



Oregon School Activities Association

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To: Athletic Directors and Varsity Baseball / Softball Coaches
From: Kris Welch, Assistant Executive Director; Missy Smith, Assistant Executive Director
Subject: OSAA Website – Spring 2026 Reminders

This memo outlines a few website reminders as we begin the Baseball and Softball seasons. Please contact Kris Welch (krisw@osaa.org or 503.682.6722 x230) in the OSAA office if you have questions regarding any of this information. Best of luck this season!

1. ADDING CONTEST TO SCHEDULES AFTER CERTAIN DATES

Contests added to a team's schedule after the dates listed below may not count in the rankings based on new Board Policies regarding the rankings. Be sure that you don't delete contests from your schedule, but instead use the Postpone Contest or Cancel Contest button to keep the contest on your schedule.

A. **Adding Contests to Schedules vs. Teams More Than One Classification Away After April 8**

Remember that results from contests added to a team's schedule after a certain date each season (Spring – April 9) **vs. a team more than one classification away** shall not be included in the rankings.

B. **Adding Any Contest to Schedules After April 15**

Results from contests added to a team's schedule after a certain date each season (Spring – Apr. 16) shall not be included in the rankings. **NOTE:** Contests not affected by this policy include bracketed contests at tournaments, league tiebreakers, and district/league tournaments. Schools may apply for an exception to OSAA Staff in extenuating circumstances.

2. POSTPONEMENTS / CANCELLATIONS

On the day of a contest, schools are able to change the status to either Postponed or Cancelled by selecting the appropriate button in your editing window. When Postponed is selected, schools have the option to list the new date/time, if known. If a postponed contest will be replayed but you aren't sure when, you can leave the new time field blank to complete later. If you aren't sure if the contest is going to be replayed, it should be Cancelled. That way it stays on your schedule and you can always reinstate the contest if you end up being able to get it scheduled. Deleting contests from your schedule and adding them back later in the season may result in contests not counting in the rankings based on the policies above. When in doubt, leave it on your schedule as Cancelled.

3. HOME / AWAY DESIGNATION (Baseball / Softball only)

- A. Baseball and softball contests, even those played as part of a tournament, shall not be listed as neutral due to the fundamental difference associated with being the home team in those sports (advantage of batting last).
- B. **Doubleheaders:** If a team is playing a doubleheader at another school, both contests should be shown as away contests on the schedule to accurately portray where the contests are physically taking place. When scoring the contest, schools are able to check a "Home batted first" box so the home/away designation is correct for the rankings.

4. EXTRA INNINGS / SHORTENED CONTESTS

When submitting a score for any completed contest that goes extra innings or is shortened due to 10-run rule, etc., schools should note the number of innings played in the Innings Notes box directly below the score for each team (i.e.

5 inn., 9 inn, etc.) Please do not use half innings when submitting this information. Nothing needs to be added for regulation 7-inning games.

5. MANAGING OUT-OF-STATE RECORDS

- A. It is strongly recommended that schools have direct, regular contact with out-of-state teams rather than relying on websites that may not contain accurate information. The best way to insure you are gathering correct, timely information is to reach out to the school's athletic director and head coach when you play them to establish a reliable contact. For more information, click here: [Managing Out-Of-State Records](#)
- B. Schools are required to update the record of out of state opponents through their editing window on a weekly basis. When entering the out of state opponent's record, you must remove the result of the contest(s) played against your school. This will treat these out of state opponents equitably as this is automatically done for contests vs. Oregon teams. Only regular season/league playoff results should be used for out of state opponents; state playoff results shall not be included.

6. ENTERING TOURNAMENT INFORMATION

- A. Schools hosting tournaments are only able to add games and submit scores for games their team plays. If your team plays in a tournament, please make sure that the results are entered into the system in a timely manner. If you've entered your scores from a tournament but still receive an email Missing Score alert the next day, most often the issue is that your schedule still has a game listed vs. TBD at the tournament. Simply click on the game in your editing window and select Delete Contest.
- B. If you are hosting a tournament, we encourage you to email the bracket to krisw@osaa.org in advance. That way, we can help make sure that all of the games are entered with the correct tournament name, etc.