



OSAA / U.S. Bank / Les Schwab Tires  
**2008 SOFTBALL STATE CHAMPIONSHIPS**  
**EVENT MANAGEMENT INFORMATION**



**This 9-page .pdf is meant for all schools that could potentially host a state championship game. Please keep this information in case you host more than one state championship game this spring.**

Additional information available on the OSAA website, [www.osaa.org/softball/](http://www.osaa.org/softball/)

**SOFTBALL** – Three Wilson A9016 B-SST (cork/COR .47) optic yellow with red stitch softballs will be sent to each host school. Due to contractual obligations, the OSAA will mandate the use of these official balls at all playoff competition. It is likely that you will not receive your softballs until game day. Please check with your staff in the main office to find out when UPS usually delivers to your school. It would be a good idea to have your own Wilson softballs on hand in case the balls don't get to you in time. Please contact the Kristie at the OSAA office, 503.682.6722, ext. 222.

## PRE-EVENT

1. **EVENT MANAGEMENT CHECKLIST:** This communication is vital to a successful contest and should take place as soon as the teams are finalized. Each host school should send a completed Event Management Checklist and a diagram of the seating plan to potential opponents.
2. **GAME TIMES:** All 1<sup>st</sup> and 2<sup>nd</sup> round, quarterfinal and semifinal games are scheduled for 4:30 p.m., unless the two schools involved mutually agree to play at a different time. **EXCEPTION:** All 1<sup>st</sup> and 2<sup>nd</sup> round, quarterfinal, and semifinal games on a holiday or on a Saturday or Sunday are scheduled for 1 p.m., unless the two schools involved mutually agree to play at a different time. If two schools cannot agree on starting time, OSAA will make the decision.
3. **UMPIRES:** With the exception of the finals, the host school is to obtain three umpires from the association that services its home games. OSAA will pay the umpires through each commissioner.
4. **OSAA BANNER:** The OSAA along with our title sponsors, U.S. Bank and Les Schwab Tires, purchased and distributed a 3' x 10' banner for all 294-member schools last year. The banner recognizes your school as a member of the OSAA. We encourage you to display this banner prominently when you are hosting a state championship event. Thank you in advance for your cooperation.
5. **PA SCRIPT:** Please ensure that your announcer has a copy of the attached PA script and reads these announcements during each state championship game.
6. **PROGRAMS:** The host school has the right to produce a roster sheet / game program. These may be handed out or sold by the host school. The OSAA will produce and sell programs at the state championship final site.
7. **MEMBER SCHOOL DISCOUNT TICKETS:** Order deadline is May 21. Remember tickets are good for all games, first round through finals site. Each school may purchase up to six discount tickets for \$18 each.
8. **TICKET BOOTH SIGNS:** There are four signs attached, Ticket Prices, Finals Online Ticket Information, Pass Gate, and Spectator Conduct. Please ensure that these signs are posted at your gates prior to each state championship game.
9. **ADMISSION: All persons must have a ticket or pass to enter.**
  - a. **General Admission Tickets:**

First Round – Quarterfinals	Adults \$6	Students \$4
Semifinals – Finals	Adults \$7	Students \$5
  - b. **Member School Discount Tickets:** Each school may purchase up to six discount tickets for \$18 each. The athletic director or principal must complete the form and the tickets must be paid for when ordered.
  - c. **Administrative Complimentary Tickets:** Each school that participates in a state championship game will receive the following complimentary tickets: Superintendent, 2; Principal, 2; Athletic Director, 2. The *host school* is to provide these tickets for all games prior to the final site.

- d. **Passes:** ONLY the OSAA Gold Card, OSAA VIP, OSAA Media, Baseball/Softball Media and Softball Discount tickets, which will admit the bearer only with photo ID, are to be honored at any OSAA State Championship event. No school, athletic district, officials association, etc., passes are to be accepted.

10. **SOFTBALLS FOR THE EARLY CHAMPIONSHIP ROUNDS:** Three Wilson A9016 B-SST (cork/COR .47) optic yellow with red stitch softballs will be sent to each host school. Due to contractual obligations, the OSAA will mandate the use of these official balls at all state championship competitions. It is likely that you will not receive your softballs until game day. Please check with your staff in the main office to find out when UPS usually delivers to your school. It would be a good idea to have your own Wilson softballs on hand in case the balls don't get to you in time. Please contact the Kristie at the OSAA office, 503.682.6722, ext. 222. Softballs will be sent on the following dates:

Classification & Round	Game Date	Softball Send Date
6A-5A-4A, 2A/1A First Round	Friday, May 16*	Thursday, May 15
6A-5A-4A and 2A/1A Second Round – 3A First Round	Tuesday, May 20	Monday, May 19
All Quarterfinals	Friday, May 23*	Thursday, May 22
All Semifinals	Tuesday, May 27	Thursday, May 22

*\*If your school will be closed Friday, May 16 and / or May 23 please contact Kristie at our office, 503.682.6722, ext. 222, so that alternate shipping arrangements can be made.*

- a. **SEMIFINAL SOFTBALLS** will be shipped to the **Quarterfinal Host Athletic Director** on Thursday, May 22, due to the Memorial Day Holiday on Monday, May 26.
- 1) **If your team wins, keep the softballs** for your game on Tuesday, May 27.
  - 2) **If your team loses, give the softballs** to the Athletic Director of the winning team because they will be participating in the semifinal game on Tuesday, May 27.

*If you have any questions please contact Kristie at our office, 503.682.6722, ext. 222, or [kristiep@osaa.org](mailto:kristiep@osaa.org)*

11. **STATE CHAMPIONSHIPS – RADIO, TELEVISION AND INTERNET BROADCASTS** (OSAA Handbook, Executive Board Policies): “The OSAA owns the rights to and coordinates any radio, television and/or Internet broadcasts for state championship events, first round through championship final. Media outlets that wish to broadcast any state championship event must contact the OSAA for permission and/or to negotiate a rights fee well in advance of the event. The OSAA shall contact the host school athletic director if a media outlet has been granted permission to broadcast an early round event. If the OSAA has not contacted the host school athletic director to confirm that permission has been granted, the broadcast shall not be allowed. It shall be the responsibility of the media outlet to make all necessary arrangements with the host school athletic director and to pay for any phone line charges or installation fees for any early round event. The OSAA will coordinate arrangements with media outlets at all final sites.” (Revised Fall 2007)

## POST-EVENT

1. **REPORT FINAL SCORE:** Email [stevev@osaa.org](mailto:stevev@osaa.org) or call 503.682.6722, ext. 232, and report the final score IMMEDIATELY following your game. Be sure to say which classification and sport you are reporting. Results will be posted each evening to [www.osaa.org/softball/](http://www.osaa.org/softball/).
2. **EVENT MANAGEMENT EXPENSES:** **Within one week** after completion of each game the host school shall forward the following to the OSAA office:
  - a. **Event Management & Ticket Report** – Please use this form to record ticket sales, and game management expenses such as PA announcer, scoreboard operator, ticket-takers, sellers, and supervision. Programs and game films are not reimbursable expenses.
  - b. **Important Reminders** –
    - 1) Expenses are **not** to be withheld from ticket sales.
    - 2) Use only one report form per game.
    - 3) Receipts must be attached.
    - 4) OSAA will pay officials through the commissioner.

Congratulations on your success so far this season and good luck in your remaining games!



OSAA / U.S. BANK / LES SCHWAB TIRES  
**STATE CHAMPIONSHIPS**  
**Event Management Checklist**



**Each school hosting a state championship contest must complete this form and send a copy to the guest school.** It is necessary to contact the guest school in order to confirm some of the information needed. Communication is vital to a successful contest and should take place as soon as the teams are finalized. In addition, some of the information may not apply to your school's facilities. If you have any questions, please call the OSAA office, 503.682.6722.

1. \_\_\_\_\_ vs. \_\_\_\_\_
2. Location of game \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
3. Names of Principals: Host \_\_\_\_\_ Visitor \_\_\_\_\_
4. Names of Athletic Directors: Host \_\_\_\_\_ Visitor \_\_\_\_\_
5. Names of Head Coaches: Host \_\_\_\_\_ Visitor \_\_\_\_\_
6. Others:
  - Host \_\_\_\_\_ Visitor \_\_\_\_\_
  - Host \_\_\_\_\_ Visitor \_\_\_\_\_
7. Contact persons in charge of event:
  - Host \_\_\_\_\_ Phone \_\_\_\_\_
  - Visitor \_\_\_\_\_ Phone \_\_\_\_\_
8. Seating plan sent to visiting school?      Yes      No      Seating capacity \_\_\_\_\_
9. Number of tickets available to visiting school \_\_\_\_\_
10. General Admission Ticket Prices:    Adults: \$6    Students: \$4

**OSAA Reserved Seating Policy:** Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.

11. Time ticket gates will open \_\_\_\_\_
12. Dressing room location \_\_\_\_\_
13. Location of visiting team bench \_\_\_\_\_
14. Color of uniforms: Host \_\_\_\_\_ Visitor \_\_\_\_\_
15. School colors: Host \_\_\_\_\_ Visitor \_\_\_\_\_
16. Was program information sent to host school?      Yes      No
17. Introduction of Players?      Yes      No      If yes, time \_\_\_\_\_
18. National anthem to be played by \_\_\_\_\_      Time \_\_\_\_\_
19. Host school band present?      Yes      No
20. Visiting school band present?      Yes      No
21. Halftime entertainment provided by host school?      Yes      No      Length of performance \_\_\_\_\_
22. Halftime entertainment provided by visiting school?      Yes      No      Length of performance \_\_\_\_\_
23. Concession(s) available?      Yes      No
24. Athletic Trainer, EMT or Doctor present or on call?      Yes      No
25. Parking location(s) for team and spectator buses \_\_\_\_\_
26. Other items of concern:

Security	Publicity of the game	Notify OSAA and media of the scores
Announcer	Field/Facility markings & equipment	



OSAA / U.S. Bank / Les Schwab Tires

EVENT MANAGEMENT & TICKET REPORT

To receive OSAA reimbursement, this form must be completed. Use only one form per game report. Please submit within one week of contest.



\_\_\_\_\_ vs. \_\_\_\_\_ Class: \_\_\_\_\_ Date of game: \_\_\_\_\_

Reimbursement for Expenses

Do Not Deduct From Gate Receipts

Sport: \_\_\_\_\_ Boys  Girls  (Check one)

- \_\_\_\_\_ Ticket takers @ \$20.00 per game = \$ \_\_\_\_\_
\_\_\_\_\_ Ticket sellers @ \$20.00 per game = \$ \_\_\_\_\_
\_\_\_\_\_ Announcer @ \$20.00 per game = \$ \_\_\_\_\_
\_\_\_\_\_ Clock @ \$20.00 per game = \$ \_\_\_\_\_
\_\_\_\_\_ Score Book @ \$20.00 per game = \$ \_\_\_\_\_
\_\_\_\_\_ Supervision @ \$20.00 per game = \$ \_\_\_\_\_
Other with prior approval: \_\_\_\_\_ = \$ \_\_\_\_\_
Other with prior approval: \_\_\_\_\_ = \$ \_\_\_\_\_
\$ \_\_\_\_\_

Approval must be granted by the OSAA for any expense that is beyond your normal expenses to host a league game. These might include, but would not be limited to, field rental, additional security or police, portable bleacher rental, portable restrooms. Receipts must be attached.

TICKET SALES - The OSAA auditor has requested a record of beginning and ending ticket numbers.

SCHOOLS WILL BE HELD RESPONSIBLE FOR TICKETS SOLD AND CASH RECEIVED.

Table with columns: Event Begin #, Event Ending #, No. Sold, x, Price, =, TOTAL \$. Rows for Student, Adult, Reserved.

\*TOTAL \$ \_\_\_\_\_ \*Please attach check.

Send to: Oregon School Activities Association 25200 SW Parkway Avenue, Suite 1 Wilsonville, OR 97070

School: \_\_\_\_\_ Address: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

MAKE ADDITIONAL COPIES AS NEEDED

2008 OSAA / U.S. BANK / LES SCHWAB TIRES

# SOFTBALL

# STATE CHAMPIONSHIPS

# PLAYOFF ROUNDS

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## TICKET PRICES

**ADULT: \$6 STUDENT: \$4\***

*\*Student is defined as any child that occupies a seat up to a senior in high school.*

**No Senior Discounts.**

Passes accepted with photo ID:

OSAA Gold Card      OSAA VIP Pass      OSAA Media Pass  
OSAA Baseball/Softball Media Pass      OSAA Baseball/Softball Discount Ticket

No school, athletic district, officials association, etc., passes.

2008 OSAA / U.S. BANK / LES SCHWAB TIRES

# SOFTBALL

# STATE CHAMPIONSHIPS

# SEMIFINALS

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## TICKET PRICES

**ADULT: \$7    STUDENT: \$5\***

*\*Student is defined as any child that occupies a seat up to a senior in high school.*

**No Senior Discounts.**

Passes accepted with photo ID:

OSAA Gold Card      OSAA VIP Pass      OSAA Media Pass

OSAA Baseball/Softball Media Pass      OSAA Baseball/Softball Discount Ticket

No school, athletic district, officials association, etc., passes.



# PASS GATE



Passes accepted with photo ID:

OSAA Gold Card

OSAA VIP Pass

OSAA Media Pass

OSAA Baseball / Softball Media

OSAA Softball Discount

No school, athletic district, officials  
association, etc., passes.



# SPECTATOR CONDUCT



- Spectators are not permitted to have signs, banners, confetti, noisemakers (for example, Thunder Stix, cowbells, clappers, air horns), balloons or glass containers.
- Spectators are required to wear shirts, and shall not be permitted to use vulgar or offensive language.
- Spectators who fail to comply with OSAA or site management spectator conduct expectations shall be expelled from the contest.



# ONLINE TICKETS



**TO PURCHASE YOUR TICKETS  
FOR THE FINALS GO TO**

**[WWW.OSAA.ORG](http://WWW.OSAA.ORG)**

**CLICK ON THE TICKET ICON. YOUR  
TICKETS WILL BE WAITING FOR YOU AT  
THE EVENT WILL CALL WINDOW!**

## OSAA / U.S. Bank / Les Schwab Tires Softball State Championships Public Address Announcements

Good afternoon and welcome to today's OSAA / U.S. Bank / Les Schwab Tires Softball State Championship game between the visiting \_\_\_\_\_ and your \_\_\_\_\_.

Good sportsmanship is a vital component of high school athletics. The OSAA and our student-athletes recognize that judgment calls – by coaches, umpires and the players themselves – are made in good faith and should be respected. We encourage you to positively support your team while pursuing victory with honor. The OSAA would also like to remind all spectators that objects may leave the playing field and enter the spectator areas. We ask you please be aware of this while you enjoy the game.

Now let's meet the starting lineups for this state championship game.

*Introduce the starting lineup and coaches for the visiting team, then the home team.*

The umpires for this game are: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

Please stand and remove your hats as we honor America with the playing of our National Anthem.

### ***Sponsorship Reads***

*For use during breaks in the action.*

1. [OSAA.org](http://OSAA.org) is the online home of the OSAA Softball State Championships. The official website of the OSAA has updated results and brackets, plus links to purchase tickets and souvenir merchandise. You can also find year-by-year results from past softball state championships and links to media coverage throughout the state. Be sure to visit [osaa.org](http://osaa.org).
2. U.S. Bank is dedicated to helping students build a strong financial future. They offer an entire package of products and services designed just for students. Visit your local U.S. Bank to learn more about their banking products. U.S. Bank, proud sponsor of the OSAA State Championships.
3. Les Schwab Tire Centers would like to remind participants and spectators about the importance of good sportsmanship. It's about showing pride in performance and respect for others. Les Schwab Tires, proud sponsor of the OSAA State Championships.
4. Visit [osaastore.com](http://osaastore.com) to purchase official Softball State Championship t-shirts, sweatshirts, letterman patches, lapel pins, hats from Sports U, official merchandiser of the OSAA. Order your official OSAA merchandise today at [osaastore.com](http://osaastore.com).
5. High school athletics emphasize positive values. These participants have worked hard to create a sense of teamwork, respect, responsibility and perspective. The OSAA and the participating schools remind you to set a good example and treat everyone with respect.
6. The Dairy Farmers of Oregon are proud to join OSAA in its recognition of outstanding performance by Oregon student athletes, both on the field and in the classroom. The Academic All-State program recognizes teams for earning the highest cumulative Team Grade Point Average in each OSAA-sanctioned activity. Visit [osaa.org](http://osaa.org) to see where your team finished in the standings and thanks to Oregon's Dairy Farmers for sponsoring this outstanding student recognition program.

7. The Oregonian, the Northwest's largest daily circulation newspaper, is proud to sponsor The Oregonian Cup. This prestigious award is presented to the school in each classification with the best all-around performance in academics, activities, athletics and sportsmanship throughout the entire school year.
8. The OSAA and its member schools are working together to provide a more stable financial base for the students of tomorrow with the formation of the OSAA Foundation. For more information about the OSAA Foundation and how you can make your own tax-deductible contribution, visit [osaafoundation.org](http://osaafoundation.org). The OSAA Foundation, enhancing the future of Oregon high school activities.
9. The OSAA would also like to remind all spectators that objects may leave the playing field and enter the spectator areas. We ask you please be aware of this while you enjoy the game.
10. Listen LIVE when the OSAA Radio Network broadcasts the final games of the 2008 OSAA Softball State Championships. Hear all the action from each classification's biggest games on [osaa.org](http://osaa.org). The broadcasts are brought to you by Pacific Office Automation, where they've been supporting their local communities for more than 30 years. Learn more at [pacificoffice.com](http://pacificoffice.com).
11. The OSAA and its member schools are working together to promote good sportsmanship by students, coaches and spectators. We encourage you to positively support these teams and to remember what high school activities are all about – participation, teamwork, effort and sacrifice.
12. U.S. Bank is proud to celebrate its 23<sup>rd</sup> year of sponsoring the OSAA State Championships and salutes the spirit of teamwork and achievement throughout the communities it serves. U.S. Bank, home of the five star service guarantee. How many stars does your bank have?
13. At Les Schwab, they know how valuable your time is. That's why when you drive in to a Les Schwab Tire Center, they come running. They call it Sudden Service and it's their promise to you. Les Schwab Tires, proud to be a title sponsor of the OSAA State Championships.
14. Using the highest quality full grain leather, Wilson provides the best softball for every level of play. That's why they're the official softball of the Oregon School Activities Association. Visit them online at [wilson.com](http://wilson.com).

### **END OF GAME ANNOUNCEMENT**

Special thanks to OSAA title sponsors U.S. Bank and Les Schwab Tires. Please visit [osaa.org](http://osaa.org) for updated Softball State Championship brackets, locations and game times. The OSAA thanks you for your support of high school activities and encourages you to drive home safely.