



*LOUISIANA HIGH SCHOOL  
ATHLETIC ASSOCIATION*

**2022-23 Softball General  
Information Bulletin**

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## 2022-23 SOFTBALL GENERAL INFORMATION

*This Bulletin is for your benefit. Please read and make sure all necessary parties receive the correct information concerning the event.*

CATEGORY	DATE/INFORMATION
LHSAA Softball Bylaws	Completely familiarize yourself with Section 19 as well as all necessary sections of the 2022-2023 Handbook and section. The Handbook and each section can be found on <a href="http://www.lhsaa.org">www.lhsaa.org</a> .
First Official Practice/Earliest Scrimmage Allowed	All Classes & Divisions – Monday, January 16, 2023
Jamboree and Tournament Dates and Information	<p><b><u>All Classes and Divisions Jamborees:</u></b>  Thursday, February 9, 2023 – Saturday, February 11, 2023</p> <p>Jamborees must have a minimum of 3 teams  Jamboree Fees are \$50 <b>per team</b>.</p> <p><b><u>Deadline to submit approval form and fees <a href="#">online</a>:</u></b>  All Classes and Divisions - Thursday, February 2, 2023</p> <p>All jamborees and tournaments shall be approved, or schools will be penalized.</p>
Deadline for Submitting Schedules Online	All Classes and Divisions – Saturday, February 18, 2023
1 <sup>st</sup> Contest (If Jamboree Not Played)	All Classes & Divisions – Tuesday, February 14, 2023
Reporting Weekly Game Results	Beginning with the first playing date of the season, the home team principal or his/her designee shall be required to enter the results of all contests, including tournament games, online no later than 11:59 p.m. on the day the contest is played. Additionally, the LHSAA member school principal or his/her designee shall report the results of an out-of-state contest or an open date by the established deadline. Failure of any school to submit the game results shall result in the school being fined \$50.
All-Academic & All-Star Nomination Deadline	All Classes and Divisions - Monday, March 6, 2023
Deadline to Add Games to Schedule for Power Rating Purposes	All Classes and Divisions - Saturday, April 1, 2023
End of Regular Season – District Representatives Named	All Classes and Divisions - Wednesday, April 12, 2023
Playoff Pairings Named @ Conclusion of dispute period	All Classes and Divisions - Thursday, April 13, 2023

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2022-23 SOFTBALL GENERAL INFORMATION  
CONTINUED

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<u>Playoff Dates</u> Tuesday, April 17, 2023 Thursday, April 19, 2023 Saturday, April 22, 2023	<u>Round</u> Bi-District Deadline Regional Deadline Quarterfinal Deadline	<u>All Divisions</u> All Divisions All Divisions All Divisions
<u>LHSAA State Softball Tournament</u> Thursday, April 27, 2023 – Saturday, April 29, 2023 Frasch Park – Sulphur		

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DISTRICT SCHEDULING MEETING

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- The District Chairperson shall notify all district members at least ten (10) days in advance of the date, time and place of meeting.
- Member schools shall declare in writing, at the meeting, if they will play a varsity schedule and/or if they will play for district honors.
- The District Chairperson and the school’s principal shall notify the LHSAA in writing of the school(s) that will not play for district honors and/or varsity schedules.
- The district principals shall approve the schedule.
- The chairperson shall take and keep the minutes of the meeting.

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OUT-OF-STATE TEAMS REQUIREMENTS

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- Host school is responsible for the following:
  - Must have Out-of-State team Association email Mrs. Karen Hoyt, stating that they are in good standing with their association.
  - School Name
  - City, State
  - School phone number
  - Head Coach Information: that includes name, email address and phone number.

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2022-23 LHSAA SPONSORS

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- The 2022-2023 LHSAA Sponsor page can be found [here](#).

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## INSTRUCTIONS FOR HEAD COACH TAKING MANDATORY ONLINE RULES CLINIC

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1. Log on to [www.lhsaaonline.org](http://www.lhsaaonline.org)
2. The head Softball coach should receive a username and password from his/her principal that will be used throughout the Softball season. If you do not have one or forgot your username and/or password, please contact your school principal.
3. Click the Online Rules Clinic Tab.
4. Listed under Sports Clinics will be the link to complete the Softball Online Rules Clinic when it becomes available. (See dates listed above)

**Welcome to the LHSAA Coaches Website**

Home   Forms   Power Ranking / Sports' Schedules   **Online Clinics**   Playoff Brackets   Disqualification Report

Online Clinics

NOTE for Internet Explorer 10 users: You must put IE 10 in compatibility view after you login to the Member Site. To do this either click the Tools menu and click Compatibility View or click the compatibility view button in the address bar. Otherwise you will get an "input string not attached or incorrect" error taking the online rules clinic quiz.

LHSAA Handbook Clinic (45 minutes duration)  
▶ [Online Handbook Clinic](#)   Passed

Sports Clinics - Clinics will only be listed below during certain specific dates assigned to the sport.

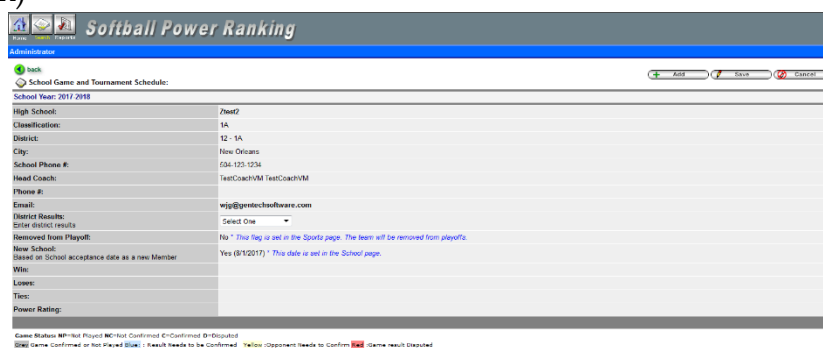
▶ [Online Basketball Clinic](#)   Required

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

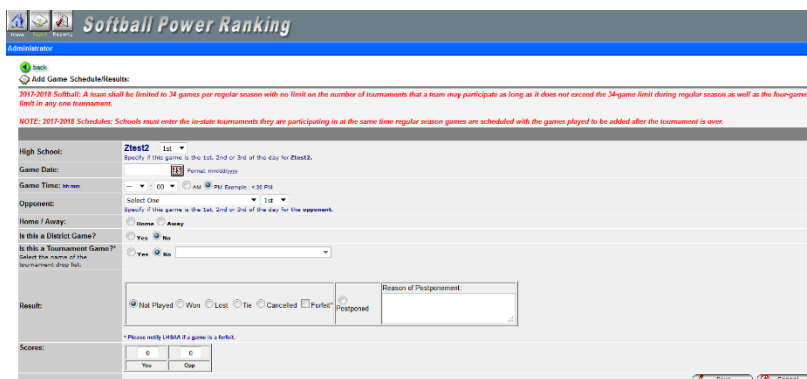
# INSTRUCTIONS FOR ENTERING SOFTBALL SCHEDULES INTO THE LHSAA MEMBER SITE

*Jamborees, junior varsity and/or Hall of Fame games are not entered into your online schedules as they do not receive power points.*

1. Log on to [www.lhsaaonline.org](http://www.lhsaaonline.org) using your assigned username and password
2. Click the Power Ranking Tab
3. Click Softball Power Ranking
4. To add games to your schedule, click the ADD button at the top right of the screen
5. To add Tournaments, click ADD at the bottom right of the screen. (Only add tournaments, add the tournament games after they are played in the games section)



6. Enter Game Date, Opponent (from the drop-down list), and be sure to clear the check mark if the game is a district match.




7. Click SAVE.
8. On the 1st Official contest date, all games and/or tournaments listed on online schedules shall be considered a binding contract. LHSAA Assistant Executive Director, Karen Hoyt will need email confirmation from both coaches agreeing to any/all changes, updates and/or deletions of match(s) in question.

**\*\* The Home Teams' score books shall serve as the official documentation to resolve all score disputes and is responsible for entering the game results with the opposing coach receiving an email alert to confirm. \*\***

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## INSTRUCTIONS FOR ENTERING PLAYED GAMES

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1. Log on to [www.lhsaaonline.org](http://www.lhsaaonline.org) using your assigned username and password
2. Click EDIT button  to enter the game scores and results

School Game Schedule: + Add

School Year: 2016-2016

High School: \_\_\_\_\_  
Division: \_\_\_\_\_  
District: \_\_\_\_\_  
City: \_\_\_\_\_  
School Phone #: \_\_\_\_\_  
Coach: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
District Results: \_\_\_\_\_  
Win: \_\_\_\_\_  
Losses: \_\_\_\_\_

Game Status: NP=Not Played NC=Not Confirmed C=Confirmed D=Disputed  
[Pencil] Game Confirmed or Not Played [Blue] : Result Needs to be Confirmed [Yellow] :Opponent Needs to Confirm [Red] :Game result Disputed

Use this section to Add and Edit Regular Season Games (Deadline:8/29/2016) and to Add Tournament Games (after they are played).

Games: 1 + Add [Pencil] [X] [Refresh]

#	Opponent	Date	Division	District	Tournament Host	Match# on that day	Home/Away	Win/Loss	Scores	Status	Edit	Delete
1.	Test	8/29/2016 2:00:00 PM	1	1		1(d)	H		9.9.0.9.9	NP	[Pencil]	[X]

Use this section to Add Tournaments only.....use the above "Games" section to add tournament games after they are played.

Tournaments Participating: 1 + Add

NOTE: 2013 - 2014 Schedules: Schools must enter the in state tournaments they are participating in at the same time regular season games are scheduled with the games played to be added after the tournament is over. (Deadline 8/29/2016)

#	Tournaments	From	To	Edit	Delete
1	Morgan City	9/17/2015	9/19/2015	[Pencil]	[X]

3. After the scores have been entered and saved, the system will automatically generate an email and send to the opponents' head coach for them to confirm the scores and results. These games will be highlighted in **YELLOW**, which means that the opponent's head coach needs to confirm the scores and results.

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## CONFIRMING A GAME

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1. Log onto [www.lhsaaonline.org](http://www.lhsaaonline.org) using your username and password
2. Click EDIT. Games that need to be confirmed by this coach will show highlighted in **BLUE**.
3. If the score is correct then click CONFIRM AND SAVE.
4. If there is a discrepancy, click the dispute tab and enter the reason for the dispute and SAVE. The system will automatically send an email to the LHSAA Assistant Executive Director, Karen Hoyt. All disputed games will be highlighted in **RED**.

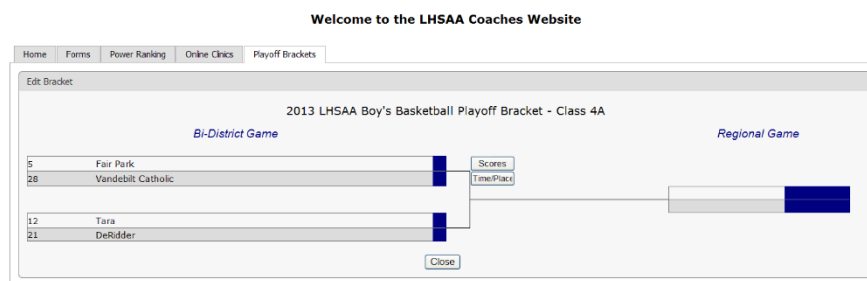
**AT THE END OF THE REGULAR SEASON, THE DISTRICT CHAIR AND/OR THE HEAD COACH THAT ARE 1<sup>ST</sup> PLACE IN THEIR DISTRICTS WILL NEED TO EMAIL ASSISTANT EXECUTIVE DIRECTOR, KAREN HOYT ([khoyt@lhsaa.org](mailto:khoyt@lhsaa.org)) THEIR DISTRICT STANDINGS.**

## EDITING PLAYOFF BRACKETS

1. Log onto [www.lhsaaonline.org](http://www.lhsaaonline.org) using your username and password
2. You will see 5 tabs – click on the tab that says PLAYOFF BRACKETS



3. Click on the EDIT tab that will be located beside the *Softball Playoff Bracket*



4. You will see a four-team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes – one will say SCORES in it and the other will have TIME/PLACE.

Welcome to the LHSAA Coaches Website

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

- a) Click on TIME/PLACE to enter the following
    1. Day of your game
    2. Time of your game
    3. Location of game
    4. Home and Away teams
    5. Once you have entered the requested information and reviewed it for any possible errors
5. Click SAVE & CONFIRM.



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## ENTERING PLAYOFF GAME RESULTS

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1. The coach of the winning team will log on to the LHSAA Member site [www.lhsaaonline.org](http://www.lhsaaonline.org) (see screen shot on previous page)
2. You will see 5 tabs – click on the tab that says PLAYOFF BRACKETS
3. Click on the EDIT tab that will be located beside the *Softball Playoff Brackets* (see screen shot on previous page)
4. You will see a four team mini bracket that will show your opponent and the two other teams in your bracket. You will see two boxes – one will say SCORES in it and the other will have TIME/PLACE.

Welcome to the LHSAA Coaches Website

Home Forms Power Ranking Online Clinics **Playoff Brackets**

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Edit Game Result

**Boys Basketball Class 4A Bi-District Game**  
Fair Park vs Vanderbilt Catholic @ Court #1 on 3/15 6:00 PM

Winning Team:	<input type="radio"/> Fair Park <input type="radio"/> Vanderbilt Catholic <input type="checkbox"/> Forfeit * Please select winning team.
* Contact LHSAA if game is a Forfeit	
Enter Score:	Fair Park <input type="text"/> Please enter Score.
	Vanderbilt Catholic <input type="text"/> Please enter Score.

Please verify that the next game time, location and home team are correct. If changes are required then click the Time/Place button by the next game and make the change.

Please send us any comments, questions, or suggestions using the [Contact Us](#) form or call the LHSAA office.

### Steps to follow to enter your game results:

- a) Click on SCORE to enter your game results
  - b) Click on winning team and enter the score
  - c) Click on losing team and enter the score
  - d) Once you have reviewed the information for any possible errors
5. Click SAVE
- \*The winning team will automatically advance to the regional round on the bracket.

**NOTE:** The TIME/PLACE screen will open so you can enter the Date, Time, Home Team, Location and location details of the next round. If you do not know your next opponent, please click the CANCEL button. You can enter this information once you know who your next opponent will be.

*Please keep this document and if you have any questions, please contact LHSAA Assistant Executive Director, Karen Hoyt ([khoyt@lhsaa.org](mailto:khoyt@lhsaa.org)) or her Administrative Assistant, S. Lacy Macdiarmid ([lmacdiarmid@lhsaa.org](mailto:lmacdiarmid@lhsaa.org)).*