



## Softball State Final Information



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To: Principal, Athletic Director, Head Coach  
From: Tracie Henry  
Date: May 30, 2025  
Re.: State Final Information

Congratulations on qualifying for the IHSA Girls Softball State Finals! What a tremendous accomplishment for your team, school, and community! This week promises to be an exciting and quick one for you and your school, so we hope that this state final qualifier information packet is of value to you in preparing for your trip to Peoria.

The following items are included in this packet:

- Cover letter (includes Tournament Management Contact List)
- Hotel Information
- Tournament Time Schedule
- Pre-Game Player Introduction Format
- Trophy Presentation Instructions
- Team Dinner Agenda
- Student Media Pass(es) Request Form

It is imperative that you print out copies of each - plus the IHSA Girls' Softball Manual for Schools and the softball Terms and Conditions - and review all these documents prior to coming to Peoria.

Tournament Management Contact List: *(These phone numbers should be used by school personnel only)*

IHSA Office	309-663-6377
Tracie Henry (IHSA) cell	309-531-1191

Please email tournament manager Tracie Henry ([thenry@ihsa.org](mailto:thenry@ihsa.org)) by Wednesday afternoon to confirm the number of people who will attend the Team Celebration on Thursday (players, coaches, and administration only). Also, if your school wishes to practice at Louisville Slugger Sports Complex, Tracie will be able to arrange that and will send additional details via email.

Qualifying schools may also independently schedule a practice at a local high school or other facility Thursday or during the day on Friday/Saturday if you play during the second session.

Also, please email Tracie Henry ([thenry@ihsa.org](mailto:thenry@ihsa.org)) with cell phone numbers for any school administrators who will be in Peoria (Head Coach, Athletic Director, Principal, etc.) as well as the hotel your team will be staying at if applicable.

Finally, state final tickets will be \$11 per day at the Louisville Slugger Sports Complex. Digital tickets will be available via GoFan.



## Hotel Information

The IHSA is working with the Peoria Area Visitors & Convention Bureau to secure rooms for each team.

Your athletic director will be emailed additional information after your school qualifies for the state finals.



**2025 IHSA State Softball Tournament Time Schedule**  
**Class 1A and 2A: Louisville Slugger Sports Complex, Peoria, June 6 & 7**  
**Class 3A and 4A: Louisville Slugger Sports Complex, Peoria, June 13 & 14**

<b>Session #1</b>		<b>Minutes Before</b>	<b>Minutes</b>
<b>Friday</b>	<b>Actual Time</b>	<b>Game Time</b>	<b>Elapsed</b>

**Game No. 1: 10:00 a.m.**

Visiting team infield	9:27 a.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	9:35 a.m.	25 min.	8
Clear infield	9:37 a.m.	23 min.	10
Home team begins infield	9:38 a.m.	22 min.	11
Advise home visiting team that they have two minutes remaining on infield	9:46 a.m.	14 min.	19
Clear infield	9:48 a.m.	12 min.	21
Umpire conference with coaches	9:48 a.m.	12 min.	21
Begin introduction of all players on roster and coaches	9:50 a.m.	10 min.	23
National Anthem (Tape or Soloist)	9:57 a.m.	3 min.	30
Sportsmanship Handshake on Field	9:59 a.m.	1 min.	32
Home team on field	9:59 a.m.	1 min.	32
Start Game	10:00 a.m.	0 min.	33

**Game No. 2: 12:30 p.m. or when field is ready**

Warm-up (Practice Fields)			
Visiting team infield	10 min.	33 min.	0
2 minute warning after 8 minutes		25 min.	8
Clear infield	1 min.	23 min.	10
Home team infield	10 min.	2 min.	11
2 minute warning after 8 minutes		14 min.	19
Clear infield	1 min.	12 min.	21
Umpires conference with coaches	2 min.	12 min.	21
Introduce all players on roster and coaches	7 min.	10 min.	23
Sportsmanship Handshake/ Home team on field	1 min.	1 min.	32
Start game	12:30 p.m. (Approx.)	0 min.	33

<b>Session #2 Friday</b>	<b>Actual Time</b>	<b>Minutes Before Game Time</b>	<b>Minutes Elapsed</b>
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**Game No. 3: 3:00 p.m. or when field is ready**

Visiting team infield	2:27 p.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	2:35 p.m.	25 min.	8
Clear infield	2:37 p.m.	23 min.	10
Home team begins infield	2:38 p.m.	22 min.	11
Advise home team that they have two minutes remaining on infield	2:46 p.m.	14 min.	19
Clear infield	2:48 p.m.	12 min.	21
Umpire conference with coaches	2:48 p.m.	12 min.	21
Begin introduction of all players on roster and coaches	2:50 p.m.	10 min.	23
National Anthem (Tape of Soloist)	2:57 p.m.	3 min.	30
Sportsmanship Handshake/ Home team on field	2:59 p.m. 1 min.	1 min. 1 min.	32 32
Start Game	3:00 p.m.	0 min.	33

<b>Friday (Continued)</b>	<b>Actual Time</b>	<b>Minutes Before Game Time</b>	<b>Minutes Elapsed</b>
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**Game No. 4: 5:30 p.m. or when field is ready**

Warm-up (Practice Fields)			
Visiting team infield	10 min.	33 min.	0
2 minute warning after 8 minutes		25 min.	8
Clear infield	1 min.	23 min.	10
Home team infield	10 min.	22 min.	11
2 minute warning after 8 minutes		14 min.	19
Clear infield	1 min.	12 min.	21
Umpires conference with coaches	2 min.	12 min.	21
Introduce all players on roster and coaches	7 min.	10 min.	23
Sportsmanship Handshake/ Home team on field	1 min. 1 min.	1 min. 1 min.	32 32
Start game	5:30 p.m. (Approx.)	0 min.	33

<b>Session #3 Saturday</b>	<b>Actual Time</b>	<b>Minutes Before Game Time</b>	<b>Minutes Elapsed</b>
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**Game No. 5: 9:00 a.m.**

Visiting team infield	8:27 a.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	8:35 a.m.	25 min.	8
Clear infield	8:37 a.m.	23 min.	10
Home team begins infield	8:38 a.m.	22 min.	11
Advise home visiting team that they have two minutes remaining on infield	8:46 a.m.	14 min.	19
Clear infield	8:48 a.m.	12 min.	21
Umpire conference with coaches	8:48 a.m.	12 min	21
Begin introduction of all players on roster and coaches	8:50 a.m.	10 min.	23
National Anthem (Tape or Soloist)	8:57 a.m.	3 min.	30
Sportsmanship Handshake on Field	8:59 a.m.	1 min.	32
Home team on field	8:59 a.m.	1 min.	32
Start Game	9:00 a.m.	0 min.	33

**Game No. 6: The Championship Game has no official start time and will begin as soon as the field is ready (coaches will be given exact start time after third-place medal ceremony ends)**

Warm-up (Practice Fields)			
Visiting team infield	10 min.	33 min.	0
2 minute warning after 8 minutes		25 min.	8
Clear infield	1 min.	23 min.	10
Home team infield	10 min.	22 min.	11
2 minute warning after 8 minutes		14 min.	19
Clear infield	1 min.	12 min.	21
Umpires conference with coaches	2 min.	12 min.	21
Introduce all players on roster and coaches	7 min.	10 min.	23
Sportsmanship Handshake/ Home team on field	1 min.	1 min.	32
Start game	11:30 a.m. (Approx.)	0 min.	33

<b>Session #4 Saturday (Continued)</b>	<b>Actual Time</b>	<b>Minutes Before Game Time</b>	<b>Minutes Elapsed</b>
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**Game No. 7: 2:00 p.m. (Third-Place Game)**

Visiting team infield	1:27 p.m.	33 min.	0
Advise visiting team that they have two minutes remaining on infield	1:35 p.m.	25 min.	8
Clear infield	1:37 p.m.	23 min.	10
Home team begins infield	1:38 p.m.	22 min.	11
Advise home team that they have two minutes remaining on infield	1:46 p.m.	14 min.	19
Clear infield	1:48 p.m.	12 min.	21
Umpire conference with coaches	1:48 p.m.	12 min.	21
Begin introduction of all players on roster and coaches	1:50 p.m.	10 min.	23
National Anthem (Tape of Soloist)	1:57 p.m.	3 min.	30
Sportsmanship Handshake/ Home team on field	1:59 p.m. 1 min.	1 min. 1 min.	32 32
Start Game	2:00 p.m.	0 min.	33

**Game No. 8: The Championship Game has no official start time and will begin as soon as the field is ready (coaches will be given exact start time after third-place medal ceremony ends)**

Warm-up (Practice Fields)			
Visiting team infield	10 min.	33 min.	0
2 minute warning after 8 minutes		25 min.	10
Clear infield	1 min.	23 min.	10
Home team infield	10 min.	22 min.	11
2 minute warning after 8 minutes		14 min.	19
Clear infield	1 min.	12 min.	21
Umpires conference with coaches	2 min.	12 min.	21
Introduce all players on roster and coaches	7 min.	10 min.	23
Sportsmanship Handshake/ Home team on field	1 min. 1 min.	1 min. 1 min.	32 32
Start game	4:30 p.m. (Approx.)	0 min.	33

## Girls Softball Tournament Pre-game Player Introduction Format

Uniformed coaches and each uniformed player will be introduced by the State Final Site Public Address Announcer prior to the start of each semifinal game played in the tournament. However, only the starting line-ups will be announced prior to the start of the 3<sup>rd</sup> place and championship games. The visiting team will be introduced first (occupying the first base dugout) and the home team will be introduced second (occupying the third base dugout). The format will be:

**1) Visiting Team:** Head coach, followed by the non-starting players in numerical order, then the starting lineup (9 or 10 players depending upon use of the D.P./Flex) in the proper batting order (from leadoff hitter through last batter).

**2) Home Team:** Head coach, followed by the non-starting players in numerical order, then the starting lineup (9 or 10 players depending upon use of the D.P./Flex) in the proper batting order (from leadoff hitter through last batter).

**Procedure:** As each person is introduced, the person takes a position on the base line in front of the person's team dugout, working from home plate toward the base. The head coach should be adjacent to home plate, followed by assistant coaches, then non-starters, then starters.

**For the Games 1, 3, 6, and 8:** all members of both teams SHALL REMAIN on the base lines for the announcement of umpires and playing of the National Anthem. After the completion of the anthem or of the other teams lineup in games without the anthem, the Sportsmanship Handshake will take place (see below).

**For Games 2, 4, 5, 7:** the personnel from the visiting team shall remain on the base line until the completion of introductions for personnel from the home team and the announcement of umpires. After the completion of the anthem or of the other teams lineup in games without the anthem, the Sportsmanship Handshake will take place (see below).

## Post-game Press Interview Procedure

The coach of each team participating in the tournament should be prepared to meet with members of the news media covering the tournament immediately following the conclusion of each game played in the tournament. Coaches should be prepared to go to the designated areas to meet with the media after each game, with the exception of the 3<sup>rd</sup> place and championship games. For those games, the media will be allowed to speak with coaches on the field.

After each game, teams should exit the dugout area as quickly as possible. The coach of the home team should, upon exiting the dugout, be prepared to go to the pavilion behind the 3<sup>rd</sup> base dugout to meet with the media. The coach of the visiting team should, upon exiting the dugout, be prepared to go to the medical tent behind the 1<sup>st</sup> base dugout to meet with the media. If no media are present, coaches are not required to wait around for them.

Following the 3<sup>rd</sup> place and championship games, coaches will be allowed to speak briefly with the media while the state final management team sets up for the awards presentation. Once they are ready, coaches will be required to stop their interviews and participate in the awards ceremony. Once the ceremony is finished, coaches may speak with the media for as long as they wish.

Coaches are reminded they are representing their schools and communities during all interview sessions. Coaches should remain positive at all times.

# Trophy Presentation Instructions

(Teams Playing in Third Place and/or Championship Game)

Immediately following the conclusion of both the third place and championship games, the IHSA will begin the awards presentation on field no. 3. These procedures will be implemented:

**1)** Teams return to their benches, and players prepare to line up in the order that they will receive medallions as outlined below:

The 27 representatives of the teams finishing 4<sup>th</sup>/2<sup>nd</sup> and 3<sup>rd</sup>/1<sup>st</sup> in the Tournament are to assemble in order on the diamond. The home team shall line up between 2<sup>nd</sup> and 3<sup>rd</sup> base, while the visiting team shall line up between 1<sup>st</sup> and 2<sup>nd</sup> base. Order shall be: Superintendent, Principal, Athletic Director, Athletic Trainer (if applicable), Head Coach, Assistant Coaches, Manager(s) (if applicable), the twenty-two players (maximum) in numerical order of their jersey, with the administrators lining up closest to 2<sup>nd</sup> base. *Per the Terms and Conditions only 27 individuals, other than the first four names listed above will be allowed to participate in the Awards Ceremony.*

**2)** As teams are assembling, State Final Management Team rolls table holding trophies to the mound area.

**3)** Members of IHSA Board of Directors and staff who will present medallions and trophies walk as a group from the gate next to the third base dugout to the mound area, lining up to face the main grandstand.

NOTE: Persons assigned to hold medallions for presenter should drape the complete set of medallions for that team over their arm in advance. This will help to speed up the ceremony and will also eliminate snags which may occur because of twisted ribbons or tangled medallions that lay on a table or other surface.

**4) Fourth/Second Place Medallions:** State Final Site Public Address Announcer reads script for awarding of medallions to the fourth/second place team as outlined below:

a) IHSA Representatives drape medallions over heads of all in team contingent as house PA announces respective names.

b) Then team members and coaches remain in position on base line while presentation of medallions is made to third/first place team.

**5) Third/First Place Medallions:** State Final Site Public Address Announcer reads script for awarding of medallions to the third/first place teams as outlined below:

a) IHSA representatives drape medallions over heads of all in team contingent as house PA announces respective names.

b) Then team members and coaches remain in position on base line while presentation of fourth/second place trophy is made to the fourth/second place team.

**7) Fourth/Second Place Team Trophy:** State Final Site Public Address Announcer reads script for awarding of trophy to the fourth/second place team, as outlined below:

a) IHSA representatives award fourth/second place trophy to head coach and captain(s).

**8) Third/First Place Team Trophy:** State Final Site Public Address Announcer reads script for awarding of trophy to the third/first place team, as outlined below:

a) IHSA Representatives award third/first place trophy to head coach and captain(s).

**9) Team Photos:** After medallions and trophies are awarded, teams will be directed to a designated spot for an official team photo by the IHSA photographer. After the official team photo is taken, parents and media will be allowed access to the teams.

# 2025 IHSA Softball State Final Team Celebration

**WHERE:** Louisville Slugger Sports Complex (8400 Orange Prairie Rd., Peoria, IL 61615)

**WHEN:** Class 1A & 2A - Thursday, June 5 - 6:00 p.m.  
(Arrive at 5:30 to have individual photos taken by VIP)  
Class 3A & 4A - Thursday, June 12 - 6:00 p.m.  
(Arrive at 5:30 to have individual photos taken by VIP)

**WHO:** Team personnel...Coaches, players, managers, trainers, statisticians, and school administrators.

**ATTIRE:** Teams should wear/bring jersey tops. Jeans and shorts are acceptable.

## **SCHEDULE:**

*Opening from Tracie Henry, Master of Ceremonies, and IHSA Softball Administrator*

- I. Welcome & Introduction of head table
- II. Introduction of Umpire-In-Chief and State Final Officials
- III. Dinner - provided by Louisville Slugger and the PAVCB
- IV. Coin Tosses  
The Umpire-In-Chief will conduct a coin flip with the team coaches to determine the home team for Friday's games.
- V. Team Introductions  
\* After the completion of the coin tosses, coaches will remain standing and introduce their team personnel.
- VI. Closing Remarks

**Coaches must remain at Louisville Slugger Sports Complex at conclusion of banquet for brief meeting with tournament personnel**

## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your student's check-in with state final personnel upon arrival for media coverage regulations.

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

**Cameras and devices cannot be attached to backstop or any fence.**

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

***Please contact Matt Troha (309-663-6377) at the IHSA for any questions related to this document.***