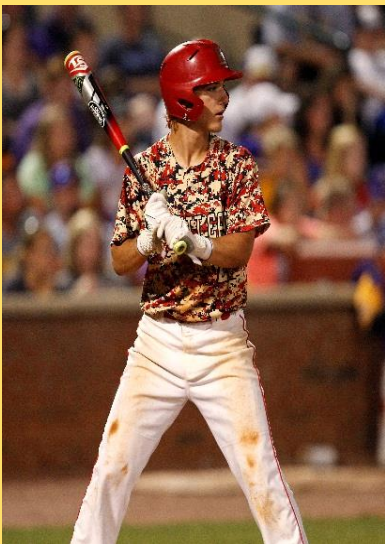


# 2017 Whitaker Bank/KHSAA State Baseball Tournament Umpires Instructions



# WHITAKER BANK/KHSAA STATE BASEBALL UMPIRE INSTRUCTIONS

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## **INSTRUCTIONS TO UMPIRES**

- Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on being selected to the umpire crew for the Whitaker Bank/KHSAA State Baseball Tournament
- We hope that these instructions answer most of your questions
- Please read this information immediately and contact Associate Commissioner Butch Cope at the KHSAA offices should you have any questions

- The KHSAA will have representatives available prior to the championship games at the KHSAA offices (859) 299-5472 throughout the week of the championships
- You can contact Butch Cope (bcope@khsaa.org), Mike Barren (mbarren@khsaa.org) or Administrative Assistant Larrecia Williams (lwilliams@khsaa.org) at the KHSAA offices should you have any questions

### **PRE-EVENT LOGISTICS**

#### *WHITAKER BANK BALLPARK SUGGESTED DIRECTIONS*

- Whitaker Bank Ballpark is easy to find and easy to access
- The site is just 1.5 miles north from the I-64 and I-75 interchange and less than one-quarter mile from New Circle Road
- The park sits at 1200-1295 North Broadway, directly adjacent to the Northland Shopping Center
- Teams will park and enter via the Pass Gate on the third base line side
- FROM EAST OF LEXINGTON (VIA I-64)
  - Take I-75 North at junction with I-64 West
  - Take exit 113 (Paris / Lexington), exit right, a right at exit traffic light, turn right to go to the Park
  - Proceed through the third light (including the one at the exit), to the light at the entrance to the Park
  - Turn right to enter park
- FROM NORTH OF LEXINGTON (VIA I-75)
  - Take exit 113 (Paris / Lexington), exit right
  - At exit traffic light, turn right to go to the Park
  - Proceed through the third light (including the one at the exit), to the light at the entrance to the Park
  - Turn right to enter park
- FROM SOUTH OF LEXINGTON (VIA I-75)
  - Take I-75 North to exit 113 (Paris / Lexington), exit right
  - At exit traffic light, turn right to go to the Park
  - Proceed through the third light (including the one at the exit), to the light at the entrance to the Park
  - Turn right to enter park
- FROM SOUTH OF LEXINGTON (VIA US27, Nicholasville Road)
  - Follow Nicholasville Road toward Lexington
  - Come through downtown and continue on US 27 which has now become North Broadway
  - After passing Transylvania University, and several housing areas, Northland will appear on the left
  - Turn left to enter the park
- FROM WEST OF LEXINGTON (VIA Bluegrass Parkway or US60E)
  - Take the Bluegrass Parkway till it ends at Versailles Road
  - Make a right onto Versailles Road and travel east into Lexington
  - From Versailles Road, take the second New Circle Road exit heading northeast
  - Continue on New Circle Road to North Broadway
  - Make a right onto North Broadway and proceed to the park
  - Turn right to enter the park

#### *LODGING*

- Umpire housing for the baseball finals is arranged through the Lexington Convention and Visitors Bureau and a corporate contract with Four Points Sheraton (1938 Stanton Way, Lexington, KY 40511) for June 7-11 and the Campbell House (1375 S. Broadway, Lexington, KY 40504) for June 16-17
- You may check in at the Four Points Sheraton Wednesday evening June 7 (after 4:00 p.m. ET)

### **COMPETITION DATES AND SCHEDULE**

- Weather permitting, the game dates and times have been set for the State Tournament
- You need to make no further arrangements in terms of game date and time

- Please make note of the schedule of games
- First round games are not necessarily in bracket order
  - Round 1, Region 14 vs. Region 5, Thursday, June 8 - 11 a.m. ET
  - Round 1, Region 3 vs. Region 16, Thursday, June 8 - 1:30 p.m. ET
  - Round 1, Region 12 vs. Region 13, Thursday, June 8 - 6 p.m. ET
  - Round 1, Region 8 vs. Region 10, Thursday, June 8 - 8:30 p.m. ET
  - Round 1, Region 1 vs. Region 7, Friday, June 9 - 11 a.m. ET
  - Round 1, Region 6 vs. Region 4, Friday, June 9 - 1:30 p.m. ET
  - Round 1, Region 11 vs. Region 2, Friday, June 9 - 6 p.m. ET
  - Round 1, Region 9 vs. Region 15, Friday, June 9 - 8:30 p.m. ET
  - Quarterfinal 1, Region 8/10 Winner vs. Region 3/16 Winner, Saturday, June 10 - 11 a.m. ET
  - Quarterfinal 2, Region 14/5 Winner vs. Region 12/13 Winner, Saturday, June 10 - 1:30 p.m. ET
  - Quarterfinal 3, Region 1/7 Winner vs. Region 11/2 Winner, Saturday, June 10 - 6 p.m. ET
  - Quarterfinal 4, Region 9/15 Winner vs. Region 6/4 Winner, Saturday, June 10 - 8:30 p.m. ET
  - Semifinal 1, Quarterfinals Winners, Friday, June 16 - 11 a.m. ET
  - Semifinal 2, Quarterfinals Winners, Friday, June 16 - 1:30 p.m. ET
  - State Championship Game, Saturday, June 17 - 1 p.m. ET

### **ADMISSION INTO VENUE**

#### *TICKETS*

- We will provide up to four complimentary tickets for your guest/spouse/other
- Please have this individual enter through the team/media/officials gate, which is located on the third base side of Whitaker Bank Ballpark

#### *WHEELCHAIR/A.D.A. ACCOMMODATIONS*

- Efforts will be made to make a reasonable accommodation for those individuals who may need wheelchair access or other needs due to disability
- Please see Butch Cope or Gary Durbin upon arrival for instructions
- Due to insurance and other concerns, there will be NO wheelchairs allowed on the field level for any reason

### **UMPIRE OPERATIONS**

#### *ARRIVAL TIME AND DRESSING FACILITIES*

- You will be expected to be at the game site 1 hour and 15 minutes before the start of the sessions
- You will be issued a parking pass at the organizational meeting which will be valid for entry into reserved parking
- Upon entering the main parking lot, follow down the stadium and make a right to circle around the venue and park as instructed
- Please be prepared as it is our preference that you travel without the game uniform on so as to draw as little attention to yourselves as possible upon arrival
- You will then need to come to the front entrance to the stadium and enter via Gate 1, which is our only pass gate and then proceed behind the first base line to the dressing room
- You will be dressing in the visiting team dressing room in Whitaker Bank Ballpark behind the right field wall
- From the dressing room, you will enter the stadium through a gate along the right-center field wall

#### *UNIFORM*

- The following will be the uniform for umpires working in the state baseball tournament in 2017:
  - Gray uniform pants
  - KHSAA logo over heart as per specifications to vendors and must be embroidered
  - Navy blue pullover shirt with red and white trim (if visible, undershirt shall be red) with a red number (optional) with white trim on right sleeve (3 inches preferred) will be worn on June 8 and June 16

- Light blue pullover shirt (undershirt if visible shall be blue) with navy and white trim with a blue number (optional) and white trim on the right sleeve (3 inches preferred) will be worn on June 9
- Black shirt with black and white trim (if visible, undershirt shall be white) and a black number (optional) with white trim on right sleeve (3 inches preferred) will be worn on June 10 and June 17.
- Navy hat with embroidered KHSAA logo as per specifications to vendors and navy ball bag if navy or light blue shirt is worn
- Black hat with embroidered KHSAA logo as per specifications to vendors and black ball bag if black shirt is worn
- Black shoes and socks
- Jacket (pullover), if worn during contest, shall be the official KHSAA pullover without numbers with embroidered KHSAA logo over heart as per specifications to vendors and shall be blue if the navy or light blue uniform is worn, and black if the black shirt is worn
- Plate coat with embroidered KHSAA logo as per specifications to vendors is permissible
- All umpires in a given contest shall wear the same type shirt
- No local association patches are allowed on hats (only the KHSAA embroidered logo)
- Sunglasses are permissible for the field umpires, however, all should wear them and the style of glasses should not distract from the appearance of the umpire(s)
- At the point we cut umpires, you may be able to have a room by yourself for family, etc.
- Once an umpire has been released, the lodging will end following that day
- There will be two umpires per double room
- If you desire anything other than a double room, you are responsible for the difference in the cost of the room (approximately \$35/night)
- The expense of your own room will be deducted from your expense report
- If you are not going to stay in the hotel, please let Mr. Cope know by Monday, June 5

### **GAME ASSIGNMENTS**

- Each umpire will work one game on Thursday, Friday and Saturday, June 8-10
- From that point, assignments are based upon those teams that advance and any conflicts
- There is no guarantee that you will be assigned to work the plate
- We will utilize four-person mechanics and coverage as described in the National Federation umpires Manual
- Make certain that you are familiar with these coverage and position rotations
- This will be reviewed at the Wednesday evening umpires meeting (June 7, 7 p.m. at the Four Points Sheraton)
- The game assignments will be distributed at Wednesday's meeting

### **VENUE LOGISTICS**

#### *HOME AND VISITING TEAM, DUGOUTS AND LOCKERS*

- The team in the bottom bracket of the tournament draw will be the visiting team in all games and use the third base dugout
- The team in the top bracket of the tournament draw will be the home team in all games and use the first base dugout
- A representative of the school and the KHSAA playoff staff will inspect the dugout before and after the game
- It is expected that the dugouts will be left in the same condition it is found
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for cleanup to those schools leaving the dugouts in unsatisfactory condition or damaging any of the field property
- There will be no locker room facilities available at the stadium for teams
- Teams should be prepared for play upon arrival

### *COLOR OF JERSEY*

- The home team will wear its light colored jersey and the visiting team will wear its dark colored jersey
- KHSAA staff will resolve conflicts regarding these issues and both teams should be prepared to have both light and dark jerseys available

### **CONDUCT OF EVENT**

#### *INCLEMENT WEATHER STATEMENT*

- With the possibility of inclement weather, we remind you that you should be prepared to move to a place of shelter in the event of bad weather conditions
- Should it begin to rain, the games will continue on schedule unless there are signs of lightning or the umpires, in consultation with tournament management, determine that it is unsafe to continue
- Should weather conditions force a postponement or delay, you should immediately leave the bleacher area and heed any announcements made by tournament management
- Should evacuation become necessary, please observe the directions given by uniformed officers as well as tournament officials
- In accordance with adopted KHSAA policy, if the games are suspended, the minimum suspension will be 30 minutes after the last sight of lightning or sound of thunder
- Persons leaving the park should seek shelter in their mode of transportation
- In all circumstances, use prudent judgment in determining whether or not you should remain in the dugout or bleachers
- When the decision is made to resume the games, there will be announcements made throughout the park area, and prior to the resumption of play, a fifteen minute warm-up period will be given to both teams
- The KHSAA pitching limitations are in force irrespective of weather conditions or cancellations

#### *HEAT INDEX*

- Tournament play will adhere to the Heat Index Guidelines
- Tournament administration, working with the UK Healthcare staff will be responsible for tracking and implementing the Heat Index Program and its guidelines
- Should the heat index reach 95, mandatory 10 minute water breaks will be given every 30 minutes
- At 99, play shall stop and the heat index will be monitored every 30 minutes

### **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

#### *FAN BEHAVIOR AND ACTIONS*

- No one outside of the team is to come on the playing field
- Fans are to stay in the stands before, during and after the game

#### *SIGNS, BANNERS, NOISEMAKERS*

- No posters or signs of any kind will be permitted to be affixed (with glue, tape string or other devices) by any official or unofficial school representative to any permanent surface of the park
- No signage posted on behalf of a school may contain derogatory language or sayings or contain the name of the opponent or any of its players
- No electronic amplification equipment will be allowed in the park, nor any other electronic noisemaker
- This includes stereos, speakers, cannons, electronic horns, tanks, etc.
- In addition, no recorded music or other type of reproduction subject to copyright restrictions will be permitted

#### *GAME BALLS AND BALL RETRIEVERS*

- For Tournament games, Spalding will be providing the TF Pro HS Baseball (41-100HS) raised seam baseball as game balls
- Each team is expected to help in the retrieval of foul balls down their side to make certain that the best possible balls are being used
- Teams are asked to provide one ball person (at least 10 years of age) for their game

- This person does not count toward your limit of 18 passes
- The ball/bat person will be located inside the team dugout
- The home team ball/bat person will be responsible for running the radio out to the home plate umpire to communicate line-up changes to the press box

#### *WARM-UP TIME*

- On the days of the tournament, the teams may not be on the field except as detailed in the timetable
- There will be no exceptions and schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27
- It is imperative that the grounds crew has adequate time to perform their functions

#### *BETWEEN INNINGS*

- Between innings, the team taking the field, particularly the pitcher, should delay approximately one minute before leaving the dugout
- There are many promotions and other activities surrounding the games, and we don't want players warming up and standing waiting for a promotion or activity to end

#### *DUGOUT DECORUM*

- The KHSAA will instruct the umpires to enforce the rules of the game regarding dugout conduct and the coaching boxes
- With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel in the dugout, including actions, gestures and language
- In light of recent Board of Control emphasis on conduct, the umpires have been instructed to ensure that all rules are enforced within the NFHS Rules and other books

#### *OFFICIAL STATS*

- The KHSAA provides official statistics for the games through the outstanding services of WL Stats
- Due to space constraints, there is no space provided for team statisticians in the press box
- All team stat personnel must stay within the dugout during the entire game or be positioned in the stands
- The stats are live and results will be posted on the KHSAA website immediately after each game

#### *PITCHING LIMITATION*

- The KHSAA will designate an individual to serve as the designated Pitch Count Recorder
- At the end of each inning, a pitch count will be communicated to the dugout

#### *FIELD DIMENSIONS*

- The fence distances at Whitaker Bank Ballpark are 320 feet down the left field line, 318 down the right field line, and 401 to straight away center field
- The outfield walls are clearly bordered by a warning track
- There is an area deep down each side that is out of play
- We will review those areas with the coaches and the umpires prior to each game

### **HEALTH INFORMATION**

#### *ATHLETIC TRAINER*

- UK Healthcare will be providing training services for the games
- They intend to have a certified and/or student trainer at field level located on the third base line beginning one hour before the start of each game
- Each team is also entitled to have its own team doctor available (one of the 18 armbands) and an ambulance will be available
- Please feel free to utilize these important services that are provided by the representatives of the Lexington community
- Should emergency medical treatment be necessary, Lexington Fayette Fire Department EMTs will be transporting the injured person(s) to St. Joseph Hospital in Lexington

- The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant
- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose as this form contains appropriate language

*VENUE SAFETY*

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged
- Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved

*EMERGENCY ACTION PLAN*

- KHSAA Staff, in consultation with the Athletic Training staff and venue personnel, has developed an Emergency Action Plan for this event
- This plan will be available upon arrival on-site from the Athletic Training staff

**POST EVENT**

*GENERAL POLICY*

- An expense allowance will be paid to each umpire in the state tournament

*GAME FEE*

- Umpires assigned will be paid \$70.00 for each contest umpired

*MEALS*

- Each umpire will be reimbursed \$20 per day for meals for each night of lodging utilized

*MILEAGE*

- Each umpire is reimbursed \$.35 per mile, round trip for one vehicle, from the home location (or the state line for out of state umpires) to Lexington, in accordance with mileage numbers provided by the American Automobile Association

*RECEIVING YOUR REIMBURSEMENT*

- Your expense check will be mailed from the KHSAA offices not later than 30 days following the finals

**IMPORTANT WEBSITE LINKS**

- KHSAA Baseball Competition Rules - <http://khsaa.org/handbook/competitionrules/bacompetitionrules.pdf>
- KHSAA Pitching Limitation - <http://khsaa.org/forms/ba101.pdf>
- KHSAA Board of Control Policies and Procedures - [goo.gl/PBrQ3X](http://goo.gl/PBrQ3X)
- Baseball Site Specifications - <http://www.khsaa.org/baseball/sitespecifications.pdf>
- Medical Coverage - <http://www.khsaa.org/handbook/20162017/policies.pdf>
- KHSAA Forms - <http://khsaa.org/general/bottom-tab-pages/general-forms/>