

# J.O. REFERENCE GUIDE 2014

## A guide for ASA of PA Commissioners, Staff & Teams



### PREFACE

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*This document is designed to be a comprehensive guide for everyone associated with the **ASA of PA Junior Olympic** program and a resource for our staff and our teams. Periodic updates and revisions will be made as deemed necessary. It is important that this information be communicated to our JO community and I encourage ASA of PA Staff and others to direct their teams to our website: [www.paasa.org](http://www.paasa.org) to view the pdf file containing this information. This information has been compiled for the sole purpose of providing general information for the ASA of PA Junior Olympic (JO) program.*

*For the purpose of clarity “ASA” used alone refers to the National Organization; “ASA of PA” refers to the Pennsylvania local association which is, of course, part of the National Organization.*

*Comments, suggestions, recommendations for updating and/or correcting any of this information is encouraged. Contact Tina Sanders or the State Office with your input.*

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### AMATEUR SOFTBALL ASSOCIATION OF AMERICA

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**The Amateur Softball Association of America (ASA)** is a volunteer driven, not-for-profit organization based in Oklahoma City, OK, which was founded in 1933 and has evolved into the strongest softball organization in the country. The growth and development of ASA led the United States Olympic Committee (USOC) to name ASA the “National Governing Body of Softball”, pursuant to the Amateur Sports Act of 1978.

The ASA has many important responsibilities as the national governing body of softball in the United States, including regulating competition to insure fairness and equal opportunity to the millions of player who annually play the sport.

When the ASA entered the softball picture in 1933, the sport was in a state of confusion with no unified set of playing rules and no national governing body to provide guidance and stability. The ASA changed all that by adopting softball's first universally accepted rules of play and by organizing consistent and fair competition across the nation.

ASA has become one of the nation's largest and fastest growing sports organizations and now sanctions competition in every state through a network of 83 local associations. The ASA has grown from a few hundred teams in the early days to over 250,000 teams today representing a membership of more than four million.

For more info, visit the ASA National Website: [www.asasoftball.com](http://www.asasoftball.com)



**ASA of PENNSYLVANIA**

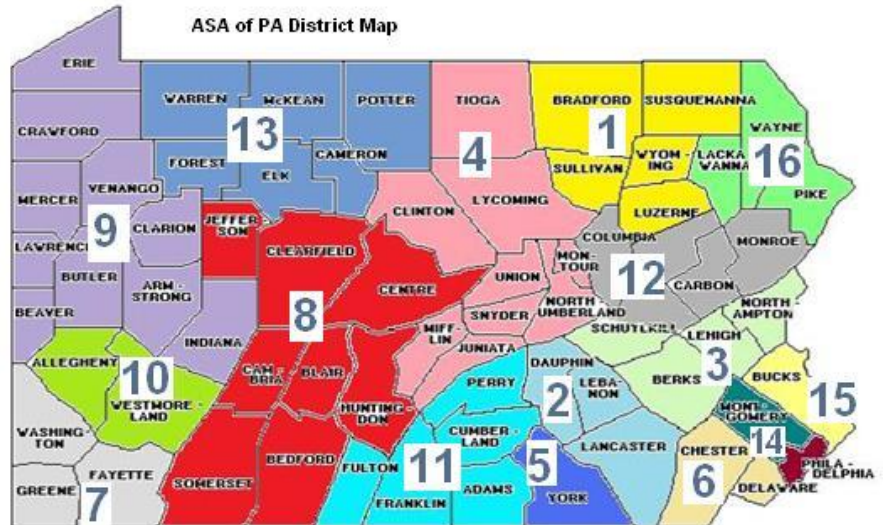
**ASA OF PA** refers to the Pennsylvania “local association” which includes all counties in the state. Philadelphia Metro is its own “local association” separate from ASA of PA.



The ASA of PA logo incorporates the National ASA logo within the Pennsylvania Keystone symbol.

Pennsylvania typically ranks in the top 3 associations in the nation for ASA youth registrations behind California and Oklahoma.

Pennsylvania is divided into 16 **Districts**. A District Commissioner is appointed to each district. The District Commissioner then appoints a staff consisting of Deputy District Commissioner(s), JO Commissioner(s), Deputy JO Commissioner(s), UIC’s, etc.



A complete list of ASA of PA Staff is listed in the Softball for You booklet which is updated each year and distributed to all registered teams. You can also find your District and District’s staff by visiting our website: [www.paasa.org](http://www.paasa.org).

It is important for all leagues/teams to know who their district commissioner and/or district JO commissioner is. Their signatures are required on various Official ASA forms which will be discussed later in this guide.

Districts are grouped into 4 Areas: Northeast, Southeast, Central and West. Each area is directed by an Area VP and other staff.

On the National level, ASA of PA is part of Region 3 (Central Atlantic Region) and the Eastern Territory. (see “Region” and “Territory” in Definitions for more info)

**ASA OF PA EXECUTIVE STAFF**

State Commissioner.....	Andrew Loechner
President.....	Dean Amick
Executive Director.....	Bill Robison
Deputy State Commissioner.....	David Persing
Treasurer/REGISTERASA Administrator/Deputy State JO Commissioner.....	Suzanne Robison
Secretary.....	Peggy Loechner
State JO Commissioner.....	Tina Sanders
State Umpire in Chief.....	Luau Bowers

## **DEFINITIONS OF COMMON TERMS**

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**ACE Certification** – ACE Coaching Certification Program offered by ASA. The ACE (Achieve, Certify, Educate) Coaching Certification Program is a new certification program developed and designed to provide softball coaches of all levels – from beginning coaches to experienced veterans – an opportunity to certify as a coach with a national softball organization. Travel/tournament teams participating in championship play tournaments must have at least one (1) ACE Certified coach present for all games.

**Advanced Play** – Any tournament through which a team may qualify to advance to Championship Play, i.e., State Championships, Eastern National Qualifier, ASA/USA National Qualifier, ASA/USA Hall of Fame Qualifier, Regional Qualifier, Territory Qualifiers. Championship tournaments (ASA/USA Nationals and/or Eastern Nationals) are also considered “Advanced Play”.

**Championship Play** – The highest level of “Advanced Play”: ASA/USA Nationals or one of the Territory National Championship tournaments, i.e., Northern, Southern, Eastern or Western National Championships. Pennsylvania is part of the Eastern Territory.

**Classification of Play** – Age and Classification –

- **Travel/Tournament Teams** - Must be one of the following:
  - **Class “A”** – 10U, 12U, 14U, 16U, 18U
  - **Class “B”** – 10U, 12U, 14U, 16U, 18U
- **GOLD** – 16U (new in 2014) & 18U
- **Recreational Teams** - Class “C” – 10U, 12U, 14U, 16U, 18U
- More on Classifications later in this guide.

**Code** – refers to the Amateur Softball Association National Code, which, along with the Official Rules of Softball, provide the guidelines and regulations of play for the sport of softball for all divisions. To view the National Code, go to [www.asasoftball.com](http://www.asasoftball.com) and click on “about ASA” and then “ASA Code”.

**District Commissioner** – Pennsylvania is divided into 16 Districts. Every District is assigned a District Commissioner, Deputy District Commissioner(s), JO Commissioner(s), Deputy JO Commissioner(s), Umpire-In-Chief/s (UIC’s), etc.

**Division of Play** –

- “Girls’ Fastpitch” is a “Division of Play”
- “Girls’ Slowpitch” is a “Division of Play”

**Individual Registration** – Registration of each individual player, coach, manager and other team personnel which includes ASA registration and ASA insurance. Individual Registration is required for all PA travel teams participating in ASA tournaments. To individually register a team or league go to [www.paasa.org](http://www.paasa.org) and click on the “Individual Registration” or “REGISTERASA” link.

**Junior Olympic or “JO”** – ASA’s Youth Program which includes 10UA, 12UA, 14UA, 16UA, 18UA, 10UB, 12UB, 14UB, 16UB, 18UB, 16U Gold, 18U Gold and Class C Recreational Level teams.

**Local Association** – according to ASA terminology, “Local Association” refers to each State or Metro Association, for example: ASA of PA is the “Local Association” for the state of Pennsylvania which is further divided into 16 districts mentioned earlier in this guide.

**Official ASA Championship Roster** – is also referred to as the “**Official ASA Roster**” or “**ASA Roster**”. It also serves as Liability Waiver & Indemnification Form and so must bear the signature of the responsible party for each rostered player. ***If players are under 18 years old, a parent’s signature is required.*** See “**Official Championship Roster**” section later in this guide for more information.

**Official Tournament Entry Form** – An official ASA document this Entry Form is required for all advanced play tournaments, nationals, eastern nationals. ***IMPORTANT NOTE: For Pennsylvania JO teams advancing to ASA/USA Nationals or Eastern Nationals, this form must be generated by the State JO Commissioner and signed by our State Commissioner.***

**Pickup Player** – A player who is not a rostered member of the team for which they are being “picked up”. A maximum of (3) Pickup players are permitted for National, Eastern National & State Championships only. ***Rules governing eligible pickup players are discussed later in this guide.***

**Pick-Up Player Form** – Official ASA document showing pick-up player’s data (name, DOB, address, etc.) which must be signed by State JO Commissioner and submitted to Championship tournament staff before that player may participate. ***Rules governing eligible pickup players are discussed later in this guide.***

**Playing Rules / ASA Official Rules of Softball / Participant Manual** – distributed to all ASA Registered teams and includes all rules governing ASA softball. ASA of PA teams are also provided with an ASA scorebook and “Softball for You” booklet. See also ASA Code for additional regulations and guidelines pertaining to the sport of softball. Teams should contact their District Commissioner if they did not receive a copy of the rule book.

**Recreational Team/League** – the lowest level of competitive softball with teams competing at the metro/county/community level only. Also referred to as **Class “C”** teams under ASA of PA Junior Olympic terminology. Traditionally an instructional and fun level of play. Leagues may establish their own rules deviating from ASA rules such as batting all players, limiting bunting, sliding and stealing at the younger ages, etc.

**Region** – ASA OF PA is part of Region 3, the Central Atlantic Region, which includes: Delaware, Maryland/DC, Philadelphia Metro, Central Virginia, Piedmont Virginia and West Virginia.

**REGISTERASA** – ASA’s individual registration program which includes ASA membership and accident/liability insurance coverage available for all players, coaches, and staff. ASA Background Checks and ACE Certification for coaches and adult staff is processed through REGISTERASA.

**Roster** – See “Official ASA Championship Roster”.

**Standard Roster** – A non-official document listing all players on a team. A standard roster is available through REGISTERASA for individually registered teams.. A Standard Roster IS NOT acceptable for advanced or championship tournaments. See “Official ASA Championship Roster”.

**Territory** – ASA of PA is part of the Eastern Territory which includes: Maine, New Hampshire, Connecticut, Massachusetts, Vermont, Rhode Island, New York, New Jersey, Maryland, Virginia, Delaware, West Virginia, Pennsylvania, Ohio and Philadelphia Metro.

**Travel/Tournament Team** – Teams that participate in ASA sanctioned tournament events including invitational, advanced play and championship play tournaments (State Championships, qualifiers, National Championships)

## **WHY REGISTER WITH ASA OF PA?**

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- Become a member of one of ASA's top 3 associations in the nation for youth registrations.
- ASA's **Junior Olympic (JO)** program benefits players in all age groups: 10U, 12U, 14U, 16U and 18U players.
- When your entire organization registers and insures with ASA of PA, liability insurance is extended to cover your **Board of Directors and Officers**.
- With ASA registration and insurance, your organization is issued a "**Certificate of Liability**" and you can obtain additional certificates for your practice or playing facilities at no additional charge to you or the facility's owner.
- When you register your entire league, ASA of PA provides a **plaque** for every 10 teams in your league which you can use as you deem appropriate: award to your teams, sponsors, MVPs, or whatever.
- We provide **ASA Rule Books, Scorebooks** and ASA of PA "**Softball For You**" books for all registered teams.
- ASA offers a **stringent background check** for all adult members of your organizations for a nominal fee.
- ASA offers a Coach's Certification program (ACE) for any coach. An ASA Background Check is included in the certification.
- ASA serves both **travel/tournament teams and recreational organizations** in both Slow Pitch and Fast Pitch.
- ASA categorizes Fast Pitch travel teams so that your teams are competing at a comparable level as other teams within your classification.
- ASA also has a "**GOLD**" classification for our elite 16U and 18U players.
- With ASA individual registration, insurance, Background checks and ACE certification, your team is **eligible to participate in ASA's Advanced Play tournaments**.
- ASA of PA offers a **variety of competitive tournament** scenarios: invitationals, qualifiers and Championship tournaments at the State, Regional, Territorial and National levels.
- You can **purchase Dudley softballs – the official softball of ASA of PA** – from your District Commissioner at a discounted price.
- ASA of PA offers the **Loechner Scholarship** to provide financial assistance to outstanding undergraduate students enrolled or planning to enroll at any Penn State University campus. Children of ASA members or those who are themselves members of the ASA of PA are eligible to apply. Visit our website [www.paasa.org](http://www.paasa.org) for details.
- ASA offers an individual registration program which includes **accident and liability insurance** for every registered player or coach. See "REGISTERASA" later in this guide for more information.

## **ASA INDIVIDUAL REGISTRATION – “REGISTERASA”**

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- **Benefits:**
  - Includes ASA membership and accident & liability insurance
  - Players are insured to play on any ASA-registered team no matter where they play softball
  - Registered players are eligible pickup players for the same or higher classification team for Championship play
  - Options of \$125 deductible or \$250 deductible
  - ASA Photo ID's available for tournament/travel teams; non-photo ID's for rec-level teams.
  - **“Certificate of Liability”** is available for your team and your practice or playing facilities at no additional charge to you or the facility's owner.
- All ASA of PA Junior Olympic Tournament/Travel teams are required to individually register players and coaches.
- Individual Registration is highly recommended for all league/recreational teams. Recreational level players who are individually registered are eligible pick-up players for Championship play.
- Individual registration with ASA Insurance is required for all PA teams participating in any ASA tournaments.
- Individually registered players are insured to play on any ASA-registered team within the guidelines of championship and advanced play.
- Players who participate on a tournament/travel team *and* at the recreational level must be individually registered with their travel team.
- Recreational level only players are eligible Pickup Players for championship play IF they are individually registered.
- Players may appear on only one (1) Championship Roster within a division of play in any one (1) season.
- REGISTERASA Photo ID cards are **highly recommended** for all travel teams participating at any level.
- Photo ID cards are **required** for all teams participating in ASA National Championship tournaments.
- ASA Background checks are required for all coaches & adult members of teams.
- Teams must have at least one (1) ACE Certified coach present at all advanced play & championship play games.
- Teams must register with the State/Metro Association where the majority of their players reside.

## CLASSIFICATIONS

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- **18U GOLD**
  - Gold team players may be recruited from anywhere in US; however, pickup players for Nationals must be from within their own region.
  - College players MAY NOT participate at the 18U Gold level.
  - Teams who are individually registered as an 18U Class A team may participate in 18U Gold Qualifiers. If they 'qualify' they will be reclassified as an 18U Gold team for the remainder of the season. If they do not qualify, they may return to the 18U Class A level.
- **16U GOLD**
  - New in 2014!
  - It is recommended that teams individually register as a 16U Class A team. By doing so, they may compete at the 16U Class A level and in 16U Gold Qualifiers; however, once they qualify at the 16U Gold level, the team will be reclassified as a 16U Gold team for the remainder of the season.
- **Class A**
  - Players may be drawn from multiple counties, metros or state associations.
  - Class A teams may participate ONLY at the Class A level except as noted below:
    - Note: 18U Class A teams may compete in Gold National Qualifiers. If the team qualifies for Gold Nationals, they must be reclassified as a Gold team for the remainder of the season. If the team does not qualify, they may return and compete as an 18U Class A team for the remainder of the season. 18U Class A teams participating at the Gold level must still meet the Gold Classification Roster Guidelines Article 401 D 02 d (no college players).
- **Class B**
  - **All rostered players must be drawn from:**
    - **A community/metro recreational League including Rec League All-Star Teams, and/or**
    - **within one of the 16 established ASA of PA Districts exclusively.**
  - Teams recruiting players from across established district boundaries will be closely scrutinized by the State Office before being permitted to play at the Class "B" level.
  - **Teams recruiting players from across state lines are not eligible to play at the Class B except where out-of-state players participate in an ASA of PA registered recreational league.**
  - Class "B" teams may participate in Class "A" tournaments, but are then subject to being reclassified to Class "A" for the remainder of the season based on their ability to complete against Class "A" teams. (see "Reclassification" below).
  - Class "B" teams may be subject to be reclassified to an "A" team if their level of competitiveness appears to exceed that of a typical Class "B" team. (see "Reclassification" below).
- **Class C**
  - Teams participating at the Community/Recreational level only.
  - Class C (rec) players may be eligible pickup players for Championship Tournaments ONLY if they are individually registered through REGISTERASA.

## **RECLASSIFICATION**

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- ASA of PA reserves the right to reclassify a team based on the above criteria and the following:
- As a general rule, “If you play up, you stay up”, that is, teams who play at the higher classification may be subject to reclassification to the higher classification for the remainder of the season IF:
  - The team performs at .500 or better in the higher level tournament, and/or
  - The team qualifies for Advanced or Championship play at the higher level tournament.
  - Examples:
    - 12U Class B Team participates in 12U Class A tournament and goes 4-3. Team may be reclassified as a Class A team for remainder of season.
    - 12 Class A team participates at 14U Class A tournament and goes 0-4. Team will not be reclassified.
    - 14U Class B team participates in 14U A State Championships. Team will be reclassified as a 14U Class A team for remainder of season. Team may advance to 14U Class A Eastern Nationals, but may not participate in 14U Class B Eastern Nationals.
- Class A teams may not participate at the Class B level.

## **LOECHNER SCHOLARSHIP**

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ASA of PA offers the **Loechner Scholarship** to provide financial assistance to outstanding undergraduate students enrolled or planning to enroll at Penn State (including all satellite campuses). Children of ASA members or those who are themselves members of the ASA of PA are eligible to apply. Visit our website [www.paasa.org](http://www.paasa.org) for more details and the application form and instructions.

## **FORMS**

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Various forms are available on the “FORMS” page on the ASA of PA website: [www.paasa.org](http://www.paasa.org) including:

- Tournament Sanction Form
- Tournament Fact Sheet
- Pick-Up Player Form
- Pickup Player Rules
- Loechner Scholarship Application
- Bollinger Insurance Claim Forms

For forms not listed on the FORMS page, contact your district commissioner or the state office. Visit [www.paasa.org](http://www.paasa.org) and click on the “Staff” tab to find your District Commissioner.



## OFFICIAL ASA CHAMPIONSHIP ROSTER

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- Only REGISTERASA-generated rosters will be accepted for advance play & championship tournaments.
- No hand-written rosters, no hand-written add-on players permitted.
- Players may be rostered on only ONE (1) Official ASA Championship Roster within a Division & Class of Play in any one season.
- Page 1 and 2 of roster MUST be printed back-to-back on ONE (1) sheet of paper. Stapling page 1 and 2 together is NOT recommended.
- **Recommendation: Print multiple copies of roster and have all signed by parents and district commissioner so that you can submit an original to advanced play tournaments and always keep an original in your possession.**
- An original Official Championship Roster must be submitted to Tournament Director for Qualifiers and/or State Championship tournaments.
  - Roster must be signed by team's 'home' District Commissioner or designee.
  - Roster must be signed by each parent or guardian if player is under 18 years old.
  - Roster may be signed by players ONLY if they are over 18 years old.
  - Original Rosters will be collected and submitted to State JO Commissioner immediately following a qualifying event for all qualifying teams.
  - Original Rosters will be kept on file for submission to the National/Eastern National Championship event to which the team will advance.
- **“OFFICIAL CHAMPIONSHIP ROSTER – Liability Waiver” (pg. 1 of 2)**
  - Teams Managers must complete bottom left portion
  - District/JO Commissioners must complete bottom right portion.
    - Sign on BOTTOM LINE (Signature of ASA Deputy/District Commissioner)
    - ASA Local Association & Region Number: “ASA OF PA – 03140”
    - **DO NOT SIGN ON LINE DESIGNATED: “Signature of ASA Local Association Commissioner or Designee”.** ONLY the ASA OF PA State Commissioner may be entered here. No other signatures should appear in this area.
    - The State Office or State JO Commissioner will obtain the State Commissioner's (Andrew Loechner) signature once roster is validated and before roster is submitted with the Official Tournament Entry Form for National Championship entry.
- **“ASA OFFICIAL WAIVER & RELEASE OF LIABILITY & INDEMNIFICATION FORM” (pg 2 of 2)**
  - The following fields are pre-printed on a REGISTERASA generated roster form:

▪ Year	▪ Player's Name
▪ Team Name	▪ Date of Birth
▪ City & State	▪ Bonafide Residence
▪ Division & Classification of Championship play	▪ E-mail Address (only if entered at registration)
  - **PARENT signature is required for all players UNDER 18 years old.**
  - “Initials” – acknowledges that the liability waiver and player affidavit information on page 1 of 2 was read and is understood.
  - *Must be signed by the District/JO Commissioner of the team's 'home' district prior to participating in any ASA tournaments (bottom right portion of pg. 1)*
  - Must submit original roster to ASA OF PA State JO Commissioner for entry into any National Championship Tournaments.
  - **IMPORTANT NOTE TO TEAMS:** Be sure to make several copies of your roster once you obtain all signatures. Your Original Roster must be submitted at your first qualifying tournament and will be forwarded to State JO Commissioner following your qualification for Championship Play.

## **PICKUP PLAYER & PICKUP PLAYER FORM**

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- Maximum of 3 pick-up players
- Pickup Players must be Individually Registered with ASA of PA
- Pickup players must be drawn from the same division of play and from the same or lower classification.
  - Division of play: Girls' Fastpitch
  - Classification: Age & Class, ex. 18U Class A
- Players must be from ASA of PA registered teams no longer eligible for championship play.
- Pick up players are NOT PERMITTED for National Qualifiers or Junior Olympic Hall of Fame Tournaments.
- Pick-up Players ARE PERMITTED for ASA of PA State Championships, ASA/USA Nationals and Territory National Championship finals.
- A player may play with only one team as a pick-up player other than their own team within a division in a season.
- A player may participate in only one State Championship tournament as a rostered player or pick-up player within a division in a season.
- Official ASA Pickup Player Form must be completed and attached to the official Championship Roster before the team may participate in the tournament in which they are utilizing a pick-up player.
- Pickup Player Form must be signed by State JO Commissioner and/or ASA of PA state commissioner.
- Pick-up player's photo ID and/or documentation must be submitted with the pick-up player form.
- Example: A 14U Class B player may be an eligible pick-up player for a 14U Class A team providing that the Class B player did not/will not participate in any other State or National Championship tournaments in the same season.

## **SPECIFICALLY FOR DISTRICT COMMISSIONERS & JO COMMISSIONERS**

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### **RESPONSIBILITIES Relating to Championship Rosters**

- Verify that all parent signatures have been obtained for players under 18 years of age.
- Verify that Manager's information is complete.
- Sign on bottom line "Signature of ASA Deputy/District Commissioner"
- Date and enter your mobile phone number.
- ASA Local Association & Region Number: enter "ASA of PA – Region 03140"
- ***DO NOT SIGN on "ASA Local Association Commissioner or designee" (top) line. This will be completed when team qualifies and roster is sent to State JO Commissioner. This should bear ONLY our STATE COMMISSIONER's signature – Andy Loechner.***
- ***Be sure to distribute ASA Rules Book, Scorebook and "Softball for You" booklet to every registered team in your District.***

## ASA/USA NATIONAL & EASTERN NATIONAL CHAMPIONSHIPS

- The number of ASA/USA National berths made available to PA teams is based on the number of JO teams registered in that division in the previous year.
- Teams can qualify for ASA/USA National Championships by:
  - Winning a National Qualifier, and/or
  - Winning an ASA/USA Qualifier tournament, and/or
  - Finishing in the top 3 in their respective Class A State Championships.
- To qualify for Class A or Class B Eastern Nationals:
  - Win an Eastern National Qualifier, and/or
  - Compete in their respective Class A or Class B State Championships and at least 1 additional ASA Sanctioned tournament, preferably a qualifier.
  - Host a qualifier (only 1 team berth per host organization) AND participate in your respective ASA of PA State Championship tournament.
- It is strongly recommended that all teams advancing to Nationals/Eastern Nationals participate in their respective State Championship tournament.
  - EXCEPTION: Teams who win an ASA/USA National Qualifier or Eastern National Qualifiers who officially accept their berth within 7 days of completion of the qualifying tournament. Those qualified teams must submit their Original Championship roster and National Championship entry fee to the State JO Commissioner within 14 days of the National Championship deadline.
  - Any unclaimed berths (those not claimed with 7 days of winning qualifying tournament) will be offered to the next team in succession of finish of that qualifying tournament or at the respective State Championship tournament.
- Teams/Players may participate in only one State Championship event in any one season.
- Teams/Players may participate in only one National Championship event in any one season.
- **Processing your Entry for National Championship tournaments – PLEASE READ CAREFULLY:**
  - After qualifying, a team's original championship roster must be submitted to the State JO Commissioner by the tournament director.
  - The team manager is responsible for contacting the State JO Commissioner to accept their National championship berth within 7 days of completing qualifying tournament.
  - Qualified team must submit a check payable to "ASA of PA" in the amount of the entry fee for the appropriate national tournament and forward to State JO Commissioner within 14 days of completion of the qualifying tournament or 7 days prior to the National Tournament Entry deadline date (whichever comes first).
  - State JO Commissioner will complete Official Tournament Entry Form and submit to National Championship tournament director with Original Roster, entry fee (check from ASA of PA) and Pick-up player forms, if applicable.
  - **UNDER NO CIRCUMSTANCES SHOULD AN ASA OF PA JO TEAM SUBMIT AN ENTRY DIRECTLY TO ANY NATIONAL CHAMPIONSHIP TOURNAMENT. ALL ENTRIES MUST BE PROCESSED AND SUBMITTED BY THE STATE JO COMMISSIONER.**
  - Teams are responsible for their own travel and any other expenses related to their participation in any National Championship events.
  - ASA of PA will assist teams in obtaining information pertaining to the National Championship event, but are urged to check the National Website for links to the appropriate event: <http://www.asasoftball.com/>
- Required documentation & certifications:
  - Official Original ASA Roster & Official Tournament Entry Form with PROPER signatures will be submitted by State JO Commissioner.
  - Teams must present the following documentation at check-in/registration
    - ASA Photo ID's
    - Coaches' ASA Background Check
    - Coaches' ACE Certification documents
- Sign-in/Check-in procedure
  - Proof of ASA Registration & Insurance is required.

- ASA Photo IDs required.
- Players should line up in the order in which they appear on the Official ASA Roster.
- Players will complete information on Tournament Sign-In Sheet:
  - Print and Sign their name and birthdate on the Tournament Sign-In Sheet while showing their Photo ID.
- Coaches must display proof of ASA Background check and/or ACE Certification documents at all times during the tournament.

## HOSTING A TOURNAMENT

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The following guidelines have been compiled to ensure that hosting organizations are aware of the tasks involved in hosting an ASA tournament, the obligations to ASA of PA and their responsibilities to provide a safe, affordable, quality tournament for all participants. Any questions, contact Tina Sanders.

### General Tournament Guidelines:

- ◆ **NO TOURNAMENT MAY CONFLICT WITH THE STATE CHAMPIONSHIP TOURNAMENT FOR EQUIVALENT AGE/CLASSIFICATION.**
  
- ◆ Hosting organizations must be registered with ASA of PA and all tournament personnel should have ASA background checks.
  
- ◆ Obtain approval BEFORE POSTING OR ADVERTISING your ASA tournament:
  - Contact the State Office and/or State JO Commissioner with tentative date, location, tournament type, tournament format, age/classification, entry fee.
  - Tournaments will be managed to reduce conflicts and boost participation.
  
- ◆ Sanction your tournament:
  - All tournaments using the “ASA” reference are subject to a sanctioning fee as follows:
    - Invitationals: \$40
    - Qualifiers: \$40 (plus \$25 per team assessment fee)
    - College Showcases: \$75
  - Sanction form, sanction fee and Tournament Fact Sheet must be submitted to ASA of PA for final approval.
  - Sanction Certificate will be provided by the State Office and must be prominently displayed at main field/complex.
  - Tournament will be posted on ASA of PA website (free of charge) once approved.
  
- ◆ Qualifiers: (see Guidelines for Qualifiers later in this manual)
  - Additional considerations pertaining to Qualifier Tournaments:
    - Team assessment fee: \$25 per participating team
    - JO QUALIFIER TOURNAMENT RESULTS REPORT.
    - Collect and forward ASA Championship Roster for Qualifying team(s).
  
- ◆ Other considerations/expenses for Hosting Organization:
  - Request proof of teams’ ASA registration and insurance.
  - Determine awards package and purchase team trophies and individual awards.
  - Balls – Only Dudley (official Sponsor of ASA of PA) softballs should be used and are available for purchase through ASA of PA.
  - Umpire Fees
  - Field/complex Rental
  - Field maintenance: personnel, lining material, drying material, etc.
  - Tournament Liability Insurance is highly recommended and is available through Bollinger. Link: <http://www.bollingerasa.com/site/> .

## **Guidelines For Hosting An Invitational Tournament**

- **NO TOURNAMENT MAY CONFLICT WITH STATE CHAMPIONSHIP TOURNAMENT FOR CORRESPONDING AGE/CLASSIFICATION.**
- **PRE-APPROVAL IS RECOMMENDED.**
  - Dates/sites to be managed to encourage greater number of participating teams and eliminate conflict with qualifiers or other key tournaments.
- **TOURNAMENTS MUST BE SANCTIONED THROUGH ASA OF PA BEFORE POSTING OR ADVERTISING TOURNAMENT**
  - Tournament Sanction Form (under “FORMS” tab) and \$40 sanction fee must be submitted to your ASA District Commissioner or the State Office.
  - When Sanction Form & fee is received and tournament is approved by District Commissioner:
    - Tournament will be posted on ASA of PA website.
    - Sanction Certificate will be generated and sent to tournament contact.
      - Certificate must be displayed at main field throughout tournament.
    - Tournament may be posted on other tournament websites.
- **ASA REGISTRATION REQUIREMENTS**
  - Only ASA Registered Teams are eligible to participate.
  - For your protection, be sure teams provide proof of ASA registration and insurance.
  - Note: ASA Individual registration includes ASA insurance.
- **ROSTERS**
  - ASA Championship Rosters or Standard Rosters are acceptable.
- **OTHER TOURNAMENT EXPENSES**
  - All related fees and costs are the responsibility of the Hosting Organization:
  - Trophies, medals, balls, umpires, field rental, etc.
- **TOURNAMENT LIABILITY INSURANCE**
  - Tournament Liability and/or Accident Insurance are highly recommended.
  - Visit <http://www.bollingerasa.com/site/> and click on Tournament/Clinic Insurance.

## Guidelines For Hosting A Qualifier Tournaments

These guidelines have been compiled to ensure that hosting organizations are aware of their responsibilities to ASA of PA and to provide a safe, affordable, quality tournament for participants. Any questions, contact Tina Sanders.

- **NO TOURNAMENT MAY CONFLICT WITH THE STATE CHAMPIONSHIP TOURNAMENT FOR EQUIVALENT AGE/CLASSIFICATION.**
- **Hosting organizations must be registered and background checked through ASA of PA and REGISTERASA.**
- **PRE-APPROVAL REQUIRED BEFORE POSTING OR ADVERTISING.**
  - Dates, sites, format and entry fee are subject to approval of the State Office who will manage scheduling to encourage greater number of participants and to eliminate conflict with other qualifiers or key tournaments.
- **FEES TO BE PAID TO ASA OF PA:** \$40 tournament sanction plus \$25 per participating team (details below).
- **SANCTIONING THE TOURNAMENT WITH ASA OF PA**
  - Sanction form, \$40 sanction fee and Tournament Fact Sheet must be submitted to ASA of PA for final approval.
  - Sanction Certificate will be provided by the State Office and must be prominently displayed at main field/complex.
  - Tournament will be posted on ASA of PA website once approved.
- **TEAM ASSESSMENT FEE** - \$25 per team must be submitted within 7 days of completion of tournament with complete order of finish.
- **TOURNAMENTASA** – This program permits authorized TDs to accept online registrations, create game schedules, track wins/losses, communicate with registered teams, etc. Cost: \$10 per team. Contact Tina Sanders for details and/or to request authorization.
- **JO QUALIFIER TOURNAMENT RESULTS REPORT** (Available on website.)
  - ..Must be faxed or e-mailed to PA State JO Commissioner within 24 hours of completion of tournament.
  - ..Must be mailed to PA State JO Commissioner within 7 days of completion of tournament along with:
    - Team assessment fee (check made payable to ASA of PA)
    - Original signed roster of qualifying team(s).
- **ASA REGISTRATION REQUIREMENTS**
  - Only ASA Registered Teams are eligible to participate.
  - Only individually registered teams (REGISTERASA) are eligible to advance.
  - Note: ASA Individual registration includes ASA insurance.
  - All advancing teams must contact their state/metro commissioner to accept berth to advance to National events.
- **ROSTERS** - ONLY ASA Championship Rosters may be accepted.
  - Teams that are eligible to advance must submit the pre-printed Championship roster from REGISTERASA
  - Must be signed by parent for every player under 18 years old (or by player if over 18)
  - Must be signed by team manager
  - Must be signed by District/JO Commissioner (PA) or by State or Metro Commissioner (out-of-state).
  - Original signed rosters must be collected at check-in.
  - Rosters of qualifying PA team(s) must be sent to PA State JO Commissioner within 7 days of completion of tournament.
- **Failure to report and/or submit assessment fee results in revocation of host team's berth to Eastern Nationals and possible suspension of team/organization from all ASA events until settled.**

### ▪ SUMMARY OF ELIGIBILITY/BERTH INFO:

TYPE OF QUALIFIER	ELIGIBLE TEAMS	ASA/USA NATIONAL BERTHS	EASTERN NATIONAL CHAMPIONSHIP (ENC) BERTHS*
Eastern National	Eastern Territory teams*	None	12 or less teams: 1 berth 13 – 30 Teams: 2 berths 31+ Teams: 3 berths Hosting Organization: 1 berth
ASA/USA National	<u>ASA of PA teams only</u> unless tournament was approved to accept teams from neighboring State/Metro Associations	1 <sup>st</sup> place	2 <sup>nd</sup> & 3 <sup>rd</sup> place



\*Teams from other states require approval of their respective state/metro commissioner before they can accept any National Championship berth. One (1) Host team berth available per ENQ. PA teams must contact State JO Commissioner: Tina Sanders (717-274-6740 or [tmsanders@verizon.net](mailto:tmsanders@verizon.net)) to advance.

- **AWARDS/TROPHIES/BALLS/UMPIRE FEES/FIELD RENTAL – responsibility of Hosting Organization**
- **TOURNAMENT LIABILITY INSURANCE – highly recommended.** Visit <http://www.bollingerasa.com/site/> to purchase.

## **GUIDELINES FOR STATE CHAMPIONSHIPS**

- State Championship Tournaments are held in various sites across the State.
- State Championships are administered, managed and directed by ASA of PA staff only.
- Organizations with suitable facilities may submit a request to host a State Championship to the State Office or State JO Commissioner.
- 4 game format with 2 pool play games for seeding into double elimination will be used for all classifications.
- ONLY ASA of PA registered teams may participate in the PA State Championship tournaments.
- Teams may participate in only 1 state championship tournament within a division of play in a season.
- Players may participate in only 1 state championship tournament in a season as a rostered player or pick-up player.
- Teams who participate in ASA of PA State Championship tournaments may earn a berth to the appropriate ASA Eastern National Championship tournament as follows:

<b>State Championship</b>	<b>ASA/USA NATIONAL BERTHS</b>	<b>EASTERN NATIONAL CHAMPIONSHIP BERTHS</b>
Class "A"	Top 3 teams	All other participating teams who have competed in another qualifying tournament.
Class "B"	None	All participating teams who have competed in another qualifying tournament.

- Awards package includes State Championship Jackets for 1<sup>st</sup> place team when at least 8 teams participate at any one level.

## **SANCTIONING YOUR TOURNAMENT**

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- Tournaments advertised as “ASA” or using ASA rules or umpires, **MUST be Sanctioned with State office. No exceptions.**
- ASA Tournament Sanction Fees & Assessment Fees:
  - Invitationals & Qualifiers: \$40 per tournament
  - Qualifiers: A fee of \$25 per team assessment fee is due within 7 days of completion of the tournament. (See “Tournament Results Report” below)
  - Showcases: \$75 per tournament
  - Tournament Sanction Form is available online under the “FORMS” tab
  - Complete the form, print and send with your check payable to “ASA of PA” to your District Commissioner.
  - After approving your tournament, your District Commissioner will forward information to the State Office to generate the Sanction Certificate. This document will be sent to tournament director and must be posted at the main site of the tournament for the duration of the tournament.
- Tournaments that are not properly sanctioned cannot be advertised as an ASA tournament. ASA Umpires and players are not insured while working or playing in a non-sanctioned tournament.

## **VOLUNTEERING YOUR TIME**

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- Volunteers are needed for various duties at local, state and national events.
- Please contact your District Commissioner, the State Office or the State JO Commissioner if you are interested in volunteering your time for our Youth Softball program.
- We are especially in need of **volunteers for Eastern National Championships** in York, PA in late July/early August. We need Check In Assistants, Scorekeepers, Bracket Keepers, etc.
- To volunteer or for more info, please contact Tina Sanders, State JO Commissioner by phone: 717-274-6740 or email: [tmsanders@verizon.net](mailto:tmsanders@verizon.net).