portion, providing the defense appeals prior to the batter-runner returning to 1B. Once the batter-runner returns to the white or colored portion of the base, an appeal shall not be honored.

On an errant throw pulling the defense off the white portion of the base into foul ground, the defense and the batter-runner may use either the white or contrasting portion.

On balls hit to the outfield with no play on the batter-runner advancing to 1B, the batter-runner may touch the white or contrasting color. Should the batter-runner return, the runner and the defense can use the white or color portion.

On plays at 1B when the batter-runner touches only the white portion and collides with the fielder about to catch a thrown ball while on the white portion of the base.

Effect: Interference, the ball is dead, the batter-runner is out and runners must return to the last base occupied at the time of the interference.

Home Plate:

1. Defensive players can touch only the original home plate and runners can only touch the second home plate.
2. Runners must touch the second home plate located adjacent to the right handed batter's box in order to be safe at home.
3. Runners tagged by a defensive player after the runner has crossed the commitment line will not be out.



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4. Should a defensive player touch the second home plate and still touch the original home plate before the runner reaches the second home plate, the runner is out.
5. If the runner touches the original home plate, the runner is out and the ball remains live.
6. Once a runner passes the commitment line, the runner cannot return to third base. Effect: The runner is called out if the runner returns and the ball remains live.
7. If the runner has passed the commitment line, and continues running on the original foul line, and interferes with the fielder taking a throw at or in contact with the original home plate. Effect: Interference is called, which results in a dead ball and the runner is out.

Uniform Information / Equipment Information

1. All team uniforms must be alike in color, trim and style.
2. Undershirts are not mandatory, but if worn, those that wear them must be alike and solid colored. No player may wear ragged, frayed or slit sleeves on exposed sleeves.
3. Sliding pants, while not required, must be of uniform solid color.
4. There will be no advertising/commercial messages on the uniforms, as per SOI General Rules.
5. Numbers must be of contrasting color, worn on the back of the uniform and must be at least 6" high.
6. Players without numbers will be prohibited from playing.
7. No two team members may have identical numbers.
8. Caps, visors, headbands, etc. are optional for players. If worn, they can be mixed but must be worn properly. Plastic visors are NOT permitted. If worn, headbands cannot be around the neck. Handkerchiefs are permitted for medical reasons only.
9. The Program name (i.e. Illinois) or athlete name (no nicknames) may be placed on the backs of athletes' shirts.
10. The Program name may be placed on the front of the shirt.
11. Shoes must be worn at all times. Official shoes must be made with either canvas or leather uppers – or similar materials. No metal spikes permitted.



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12. Catcher must wear a face mask with throat protector and ISF or ASA catcher's helmet. It is recommended that catcher's wear a chest protector and shin guards.
13. All batters and base runners must wear ISF or ASA approved batter's helmets (**chin straps are recommended but not required**). Any individual serving as a 1st or 3rd base coach is strongly encouraged to wear a batting helmet. Bat/ball boys and girls must wear a batting helmet while on the field.
14. Bats, helmets and gloves must be provided by each team.
15. Exposed jewelry, which is judged by the umpire to be dangerous, must be removed and may not be worn during the game. Medical bracelets should be taped down.
16. Protective gear for defensive players may be worn, with the understanding the equipment is ISF/ASA approved and the equipment is in good working condition.

Divisioning

Teams will be placed into preliminary divisions/pools for the Divisioning Round on Friday. The preliminary divisions are based upon the Team Assessment Forms submitted by the teams. The divisioning process will make every attempt to yield no fewer than three and no more than eight teams per division. Teams will be divisioned by gender, age, and ability...with the focus and priority lying within the ability of the teams. Guidelines for the divisioning process are set forth in the most recent edition of Article I.

Teams will play regulation games (75 minutes) in the divisioning round. Coaches will be required to play all eligible and able-bodied athletes (and Unified partners, if applicable) in each game. A divisioning committee will assess each team's performance in these games and place them in appropriate divisions/pools for the Saturday games. A coaches' meeting will be held to review the final divisions and schedule. The Competition Manager will have the final decision regarding final divisions. Once teams are placed into competitive divisions, they will play a competition format that will consist of pool play/seeding and medal rounds. Games will consist of seven innings with a maximum time limit of 75 minutes on Saturday and Sunday. Each team may play up to three games per day. An athlete and Unified partner (if applicable) or team must participate in the divisioning round and pool play round in order to become eligible to compete in medal round competition, unless there are extenuating circumstances.

Maximum Effort (formerly the Honest Effort Rule)

The GMT will use the best available performance records to ensure that all teams are given the opportunity of a fair and challenging competition. These records could include but are not limited to individual and team assessment scores and/or previous competition records.

Athletes/Unified partners/teams must participate honestly and with maximum effort in all divisioning, pool play and final competitions. The Head Coach has ultimate responsibility for the conduct and participation of the team. Head coaches must encourage and support maximum effort on the part of



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each athlete/Unified partner and team or they may face penalties and/or sanctions from the Sports Rules Committee. If competition personnel determine that an athlete/Unified partner or team has not competed with maximum effort, with the clear intent to gain an unfair advantage, the competition personnel have the right to sanction that athlete, Unified partner, team or coach. Sanctions may include:

1. Verbal warning to the Head Coach
2. Suspension of the Head Coach, support personnel and team from further competition
3. Team and Coaches placed on probation
4. The final ranking of the team may be adjusted for the medal round
5. Disqualification from the Games

A divisioning committee will be established by the GMT, which will serve as an extension of the Sports Rules Committee. This committee will be made up of individuals selected from the officials and other sports specific knowledgeable groups. They will be tasked with observing play, assisting in divisioning rounds and enforcing maximum effort.

If the Head Coach feels that his/her team has been placed in a division that is too low/high for their team's abilities, then it is the Head Coach's responsibility to go to the Competition Manager or Divisioning Committee to ensure that the issue is addressed. Head coaches for team sports, as per Special Olympics General Rules, must find a meaningful competition opportunity for all athletes/Unified partners on their roster. **For the 2017 Regional Softball Championship, Head Coaches MUST play every eligible and able-bodied athlete/Unified partner on their roster for a minimum of one offensive inning (i.e. an at bat) and one defensive inning (in the field for 3 outs) in ALL games.** Should an athlete or Unified partner NOT be able to play in a game due to injury, sickness or extenuating circumstance, the Head Coach must notify the opposing coach and the scorekeeper upon submitting the team roster before the start of the game. Coaches found to have violated this policy risk penalties/sanctions up to and including suspension, disqualification and forfeiture of the game.

Due to extenuating circumstances, illness, medication, etc., an athlete/Unified partner may underperform during divisioning assessments. To avoid the imposition of penalties due to a violation of the Maximum Effort Policy, the Head Coach has the opportunity to advise the divisioning committee of any and all extenuating circumstances to be considered. The policy ensures that in these specific situations, sanctions are not imposed for a breach of the Maximum Effort.



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Teams and Unified Sports

As per SOI Softball Rules, Unified Sports teams must adhere to the following:

1. The roster shall contain a proportionate number of athletes and Unified partners.
2. During competition, the line-up shall never exceed five athletes and five partners (six athletes and six partners if the EP is used) at any time. Failure to adhere to the required ratio results in a forfeit.
3. Each team shall have an adult non-playing coach responsible for the lineup and conduct of the team during competition.
4. The batting order shall be an alternation of athletes and partners.
5. During competition, the position requirements are as follows: two athletes and two partners in both the infield and the outfield, and one athlete and one partner as pitcher and catcher. Teams MAY start a game with less than the proportionate number of athletes and partners (i.e. five athletes and four partners). In this case, the team would still need to follow the position requirements, especially for pitcher and catcher, but would play down a partner in either the infield or outfield. In addition, the team would take an out in the batting order when the missing partner would have been batting, as the SOI rules state there shall be an alternation of athletes and partners. **If a team is short an athlete AND partner, they may start the game with eight players, but will take an out in the batting order for the missing athlete and partner.** At no time may a team play with more partners than athletes. Nor will a team be permitted to play with five athletes and 3 partners. Should either occur, the team will forfeit.

Protest and Appeals Procedures

Only the certified head coach or certified designated registered coach (in the absence of the head coach) can file a protest. The protest must cite each specific violation by specific number from the rules and a clear definition of why the coach feels the rule was not followed. He/she must complete the protest form in order for the sports rules committee to consider the protest. Once the protest is filed, it will be given to the sports rules committee for a ruling. Once the sports rules committee has made its decision, the coach can either accept the ruling, or appeal the ruling to the games rules committee. This committee will consist of a representative of the GMT, a representative of SONA and a coach. An alternate coach will be selected if a conflict of interest exists. All decisions made by the games rules committee will be final. There are three main guidelines for what is considered a situation of protest:

- 1) Misinterpretation of a playing rule
- 2) Failure of the umpire to apply the correct rule to a given situation
- 3) Failure to impose the correct penalty for a given situation

Note: Any protest involving the judgment of the umpire will not be given consideration. In addition, divisioning is not considered a situation of protest.



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Protests involving the Special Olympics Softball Rules must be made before the next pitch (legal or illegal). Such playing rule protests will be ruled upon by the umpire-in-chief, once the ruling by the umpire-in-chief has been made, play will resume.

Awards Ceremonies

Following the final competitions/games, awards will be presented to athletes/Unified partners within each division to highlight their accomplishments. Official medals will be awarded to first, second and third place finishers, while official ribbons will be awarded to fourth through eighth place finishers. Athletes/Unified partners who are disqualified for reasons other than unsportsmanlike conduct or violations of the divisioning requirements of the sport's rules shall be presented with a participation ribbon. Coaches are asked to ensure that athletes/Unified partners are lead to the designated awards staging area. Coaches are not to receive any type of award, as the focus is to highlight the achievement of the athletes/Unified partners.

Athletes/Unified partners must be dressed in either their competition uniforms or delegation-issued attire for all awards ceremonies. Athletes that do not follow this procedure will not be allowed to participate in the awards ceremony. Use of national/state flags by event participants is prohibited during awards ceremonies. Competition equipment is not allowed on the awards stands. Athletes/Unified partners who leave the event prior to final competitions/games will have their awards given to their coach.

Coaches' Responsibilities

Coaches participating in the 2017 Softball Championship must accept and carry out these responsibilities. Any disregard or violation of these responsibilities may result in the individual losing his/her coaching privileges:

- Coaches must provide for the general welfare, safety, health, well-being and conduct of each athlete/Unified partner under his/her direct supervision.
- Coaches must abide by the clauses and spirit of the rules and be responsible for conducting himself/herself in a sportsmanlike manner at all times. Profanity, taunting and other forms of poor sportsmanship are subject to immediate ejection from competition.
- Coaches must ensure that their delegation be present and accounted for before boarding any event shuttles.
- Coaches shall be knowledgeable about all existing Special Olympics competition rules and regulations applicable to softball and shall prepare their athletes prior to competition in accordance with the rules.
- Coaches shall ensure that athletes compete in events within softball that challenge their potential and are appropriate to their ability level.
- Coaches shall be honest and instruct athletes/Unified partners to compete with maximum effort in all competition, in accordance with Special Olympics divisioning rules.
- Coaches are responsible for ensuring that the entry scores and scores achieved during divisioning accurately reflect the ability of the athletes/Unified partners. If, for any reason, the



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coach does not consider this assessment or score correct, it is the responsibility of that coach to notify the competition management staff.

- Coaches must ensure that each athlete/Unified partner has the opportunity to participate in every game.
- Coaches must treat athletes/Unified partners, volunteers and competition officials with respect and communicate in a courteous manner.
- Coaches should bring a copy of the Special Olympics Rules for softball.
- Coaches must report all emergencies to the appropriate authorities after taking immediate action to ensure the health and safety of athletes and other delegation members.
- The consumption of alcoholic beverages and/or controlled substances is prohibited.
- The use of any tobacco products at all venues is prohibited.
- Inappropriate contact with athletes/Unified partners or volunteers is prohibited.
- Coaches must attend all coaches' meetings as scheduled.
- Coaches must have copies of athlete medical information at all times.

Provide the following services to athletes/Unified partners under your supervision:

- Assurance that athletes/Unified partners are properly hydrated and prepared for the weather, including sunscreen.
- Supervision 24-hours, in cooperation with other coaches and delegation members.
- Assurance that credentials are worn at all times, other than competition and awards.
- Assurance that athletes/Unified partners are properly attired.
- Assurance that athletes/Unified partners are reporting to competition areas at the proper time.
- Assistance in accounting for luggage and personal items at all times.
- Assistance with participating in clinics and other activities.
- Assistance in maximizing the benefits achieved through participation.
- Assistance in being prepared at the proper time and place for special events.
- Knowledge of the medical history of all athletes under your supervision, and assurance that prescribed medications are taken at the appropriate times.
- Assurance that all athletes understand the Athletes' Responsibilities listed later in this document.

Coaches Code of Conduct

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sport and Special Olympics. All Special Olympics coaches agree to observe the following code:

Respect for Others

- I will respect the rights, dignity and worth of athletes/Unified partners, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will be a positive role model for the athletes/Unified partners I coach.

Ensure a Positive Experience

- I will ensure that for each athlete/Unified partner I coach, the time spent with Special Olympics is a positive experience.
- I will respect the talent, developmental stage and goals of each athlete/Unified partner.



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- I will ensure each athlete competes in events that challenge the athlete's/Unified partner's potential and are appropriate to the athlete's/Unified partner's ability.
- I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- I will ensure that accurate scores are provided for entry of an athlete/Unified partner into any event.
- I will instruct each athlete to perform to the best of the athlete's/Unified partner's ability at all preliminaries and final heats in accordance with the Official Special Olympics Sports Rules.

Act Professionally and Take Responsibility for My Actions

- My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
- I will encourage athletes to demonstrate the same qualities.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions, competition or during games.
- I will refrain from any form of personal abuse toward athletes and others, including inappropriate or unwanted sexual advances on others, verbal, physical and emotional abuse.
- I will be alert to any form of abuse from other sources directed toward athletes/Unified partners in my care.
- I will abide by the Special Olympics policy on the prohibition of coaches dating athletes.

Quality Service to the Athletes/Unified partners

- I will seek continual improvement through performance evaluation and ongoing coach education.
- I will be knowledgeable about the Sports Rules and skills of the sport(s) I coach.
- I will provide a plan for a regular training program.
- I will keep copies of the medical, training and competition records for each athlete/Unified partner I coach.
- I will follow the Special Olympics Sports Rules for my sport(s).

Health and Safety of Athletes/Unified partners

- I will ensure that the equipment and facilities are safe to use.
- I will ensure that the equipment, rules, training and environment are appropriate for the age and ability of the athletes/Unified partners.
- I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- I will encourage athletes to seek medical advice/treatment when required.
- I will maintain the same interest and support towards sick and injured athletes/Unified partners.
- I will allow further participation in training and competition only when appropriate.
- I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from coaching in Special Olympics.



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Athletes'/Unified partners Responsibilities

Athletes participating in the 2017 Softball Championship must accept and carry out these responsibilities. Any disregard or violation of these responsibilities may result in the individual being disqualified from competition:

- Athletes/Unified partners must abide by the clauses and spirit of the rules and be responsible for conducting himself/herself in a sportsmanlike manner at all times. Profanity, taunting and other forms of poor sportsmanship are subject to immediate ejection from competition.
- Athletes/Unified partners must participate honestly and with maximum effort in all preliminary trials and/or finals.
- Athletes/Unified partners shall be knowledgeable about the existing Special Olympics, National and International Governing Body rules and regulations applicable to their sport and shall be prepared for competition in accordance with those rules.
- Athletes/Unified partners shall respect all competition facilities and equipment.
- Athletes/Unified partners shall treat all athletes/Unified partners, volunteers and competition officials with respect and communicate in a courteous manner.
- Athletes/Unified partners shall treat their opponents with respect and communicate in a courteous manner.
- The consumption of alcoholic beverages and/or controlled substances is prohibited.
- The use of any tobacco products at competition venues is prohibited.
- Inappropriate contact with other athletes/Unified partners or volunteers is prohibited.

Athletes/Unified partners Code of Conduct

All Special Olympics athletes and Unified Sports® Partners agree to a code of conduct that outlines expectations for sportsmanship, training and competition, and personal responsibility.

Sportsmanship

- I will practice good sportsmanship.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use bad language.
- I will not swear or insult other persons.
- I will not fight with other athletes/Unified partners, coaches, volunteers or staff.

Training and Competition

- I will train regularly.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning and competitions.
- I will not “hold back” in preliminaries just to get into an easier final heat.

Responsibility for My Actions

- I will not make inappropriate or unwanted physical, verbal or sexual advances on others.
- I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions, competition or during Games.
- I will not take drugs for the purpose of improving my performance.
- I will obey all laws and Special Olympics rules.
- I understand that if I do not obey this Code of Conduct my Program, a SONA member or a Games Organizing Committee member may not allow me to participate.



Medical Records

A copy of each athlete's medical records should be kept by the coaches. This will help the medical team provide the most appropriate and timely care. The records should include, at a minimum:

- Athlete Medical Information
- Athlete Release

Medical encounter/incident report forms will be maintained for all delegates seeking medical attention.

Medications

It is expected that each delegate will have a sufficient supply of their medications for their entire stay (it is also recommended to bring 2-3 days of extra medication in the case of unforeseen delays). It is helpful to have the medication in the original packaging, including the doctor's name and pharmacy.

The medication list should include:

- Name of medication
- Dosage and route (injection, oral)
- Administration time (remember to adjust for time zone changes, if applicable)
- Reason for medication
- The delegate's medication routine should remain the same. Whether they take their own medication or have a parent, guardian or other person to assist them, the goal is to keep the same routine.

Eyeglasses

Delegates are encouraged to bring a second pair in case of breakage or loss. A copy of the prescription is also recommended. If eyeglasses are worn during competition, please ensure a strap (ie. Croakies) is used.

Dentures

Dentures should have the owner's information inscribed.

Medical Coverage:

Hotels

If you have a life-threatening emergency while in the hotels, dial 911. Be sure to tell the dispatcher the name of the hotel, your room #, delegation and individual name that is experiencing the issue. Please then call the SONA representative listed later.

Venue

There will be athletic training staff on duty during all competition and non-competition events. There will be responders near the field of play to provide rapid assessment and intervention. A venue medical area will be staffed during all competition hours.



EMERGENCY COMMUNICATIONS GUIDELINES

As with any athletic event the likelihood of an emergency or crisis situation is present at this competition. The risk of illness/injury to an athlete/Unified partner, volunteer or spectator, severe weather conditions and other emergency situations must be appropriately managed. As coaches, volunteers and tournament staff, your first priority is to act in the interest of any persons at the venue who are affected or potentially affected by the emergency at hand.

Medical Services will be located at Clem Kelley Complex, building and tent next to Diamond Number Two.

Responding to a health/physical emergency:

- The first objective is to give necessary treatment to those injured, and to prevent further injury. In most incidents treatment of the injury should be administered by medical staff.
- Remain calm and assist others in remaining calm.
- After contacting medical personnel contact one of the following: competition manager, event director, representative of Special Olympics North America.

EMERGENCY PROCEDURES

In the event of an emergency situation requiring immediate evacuation, it is imperative that all event participants be prepared to respond calmly and quickly. Emergency plans are effective only if all participants are prepared to assess the situation carefully, respond rather than react, and use good judgment and common sense.

SEVERE WEATHER/LIGHTNING

When the Tournament Committee receives warning of an approaching storm that involves risk to participants from lightning, high winds, heavy rain, they may suspend the event until the risk has ended. Upon notice of impending danger, participants should:

- Follow venue evacuation plans.
- Move out of open areas to a safe refuge or a designated shelter.
- **IN CASE OF LIGHTNING, DO NOT SEEK SHELTER UNDER TREES/TENTS.**
- Stay away from objects that conduct electricity, such as utility poles or metal objects, like fences or dugouts made of metal.
- If you feel a tingling sensation, drop to the ground and curl up as tightly as possible.
- If you are traveling in a vehicle, remain inside the vehicle.

TORNADO

Tornadoes are violently rotating columns of air that descend in a funnel shape and form during the early stages of thunderstorms. The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement.



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FIRE

Know the location of exit doors and windows. Plan your escape route and practice if possible.

- If caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose or use your blouse, shirt or jacket as a filter.
- If forced to advance through flames, hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible.
- If your clothes catch fire, **Stop-Drop-and-Roll** until the fire is out.

CRISIS COMMUNICATIONS

A “crisis” is defined as any emergency situation, such as a life-threatening incident involving an athlete, volunteer or spectator; allegations of abuse of illegal activity; etc.

In the event of a crisis, the **CRISIS COMMUNICATIONS TEAM** will report to Scott Weaver, Sr. Manager Unified Sports & Sport Education, SONA.

If a crisis should occur at a competition venue, the event director or competition manager should be located and immediately directed to the scene. The event director/medical staff should immediately notify Scott Weaver of the crisis.

If a crisis should occur at a non-competition location, such as a hotel or dining area, notification to Scott Weaver should be made by on-site medical or delegation personnel, after any necessary and immediate emergency actions are completed.

When a crisis has been identified the Crisis Communications Team will oversee management of the situation. All public communication regarding crisis situations, especially communication with media, will come from a member of the crisis communications team (listed below). **Under no circumstances should anyone else make any unauthorized statements to the media or public regarding a crisis situation.** Any inquiries should be directed to a member of this team.

This protocol extends to Social Media as well. We ask that everyone exercise restraint and not post about crisis situations to their personal or professional social media platforms. Incomplete or unofficial information or worse, misinformation, inaccurate or speculative information can cause undue concern, and potentially cause widespread damage to Special Olympics.

Scott Weaver Sr. Manager, Unified Sports & Sport Education, SONA 206-755-5925



Special Olympics

PROTEST FORM

Must be submitted to the Competition Manager or GMT no later than 30 minutes after the conclusion of the event being protested.

Date: _____

Time Submitted: _____

Sport: **2017 SONA Softball Championship**

Event/Venue: _____

Division: _____

Delegation: _____

Reason for Protest: (MUST BE FOR RULES INFRACTION, NOT JUDGEMENT CALL)

Signature of sport head coach: _____

Decision by Sports Rules Committee:

Protest Approved: _____

Protest Denied: _____

Signed: _____

Time: _____



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2017 NORTH AMERICA SOFTBALL CHAMPIONSHIP FIELD AND GAME TIMES

TRADITIONAL TEAMS

Canada – GTS Central Jays
Canada – Saskatoon Thunderhawks
Georgia – Henry County Big Dogs
Illinois – Jackson IL Wolverines
Kansas – New Hope Bulldogs
Kansas – Topeka Stars
Maryland – Montgomery Warriors
Missouri – Southeast Storm
Mississippi – Mudbugs
North Dakota – Roughriders
Texas – Pearland Saints
Texas – Best Friends
Wisconsin – Force
Wisconsin - Metros

UNIFIED TEAMS

Georgia – Henry County Big Dogs
Georgia – Douglas County Dragons
Georgia – Kay Center
Florida – Polk Eagles
Illinois – Tri County Illinois
Maryland – Prince George’s County
Minnesota – Anoka County Cougars
Missouri – NextStep Jets
Missouri – SOMO Friends
Nebraska – Sharks
Oklahoma – Oklahoma Fighting Peacocks

FRIDAY GAMES

Games will be held at: 9:00 am, 10:30 am, 12:00 pm and 1:30 pm

SATURDAY GAMES

Games will be held at: 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm, and 3:30 pm

SUNDAY GAMES

Games will be held at: 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm and 3:30 pm



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**Teams will be presented awards on Sunday at the Clem Kelley Softball Complex, after the conclusion of their final bracket/medal round game. By presenting awards after a team's final game, this will allow those teams that are departing on Sunday night the opportunity to travel as soon as possible after the awards presentation. Final/Medal round brackets for the teams will be provided at the Saturday night coaches meeting at the Moose Lodge.*

The tentative pools/divisions and schedule for the Friday games will be provided at the coaches' meeting on Thursday night at the latest. Should the ability level of teams not be comparable during the Friday games, the divisioning team at each venue may adjust the divisions/pools and schedule to place teams of comparable ability in the same pool/division. The goal for Friday's games is to determine the pool-play brackets for the weekend. All eligible and able-bodied players must play in every game on Friday, unless there are extenuating circumstances. Should a player become unable to play, this must be noted to the officials, scorekeeper, division team, and opposing coach.

Facility Addresses

Clem Kelley Softball Complex - 517 West Arbor Avenue, Bismarck, ND 58504, 701-224-0135 (East) or 701-255-2802 (West)
www.bisparks.org

Legacy High School - 3400 East Calgary Avenue, Bismarck, ND 58503, 701-323-4850
www.lhs.bismarckschools.org/legacy

Bismarck Moose Lodge #302 - 312 North 20th Street, Bismarck, ND 58501, 701-400-7460
www.bismarckmoose.com

Mandan Moose Lodge #425 - 111 11th Avenue Northeast, Mandan, ND 58554, 701-663-9425
www.moosintl.org

Ramada Hotel - 1400 Interchange Ave, Bismarck, ND 58501, 701-258 -7000
www.ramadabismarck.com

Ramkota Hotel & Conference Center - 800 South 3rd Street, Bismarck, ND 58504, 701-258-7700
www.ramkotabismarck.com

Radisson Hotel - 605 East Broadway Avenue, Bismarck, ND 58501, 701-255-6000
www.radisson.com/bismarck-hotel-nd-58501/ndbisdt

Expressway Inn - 200 East Bismarck Expressway, Bismarck, ND 58504, 701-222-2900
www.expresswayhotels.com

Expressway Suites - 180 East Bismarck Expressway, Bismarck, ND 58504, 701-222-3311
www.expresswayhotels.com/suites.aspx



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Facility Addresses (continued)

Fairfield Inn & Suites Bismarck South - 135 Ivy Avenue, Bismarck, ND 58504, 701-223-9293
www.marriott.com/hotels/travel/bisso-fairfield-inn-and-suites-bismarck-south/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2

Bismarck Municipal Ballpark – 303 West Front Avenue, Bismarck, ND 58504, 701-222-3089
<http://www.bisparks.org/facilities/bismarck-municipal-ballpark-2/>

Baymont Inn & Suites - 2611 Old Red Trail NW, Mandan, ND 58554, 701-663-7401
<https://www.wyndhamhotels.com/baymont/mandan-north-dakota/baymont-inn-and-suites-mandan-bismarck-area/overview?CID=LC:BU::GGL:RIO:National:49074&iata=00065402>

Superslide Amusement Park – 300 Riverside Park Road, Bismarck, ND 58504, 701-255-1107
<http://bismarcksuperslide.com/>

Pebble Creek Golf Course – 2525 North 19th Street, Bismarck, ND 58503, 701-223-3600
<http://www.bisparks.org/golf-courses/#pebblecreek>

Riverwood Golf Course – 725 Riverwood Drive, Bismarck, ND 58504, 701-222-6462
<http://www.bisparks.org/golf-courses/#riverwood>

Tom O’Leary Golf Course – 1200 North Washington Street, Bismarck, ND 58501, 701-222-6531
<http://www.bisparks.org/golf-courses/#tomoleary>

Bismarck Parks and Recreation Administration Office – 400 East Front Avenue, Bismarck, ND 58504
701-222-6455, www.bisparks.org



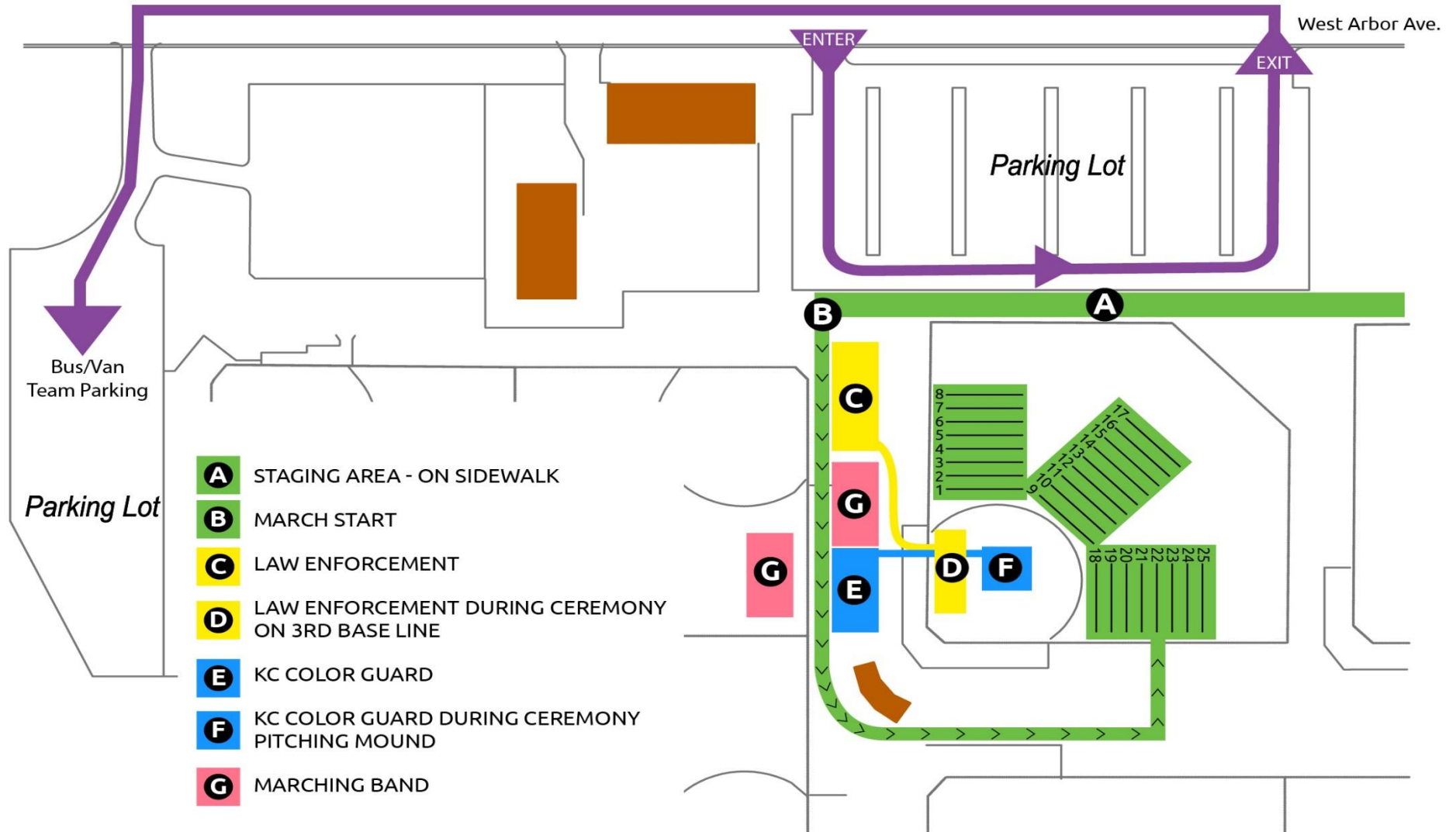
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WALK OF CHAMPIONS

Clem Kelley Athletic Complex
 517 West Arbor Ave.

*Depending on the size of the bus. The turns in the parking lot could be tight. Larger vehicles should consider dropping athletes on Arbor Ave and proceeding directly to Parking.



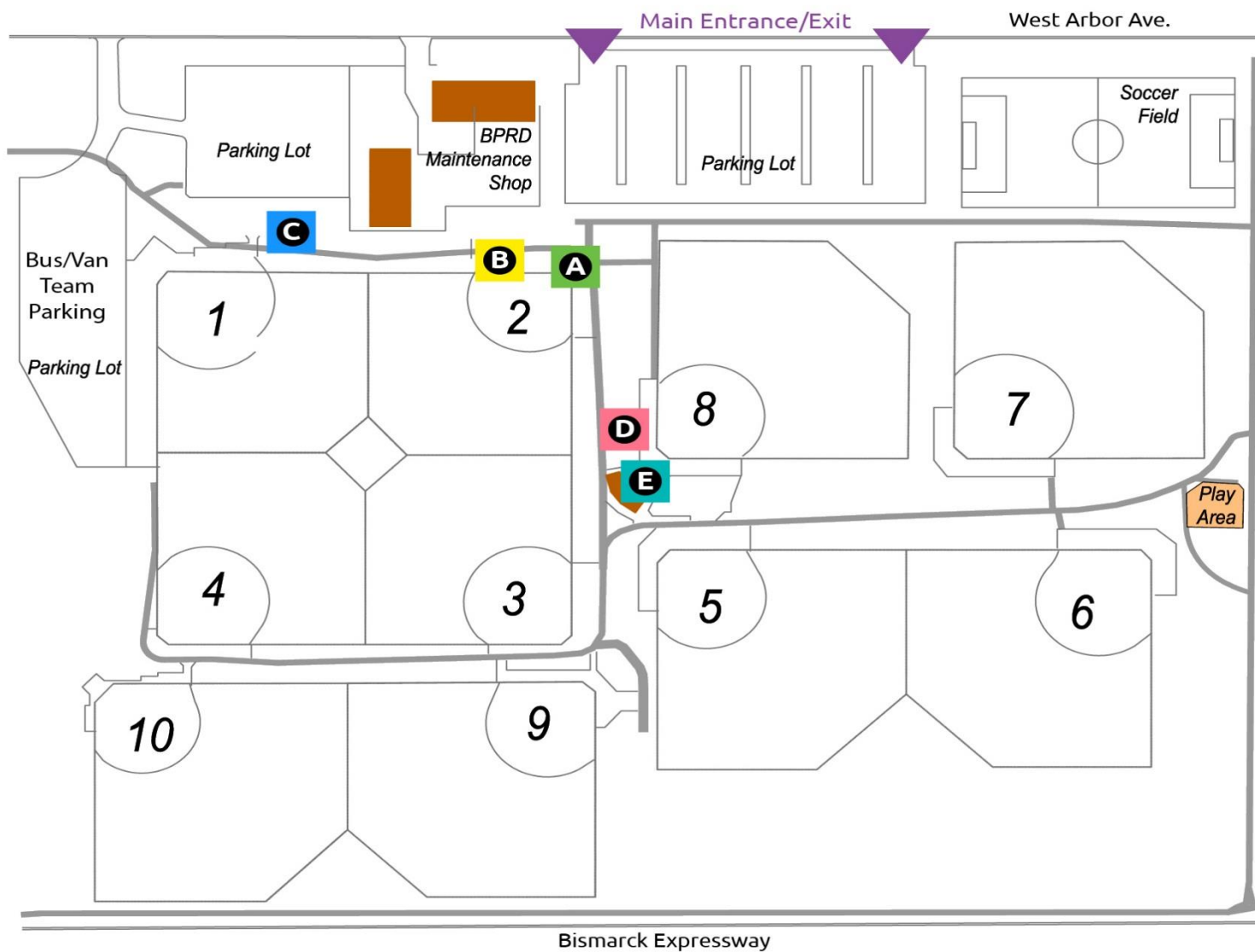


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NORTH DAKOTA 2017



CLEM KELLEY ATHLETIC COMPLEX

517 West Arbor Ave.



- A** WELCOME TABLE
- B** MEDICAL SERVICES
- C** ATHLETE'S MEAL TENT/
FAMILY HOSPITALITY
- D** VOLUNTEER REGISTRATION
- E** TOURNAMENT HQ/
CONCESSIONS AND
MERCHANDISE SALES



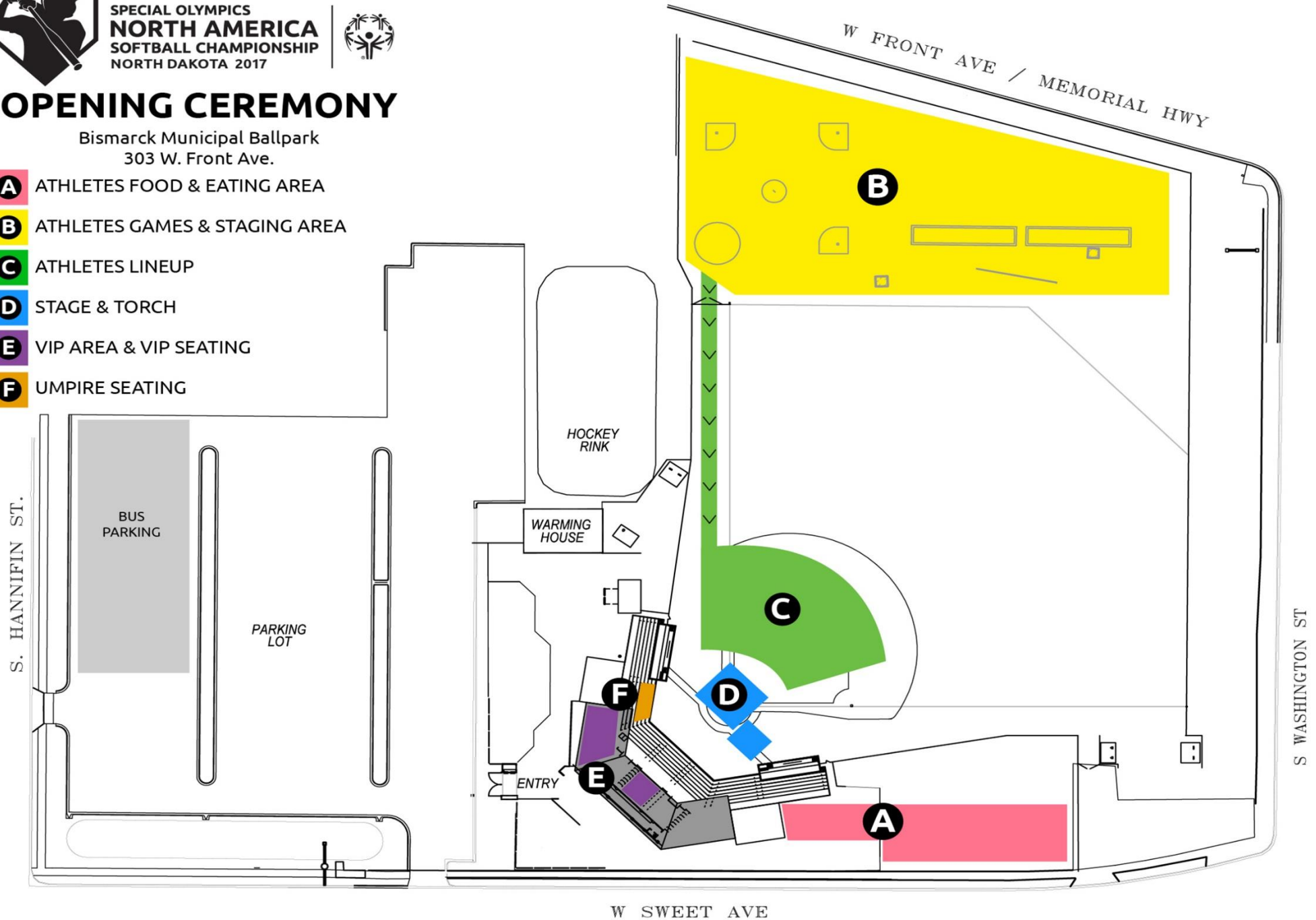
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NORTH DAKOTA 2017



OPENING CEREMONY

Bismarck Municipal Ballpark
303 W. Front Ave.

- A** ATHLETES FOOD & EATING AREA
- B** ATHLETES GAMES & STAGING AREA
- C** ATHLETES LINEUP
- D** STAGE & TORCH
- E** VIP AREA & VIP SEATING
- F** UMPIRE SEATING





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Hotel Assignments

Ramada Hotel - 1400 Interchange Ave, Bismarck, ND 58501, 701-258 -7000
www.ramadabismarck.com

Florida – Polk Eagles
Georgia – Douglas County Dragons
Georgia – Henry Co. Big Dogs (T)
Georgia – Henry Co. Big Dogs (U-1)
Georgia – Kay Center
Maryland – Montgomery Warriors
Maryland – Prince George’s County
Mississippi – Mississippi Mudbugs

Ramkota Hotel & Conference Center - 800 South 3rd Street, Bismarck, ND 58504,
701-258-7700, www.ramkotabismarck.com

Canada – GTA Central Jays
Canada – Saskatoon Thunderhawks
Illinois – Jacksonville IL Wolverines
Illinois – Tri County Illinois
Kansas – New Hope Bulldogs
Kansas – Topeka Stars
Missouri – SOMO Friends
Missouri – NextStep Jets
Missouri – Southeast Storm
Texas – Best Friends
Texas – Pearland Saints
Wisconsin – Force
Wisconsin – Metros

Expressway Inn - 200 East Bismarck Expressway, Bismarck, ND 58504, 701-222-2900
www.expresswayhotels.com

Minnesota – Anoka County Cougars
Nebraska – Nebraska Sharks
Oklahoma – Oklahoma Fighting Peacocks



Registration Procedures (Thursday)

1. Teams are welcome to check-into their assigned hotel upon arrival.
2. Transportation for teams arriving via air (Bismarck Municipal Airport) will be greeted by volunteers from the Dakota Moose Association. Transportation will be provided by Harlow's Bus Service. This service will be assigned and dedicated throughout the tournament with two teams assigned to a bus. Once you meet your driver, please take their contact information. This bus/driver will be transporting you to the hotel, game site, ceremonies, meals, Walk of Champions, evening activities, etc.
3. Housing/Rooms will be managed by the hotel front desk staff.
4. Volunteers from the Dakota Moose Association will be handing out 'Swag' Bags for each delegation member (coaches & athletes) from **2:30 – 6:30 pm** at your assigned hotel.
5. The Thursday night dinner for delegations will be held at the **Ramada Hotel** from **5:00 – 8:00 pm**. You **MUST** have your credentials to receive your meals. Teams that are arriving by air at the Bismarck Airport will be transported by Harlow's Bus Service.
6. All delegation members are **STRONGLY** urged to attend the Healthy Athlete program. The Special Smiles and Strong Minds programs will be available at the same facility that the evening meal is held – **Ramada Hotel** from **4:00 – 9:00 pm**. Unified partners are also welcome to participate in the screening.
7. The Coaches Meeting will be held on Thursday night at the **Ramada Hotel** from **8:00 – 9:00 pm**. This is mandatory attendance as the competition formats and rules will be addressed, any credential-related issues, meal plans, Walk of Champions and ceremony instructions, etc. The march-in for the Opening Ceremony will include the **ENTIRE** team.

General Reminders:

1. *Merchandise WILL be for sale during the event*
2. *If you plan to exchange items/gifts with other teams, please bring enough items for upwards of 2 teams. We suggest you do the exchanges after games on Sunday.*
3. *Please remember to check your emails during the weekend as updates, game scores, etc. will be sent via email.*
4. **Umpires will meet on Thursday at the Bismarck Moose Lodge from 6:00 -8:00 pm**
5. *There will be a hospitality tent for credentialed family members Friday and Saturday morning from 8:00 until 10:00 am.*
6. *There are no laundry facilities on the hotel properties. There are coin operated ones nearby; however, arrangements have been made with Turitto's Dry Cleaning - they will pick up and drop off at the Ramkota, Expressway Inn and also the Ramada. They are going to do a walk & fold bulk price. To make arrangements, please call James, Turitto's manager, at 701-223-6868.*

Friday Procedures

1. Teams will eat breakfast at their hotels
2. ALL Teams need to arrive at Clem Kelly beginning at **7:30 AM** and **NO LATER** than **7:45 AM**. Please wear your competition uniform or jersey. Busses will drop off delegations to line up for the WALK OF CHAMPIONS which begins promptly at 8:00 am. There is a Walk of Champions map in this packet for your convenience.



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3. At 8:30 teams will go to their designated fields for pool play/Divisioning rounds.
4. Lunch will be provided at the softball complex for delegations (athletes and coaches only). You must have your credentials.
5. Teams that competed in the morning rounds will be the FIRST Shift for the evening meal (for delegations) which will be held at the Bismarck Municipal Ballpark beginning at 5:30 pm. This is the location of the Opening Ceremony. You **MUST** have your **CREDENTIALS**. Your delegations should be dressed for participation in the Opening Ceremonies. Families members will have concessions available for sale and/or are encouraged to visit the local restaurants.
6. Following the meal, athletes will have opportunities to participate in activities provided by the Larks baseball staff as well as a premier opportunity to hear “Tigirlily” perform. Teams will organize for the Parade of Athletes by State and then by team. There is an Opening Ceremony map in this packet for your convenience.
7. Following the Ceremony, there will be music and dance on the baseball field followed by a **SPECTACULAR** Fireworks show. Additionally there will be a coaches meeting at the Bismarck Municipal Ballpark at 8:30 pm. This is open to all family members as well.

Saturday Procedures

1. Teams will eat breakfast at their designated hotels. Transportation is provided for teams that arrived by air. Arrangements should have been made during airport pick up. During your on-site stay, if you have questions, please call 701-425-3473.
2. Lunch will be provided at the softball complex for delegations (athletes and coaches only). You must have your credentials.
3. Teams that compete in the morning rounds will be the FIRST Shift for the evening meal (for delegations) which will be held at the Mandan Moose Lodge beginning at 5:30 pm. You **MUST** have your **CREDENTIALS**.
4. Evening Activities will include a dance at the Moose Lodge following the evening meal **OR** teams may attend a local popular community event – the Wild West Grill Fest. The event features live music, art and craft vendors. Entertainers take the stage each day. If you’re delegation is interested, tickets will be at the Mandan Moose Lodge for pick up when you attend the evening meal as it is gated admission. We will take orders (for tickets) at the coaches meeting. Transportation for those teams arriving by air will be with your same bus.

Sunday Procedures

1. Teams will eat breakfast at their designated hotels.
2. Lunch will be provided at the softball complex for delegations (athletes and coaches only). You must have your credentials.
3. Awards will be presented on Field 8 following the completion of the division. We ask that you educate family members to do their team photos at the designated area.
4. Teams **MUST** be in their competition uniforms or delegate issued attire to participate in the awards ceremony.
5. Teams staying Sunday evening will be having dinner at their designated hotel (Expressway Inn will go to the Ramkota). We will need to confirm attendance and delegation numbers at the coaches meeting.