

WIAA // GESA CREDIT UNION

POSTSEASON STANDARD OPERATING PROCEDURES

SLOWPITCH SOFTBALL

OCTOBER 24-25, 2025

All Classifications - Kiwanis Fields (Yakima)

TABLE OF CONTENTS

[COACH INFORMATION](#)

[SPORT-SPECIFIC REGULATIONS](#)

[GENERAL REGULATIONS](#)



COACH INFORMATION

Tournament Manager: Trudy Bray - (509)-961-2731

EVENT SCHEDULE

[2A/3A BRACKET & SCHEDULE](#) // [4A BRACKET & SCHEDULE](#)

- **Monday, October 20** – Coaches Meeting, 7:00 pm via [Zoom](#)
- **Thursday, October 23** – Practice fields available at Ellensburg HS, Selah HS, East Valley HS, or West Valley HS. Gateway will not be available for practice.
 - Teams need to schedule directly with the athletic Director
 - Teams will be limited to one hour on the field to accommodate as many teams as possible.
 - Teams need to schedule directly with:
 - EHS: Cole Kanyer- 509-925-8315
 - SHS: Becky Grouse- 509-698-8053
 - WVHS: Jeff Jamieson- 509-972-5942
 - EVHS: Zachery Janis-509-573-7441
- **Friday, October 24, 2025**
 - 7:30 am: Pass Gate Opens
 - 7:30 am: Packet Pick-up immediately upon entering the facility at tournament office
 - 8:00 am: Ticket Gate Opens
 - 8:45 am: Opening Ceremonies at each field (4A)
 - 9:00 am: Games Begin (4A)
 - 11:30 am: Packet Pick-up immediately upon entering the facility
 - 12:45 pm: Opening Ceremonies at each field (2A/3A)
 - 1:00 pm: Games Begin (2A/3A)
- **Saturday, October 25, 2025**
 - 8:30 am: Pass Gate Opens
 - 9:00 am: Ticket Gate Opens
 - 10:00 am: Games Begin

SITE DETAILS & PARKING

- Pass Gate Directions:
 - The Pass Gate is located at the main entrance of the Kiwanis Sports Complex.
 - Follow the signs to the parking area. Please inform your administrators, etc. as to the location of the Pass Gate.
- There will be no charge for parking.
- Handicapped spectators can ask for assistance at the ticket gate if all slots are full.
- A full-service concession stand will be available.
- There is limited room for lawn chairs on all fields.
- Pets are not allowed at the Kiwanis Sports Complex during the tournament.

LINE-UP CARDS

- Line-up cards will be provided at packet pickup if needed.
- Coaches must deliver batting orders on the line-up cards, with first and last names and positions, to the umpire.
- The **top white sheets go to the official scorekeeper.**

TRAINER

- A certified athletic trainer will be on duty for the entire tournament.
- Each school must supply its own medical supplies, including tape. Ice will be available.
- Teams are allowed one trainer/doctor who must be submitted to Tournament Manager [Trudy Bray](#) on the [Athletic Trainer/Team Physician Form](#).

SPORTSMANSHIP

- Sportsmanship medallions may be awarded to competitors, teams, fans, or other personnel after each game.
- Sportsmanship medallions will not be presented during trophy games.

STREAMING

- It is the WIAA's goal to stream all State Tournament games live on the NFHS Network and make them available for viewing on-demand after the event.
- Schools and fans are prohibited from streaming or recording of any kind during or after the tournament.
 - Any such action is a direct violation of WIAA/NFHS media rights and will not be allowed.
 - Gamechanger may be used to live score the games, but video streaming is not allowed.

PHOTOGRAPHY

- Northwest Sports Photography will take team and action photos during the tournament.
- All teams should have a team picture taken, but a purchase is not required.

SOUVENIRS

[Team and action photographs](#) and [tournament merchandise](#) will be on sale throughout the tournament.

ILLEGAL ENTRY

Anyone attempting to enter the Kiwanis Sports Complex with a fraudulent pass will be denied entry and may be subject to criminal trespass arrest.

SPORT-SPECIFIC REGULATIONS

ROSTER LIMITS

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- All players must be in uniform to be admitted to the tournament.
 - 20 Players – Roster/Dugout Limit
 - Please reference the pass gate section on final forms for all other personnel limitations.
- Refer to the Pass Gate submission in FinalForms for personnel availability and limits.
- After a team has been eliminated from the tournament, players may be admitted by showing student identification cards and being identified in the program.

TOURNAMENT FORMAT

The tournament will follow a modified double-elimination format.

RULES

National Federation (NFHS) Softball rules will be followed. Any ground rules will be explained by the Tournament Manager or Umpire-in-Chief.

GAME BALLS

- Official Tournament Ball: [Baden USA300YS \(12\) .52/300 COR SLOWPITCH SOFTBALL](#)
- Each school must furnish its own warm-up balls.
- All foul balls and homeruns are property of the WIAA.

OUTFIELD FENCES

- The Outfield fences at Kiwanis Fields are 225' with a warning track.

FACILITY

The softball fields at Gateway Sports Complex consist of grass outfields and dirt infields.

PRACTICE FIELDS

- Practice Fields on Thursday are available by reservation at Ellensburg HS and Selah HS

SELECTION OF HOME TEAM

- The home team in each game will be the team with the higher seed.

DESIGNATED DUGOUT

- The home team will occupy the third base dugout.
- Due to the multi-field configuration, music may not be played in the dugouts.

INFIELD PRACTICE

- Infield practice may be allowed on the tournament playing fields prior to the first round of games at the discretion of the host facility and the Tournament Management.
- For each tournament game, the Home team will take infield practice first.

COACH UNIFORMS

- Any coach participating in either pre-game or regular game activities must be in the school uniform at all times.
- Uniform specifications for coaches are listed in the NFHS Softball Rulebook.

COURTESY RUNNER RULES

Teams may follow the NFHS courtesy runner rule during any or all tournament games.

CONTINUING A SUSPENDED GAME

- According to NFHS rules, any game that is interrupted with teams having played less than the required number of innings to be considered a regulation game will be continued from the point of suspension.
- The Tournament Manager will determine when the game will be completed.
- The lineup and batting order of each team will be exactly the same as the lineup and batting order at the moment of suspension, subject to the rules governing the game.

POSTPONED GAMES

- When necessary to postpone any tournament game, it will be the responsibility of the Tournament Manager to reschedule according to WIAA policy (refer to Inclement Weather Policy in General Tournament Regulations).
- The Tournament Manager will have a predetermined plan for rain-outs and will keep all participating teams and the WIAA Staff informed of any schedule modifications.
- Postponed games may be played on Sunday.

TIE-BREAKER RULES

In the case of a tie, the game will be played out.

GAME ENDING PROCEDURES

The ten-run rule will be in effect after five (5) innings have been played.

AWARDS

Awards will be presented immediately following the consolation and Championship games.

UMPIRES

- All umpires are assigned by the WIAA Office.
- Three (3) WOA-certified umpires will be assigned to the Semifinal and Championship games, while two (2) umpires will be assigned to all other tournament games.

BRACKETS

- Tournament brackets will be developed by approved seeding committees.
- Brackets will be published on the [WIAA website](#) on the Sunday prior to the State Tournament.

2025-26 GENERAL SOPS

ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender. Additional information can be found on the WIAA's [Tournament Berths](#) page.

QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must conclude by the Saturday before the WIAA State Tournament begins.

STATE TOURNAMENT TICKETS

The WIAA partners with GoFan to offer digital ticketing. Fans are encouraged to buy tickets online in advance but can also purchase digital tickets onsite. Limited paper tickets will be available at most sites on event day.

- The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.
- Visit the WIAA's [State Tournament Tickets](#) page for detailed ticket information.

- Service fees apply to all tickets

TOURNAMENT PROGRAMS

Programs are offered exclusively online, via each sport's Tournament Central page. Programs will no longer be printed and sold physically on-site. Programs are expected to be available online roughly 48 hours before the State Tournament, and can also be accessed directly through [ISSUU](#).

ALL-TOURNAMENT TEAMS

The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team. If one is announced and publicized, it is not organized by the WIAA.

INSURANCE

Leagues, WIAA Districts, and the WIAA maintain General Liability for their respective tournaments. The WIAA also provides catastrophic insurance for its postseason events. All other coverage, including accident insurance, is the responsibility of participating schools and/or individuals.

GAMES COMMITTEE

Tournament Managers will appoint a Games Committee available onsite or by phone for all postseason qualifying and State events. Full details regarding the members and duties of the Games Committee can be found in Rule 22.0.0 of the [WIAA Handbook](#).

PROTESTS

All WIAA State Tournaments will follow the Protest Process outlined in Rule 29.0.0 of the [WIAA Handbook](#).

INCLEMENT WEATHER: TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR A STATE EVENT

Teams and individuals qualifying for State Events should have their participation rights protected, while participants must also understand these events follow specific facility, officiating, and operational restrictions. For safety reasons, uncontrollable weather may require delaying, postponing, or canceling a contest or tournament, though the goal is to accommodate teams/individuals by rescheduling. Detailed information regarding the WIAA's Inclement Weather Policy and procedures for postponement or rescheduling can be found in Rule 25.4.0 of the [WIAA Handbook](#).

Thunder & Lightning:

- If thunder is heard or lightning is seen, play is suspended for at least 30 minutes and people are immediately moved to a designated safe location.
- After suspension, wait at least 30 minutes after the last thunder or lightning before resuming play. Any new thunder or lightning resets the clock to another 30 minutes.

TEAM CEREMONIES

Except for postgame awards, team ceremonies before or after contests must occur in the locker room or on the sideline to avoid delaying the contest or affecting other teams.

UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age may only hold support positions at WIAA State Championships if the parent signs the Underage Worker Form on the [Tournament Registration Page](#) and assumes all risk.

SUPERVISORY PERSONNEL

Participating schools must register a Supervisory Staff member on their [Pass Gate](#) with the following expectations:

- Upon arrival, the Supervisor will check in with Event Staff at the Pass Gate and receive a WIAA-issued 'Supervisor' pass to be worn for easy identification during their team's contests.
- Supervisor will monitor fan and student behavior for their crowd as outlined in the WIAA's [Fan Expectations](#) and assist the facility security staff or Event Staff when necessary.

FAN/SPECTATOR EXPECTATIONS

- The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments about identity (race, ethnicity, gender, disability, religion) are prohibited. Tournament Managers and event staff may remove offenders. Witnesses can report incidents using the WIAA's [Discrimination & Harassment Reporting Form](#).
- Schools are encouraged to share the WIAA's [Fan Expectations](#) with their communities and students prior to attending State Events for policies regarding cheers, signs, artificial noisemakers, mascots, face painting, continuous standing, clean-up, drones and more.

PEP BAND EXPECTATIONS

Restrict playing to timeouts, between periods, pre and postgame or other dead ball situations, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

CHEERLEADER EXPECTATIONS

Use only school district-approved cheers at appropriate times, direct cheers/chants only toward their school's team, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

TEAM ARRANGEMENTS

- **LODGING:** Participating teams are responsible for their own lodging and must provide supervision for all school representatives at their place of lodging.
- **LOCKER ROOMS:** Teams must be supervised by school personnel while in their assigned locker room.
 - Participants are responsible for leaving locker rooms in undamaged condition.
 - Tournament Management is not responsible for lost or stolen items.
- **PHYSICIANS/TRAINERS:** Teams interested in supplying their own physician/trainer must complete the [School Athletic Trainer/Physician Form](#) and return it to the Tournament Manager.

RETURN TO PLAY AUTHORIZATION

Athletes removed from participation and attended to by a physician cannot re-enter competition until authorized by the physician who made the original decision.

STATE TOURNAMENT IDENTIFICATION AND MERCHANDISE

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

- The WIAA has licensed [Rush Team Apparel](#) to print, sell, and/or distribute WIAA-registered merchandise. Schools are encouraged to contact the [WIAA Staff](#) for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- Schools interested in producing merchandise using any of the approved phrases listed above must do one of the following:
 1. Contact the [WIAA Staff](#) to procure merchandise through [Rush Team Apparel](#), or,
 2. Remit a percentage of the gross revenue of merchandise sold to the WIAA. The percentage will be agreed upon by the school and the WIAA.

- Permission to distribute items onsite at a State Event must be approved by the WIAA Staff.

SPONSORSHIP/VENDOR PRESENCE

Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors. Political displays and/or solicitation are prohibited.