



SECTION II

General Responsibilities of District Tournament Directors and Contest Managers

DISTRICT TOURNAMENT DIRECTORS – GENERAL RESPONSIBILITIES

FIRST ROUND

- Confirm District Qualifiers and location of sites at team listed at the top of the bracket with PIAA Tournament Director. PIAA Tournament Director reserves the right to move a game if a host site is not deemed appropriate.

Specific to the sports of Baseball and Softball, the following criteria shall be used to determine host site for first round:

- Fenced outfield (Softball:185 feet – 235 feet. Baseball: 300 feet – 350 feet)
 - Dugouts
 - Seating – permanent or portable
 - Ability to provide basic field maintenance – Inclement weather
 - Visible Scoreboard
 - Locker Rooms/ Restrooms for Teams / Umpires in close proximity to field
 - PA Availability (recommended not required)
 - Area for Media (recommended not required)
 - Contest time availability (single 4:00pm preferred)
- Lacrosse: Sites without turf will not be considered for hosting.
 - Volleyball:
 - Permanent Seating
 - Locker Rooms (Teams/Officials)
 - Court
 - 60ft long by 30ft wide
 - Area above court clear from any obstructions and at least 23 ft high. Basketball backboards shall be raised. (recommended)
 - Contest Times (single 7:00pm preferred)
 - Area for Media (recommended but not required)
 - All sites selected must be able to accommodate online ticketing through the use of Hometown Ticketing as contracted by PIAA.
 - Host sites are responsible for facility rental fees when hosting at their school. If such team is unavailable to host, a site within that PIAA district may be selected. It is possible that venues could be selected within a District which does not involve a team from that District.
 - Confirm sites with PIAA Tournament Director and notify district qualifiers of date, time and location. Provide game manager contact information.

QUARTERFINAL AND SEMI-FINAL ROUNDS

- PIAA District Chairmen should arrange in advance for venues which are available and willing to host subsequent Quarterfinal and Semi-Final round contests. Quarterfinal and Semi-Final round contests are played at available sites which are as close to equidistant to the advancing schools. It is possible that venues could be selected within a District which does not involve a team from that District. A Contest site in a particular district may represent the geographic midpoint between opposing teams from other Districts.

- Once quarterfinal or semi-final contest sites and contest times have been determined, District Tournament Directors are asked to inform the Principals or Athletic Directors regarding the selected sites in the same manner which they had done for the First Round. Similarly, competing schools must contact the PIAA-Appointed Contest Manager and exchange information in the same manner as the First Round.
- District Tournament Directors should not discuss the Contest sites that are under consideration with the Principals, Athletic Directors, and/or Coaches of the competing schools; the media, officials, or others. Contest sites and Contest times may be released to the Principals and/or Athletic Directors of the competing schools only after approval of the contest site and time has been given by the PIAA Tournament Director. It is imperative that Contest sites and Contest times be released to the Principals and Athletic Directors of competing schools **BEFORE** being released to the media.

CONTEST MANAGER – GENERAL RESPONSIBILITIES

PIAA-Appointed Contest Managers are responsible for administering Contest sites, which are appropriate for championship tournament play, which are conducive to charging an admission fee and which are suitable for playing doubleheaders, tripleheaders, or quadruple headers.

CHECKLIST

- Identify the host facility's Emergency Action Plan (EAP). If none is available, please utilize the EAP Template found on page 10 for your contest(s).
- Obtain an adequate number of law enforcement officers, if necessary, for all Contests. Some or all of the law enforcement officers, as determined by the owner or director of security of the host facility, should have the authority to remove, and/or arrest, any spectator whose conduct is illegal or detrimental to the activity taking place.
- Confirm time, location and other game details with Principal and/or Athletic Director of each school that has qualified for your contest(s). Obtain departure time and point of contact of each Team in case a decision is made to postpone.
- Arrange for Emergency health care which includes having a certified athletic trainer "on-site". Participating schools may be able to fulfill this requirement by having a certified athletic trainer accompany their Team. However, it is necessary that the PIAA-Contest Manager, arrange for at least one (1) certified athletic trainer to be present at the Contest site with emergency health care available, as needed.
- Emergency medical care includes having an ambulance and EMT crew on call.

PROCEDURES FOR POSTPONING CONTESTS

In the event that a single Contest(s) must be postponed due to events, such as inclement weather, the following checklist must be completed in order to properly inform all parties concerned:

- Discuss postponement with the respective Tournament Director and determine rescheduled Contest site(s), date and starting time(s).
- Inform the school or officials' crew who has the earliest scheduled departure time FIRST BEFORE they depart for the Contest site.
- Immediately inform the remaining schools or officials' crews BEFORE they depart for the Contest site.
- If at all possible (weather permitting), Contests should be played as scheduled. However, Contest Managers must give priority consideration to the health and safety of the participants and officials, competition surface conditions, and the travel conditions before reaching a decision to postpone the Contest.

CONTEST MANGER RESPONSIBILITIES – POST CONTEST

- Immediately upon conclusion of each contest, text results of the contest to the PIAA Tournament Director – Jen Grassel (volleyball), Melissa Mertz (Lacrosse and Softball) and Mark Byers (Baseball).
- Complete a financial report utilizing the PIAA online electronic financial portal at www.piaa.org. Please refer to Section V of the handbook for instructions.

CONTEST MANAGER – FEE SCHEDULE

Single contest	-	\$100.00
Two contests	-	\$150.00
Three contests	-	\$200.00
Four contests	-	\$250.00

NOTE: These honoraria include compensation for all expenses incurred in carrying out the duties and responsibilities of a Contest Manager

The site manager is to receive no more than 50% of the contest manager's fee. You may take the contest manager fee and site manager fee and add them together and split between the two workers. Example: Joe is CM of a double header (\$150) and John is the site manager (\$75) totaling \$225. That amount may be split: Joe is \$125 and John is \$100. This will be handled by the contest manager.

OFFICIALS – FEE SCHEDULE & ASSIGNMENT

Contest Officials	-	\$85.00 per official
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NOTE: No meal allowance and no mileage reimbursement, in the form of a PIAA issued check. Such payment shall occur following (1) submission of the Inter-District Championship Contest(s) financial report and (2) conclusion of the Inter-District Championships.

Expect a member each crew that has been assigned to your Contest(s) to call you to confirm their assignment. Be sure to obtain the departure time of the officials and a telephone number at which they will be available so that appropriate arrangements can be made in case of postponement. Arrange for preferred parking for the assigned Contest officials, which is separate from the general spectator parking, and facilitate their safe entry and exit from the competition surface and facility.

VOLLEYBALL SPECIFIC: Obtain two (2) PIAA-registered volleyball officials for each court to serve as line judges. Each line judge is due \$40 per match. Obtain an independent scorer and libero tracker.

BASEBALL SPECIFIC: Pitch counters outside of the competing schools are required. Payment for independent pitch counters is \$40 per game.

SAMPLE EMERGENCY ACTION PLAN (EAP)



Name of Facility: _____

Venue Directions: _____

MAP OF VENUE

This map should include major street names, a highlighted route to a specific gate or building, and identify the specific venue being utilized.

Consider using "Google Maps" or a pre-made campus map that is posted online for added accuracy. Attach additional pages, as necessary.

Emergency Personnel:	Position	Name	Telephone No.
	Certified Athletic Trainer:	_____	_____
	Site Manager or AD:	_____	_____
	PIAA Contest Manager:	_____	_____
	PIAA Tournament Director:	_____	_____
	Local Police:	_____	_____
	Local Hospital:	_____	_____

Emergency Equipment: Supplies relevant to that sport or event, ensure an AED is present and in working condition, location of given supplies, and phone numbers and access to key locations to relevant storage places.

Role of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured), condition of injured, first aid treatment, specific directions, and other information as requested.
 - b. Activate Phone Tree
3. Emergency equipment retrieval
4. Direct EMS to scene(if not on site)
 - a. Open Appropriate Gates
 - b. Designate Individual to "Flag Down" EMS and direct to scene
 - c. Scene Control: limit scene to first responders and move bystanders away from area