

2026 ISA CONVENORS Information – Review

1. Review 2026 Bylaws and 2024 Constitution prior to commencing season and share with coaches
2. Collect all teams' contact information (see attached coaches contact list)
3. Complete the Coaches Contact list & share with coaches and ISA President
4. Create a schedule with 12 to 16 home/away games in total. Split divisions if too many teams IE 18 = 9 north and 9 south etc.
5. Schedule to start mid May and **end 1 week prior to year end tournament**
6. When creating the schedule, consider limiting travel by having north/south or east/west divisions
7. Pick a tournament weekend. Advise ISA executive of tournament weekend.
8. Book your diamonds asap. Connect with your local UIC to get umpires booked

Coaches Meeting:

- Inform ISA executive of meeting date, time, location as ISA exec member will attend to assist
- Send coaches and their ISA contact details of the coaches meeting date, time, location.
- Send a coaches package all coaches prior to coaches meeting.

Package includes:

- 2026 Constitution and Bylaws
- 2025 ISA convenors package (this document)
- Line up - Game Report
- ISA team/player registration form
- Base Equipment Measurements
- Double Knock out format for tournaments
- Base/pitching distances
- Copy of this document

All forms will be available at www.isasoftball2013.com

Procedure Requirements: Advise coaches of Allstar game July 18 2026 in Durham

- Coaches must provide the convenor with fully completed ISA player registration **form by May 31st**
- Convenor responsible for keeping digital folder with this information
- Convenor advises coaches how to complete game reports and how to submit (FIRST AND LAST NAMES)
- Convenor tracks game results and **player attendance 50%**
- Game reports must be legible, full players names, **scores clear, and game # on top of form.**
- Game reports (line up) submitted to convenor by **WINNING TEAM** or home team if a tie
- Any issues to be reported to convenor ASAP who will review and discuss with ISA Executive
- **RAINOUTS:** Home team to advise Visiting team at least 2 hours prior to game time if game is to be cancelled. Provide opposing team with 2 alternative dates. If not played by year end points may be awarded to home team.
- **Visitors NO SHOW or fail to notify home team:** if home team incurs umpire costs, visiting team/centre is responsible for this cost. Home team to notify convenor if this occurs. The convenor will notify treasurer who will in turn make contact with centre ISA rep to arrange reimbursement. Max \$80 fine.

TOURNAMENT FORMAT

- Review ISA Bylaw RE – Championships
- A tournament is preferred format; a series format should only be used if the division is very small and or teams unable to agree on weekend date for tournament or diamonds unavailable
- Round Robin or Double Knockout tournaments with finals are preferred choices
- Gold, Silver & Bronze medals and game balls to be provided by ISA
- Provide (treasurer) with tournament format who will get medals/balls to convenor
- All players must have played 50% to season games. Medical exemptions may be allowed to be discussed with convenor and ISA President.