

2023 ISA CONVENORS PACKAGE

- Review 2023 Bylaws and 2023 Constitution prior to commencing season and share with coaches
- Collect all teams' contact information (coaches, home night, time, and diamond)
- Complete the **COACHES' CONTACT LIST Fillable PDF** form for the various teams. Send to the ISA Secretary and also to coaches
- Create a schedule with 12 to 16 home/away games in total
- Game schedule to start mid May and end 1 week prior to year end tournament
- When creating schedule, consider limiting required driving by having north/south or east/west divisions

Coaches' Meeting:

- Inform ISA Secretary as to when and where your coaches' meeting is scheduled. An ISA executive member will attend this meeting to assist you
- A **Coaches' Package** will be forwarded to the Convenor via email in advance of the meeting. This email will include digital copies of the following documents:
 - **2023 Bylaws of ISA**
 - **2023 Constitution of ISA**
 - **2023 ISA Conveners Package (this document)**
 - **GAME REPORT**
 - **Intercounty Registration Form**
 - **Base Equipment Measurements**
 - **Double Knock Out Format tournaments**

These forms are also available at www.isasoftball2013.com

- The Convenor is responsible for digitally distributing the Coaches' Package by email to all coaches prior to the meeting with enough leeway for coach review
- Coaches are responsible for reviewing the Coaches' Package prior to the meeting and bringing a copy of this package either in a digital or hard copy format to the meeting

Procedure Requirements:

1. Coaches must provide the Convenor with fully completed **Intercounty Registration Forms** (team roster) in a legible digital format no later than **May 31st**
2. Convenor is responsible for maintaining a digital folder of such **Intercounty Registration Forms** during the season for easy reference if requested by the Executive
3. Convenor advises coaches how completed Game Reports are to be submitted to the Convenor. Convenor keeps a file and a running total of each teams' points as well as 50% attendance rule
4. **GAME REPORT forms** must be **legible** and **fully** completed by the coach; reports **MUST** include the first and last name of players, state if any players are overage, and be signed by coaches and umpires at completion of game
5. Home team provides Game Report at beginning of game
6. Game Reports are submitted by the **WINNING TEAM** to the Convenor immediately after game (if it is a tie game, the **HOME TEAM** submits)
7. Any major issues, such as player or coach ejections, ***must be communicated immediately*** to the Convenor.
Note ISA - Bylaw 5 – Suspensions/Expulsions/Ejections
8. **RAINOUTS:** Home Team contacts Visiting Team within 2 hours of start time if game is cancelled. Game needs to be rescheduled ASAP by Home Team with 2 dates provided. If date cannot be agreed upon, the Home Team gets the point
9. If Visiting Team fails to show or notify Home Team they are not coming, and the Home Team incurs umpire expenses, the Visiting Team/Centre is responsible for cost. Home Team must notify Convenor ASAP if this occurs. The Convenor will notify ISA Treasurer who will deal with same

Tournament Format:

- **Review I.S.A. – Bylaw 4E - Championships**
- A tournament is the preferred format; a series format should only be used if the division is very small

- Round Robin or Double Elimination Tournaments with a final or finals are the choices
- Participation bracelets are provided for all players in U7 to U13 divisions
- Gold, Silver, and Bronze ISA Medallions will be available to all team who make the finals in their specific division

50% Rule:

- A player must play 50% of league games in the player's registered division, to participate in that Division's Final Tournament
- It is the responsibility of the coach to ensure the 50% rule is adhered to