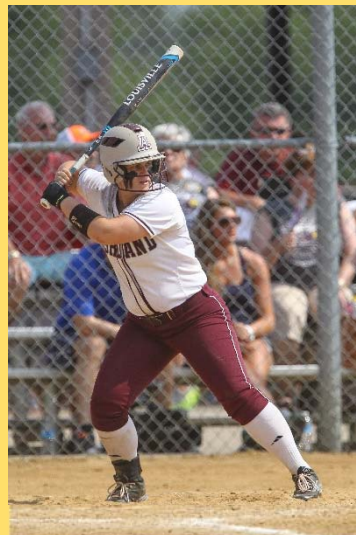
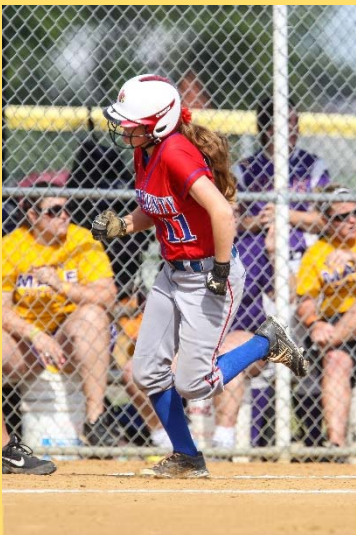




# **2016 KHSAA Softball District/Region Tournament Instructions**



## **DISTRICT/REGION TOURNAMENT INSTRUCTIONS**

### **CONTENTS**

KHSAA DISTRICT AND REGION SOFTBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS .....	1
SPECIFIC INFORMATION FOR DISTRICT MANAGERS .....	1
DISTRICT TOURNAMENT MANAGER CHECKLIST .....	1
MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING .....	2
DISTRICT PRE-TOURNAMENT MEETING .....	2
DISTRICT TOURNAMENT DRAW AND GAME SCHEDULE .....	3
DISTRICT SEEDING .....	3
SPECIFIC INFORMATION FOR REGIONAL MANAGERS .....	3
REGIONAL TOURNAMENT CHECKLIST .....	3
MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING .....	3
REGIONAL PRE-TOURNAMENT MEETING .....	4
REGIONAL TOURNAMENT DRAW AND GAME SCHEDULE .....	4
ROSTERS .....	4
MEDICAL COVERAGE .....	4
TROPHIES .....	5
PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS) .....	5
SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS .....	5
GAME BALLS .....	5
GAME COMPLETION .....	5
INCLEMENT WEATHER .....	6
SECURITY .....	6
GAME DAY ADMINISTRATOR RESPONSIBILITIES .....	6
TOURNAMENT OFFICIALS AND PAYMENT .....	6
GENERAL PROCEDURES .....	6
DISTRICT TOURNAMENT UMPIRE FEES .....	6
REGION TOURNAMENT UMPIRE FEES .....	7
REPORTS .....	7
DISTRICT FINANCIAL REPORT .....	7
REGION FINANCIAL REPORT .....	7
NFHS PLAYING STATS REPORTS (DISTRICT ONLY) .....	7
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS .....	7
IMPORTANT WEBSITE LINKS .....	8

### **KHSAA DISTRICT AND REGION SOFTBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS**

- Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing softball tournaments
- The manager should be familiar with these rules, found in the KHSAA Competition Rules
- The forms for your various reports should be self-explanatory, and are all located via the KHSAA website

### **SPECIFIC INFORMATION FOR DISTRICT MANAGERS**

#### *DISTRICT TOURNAMENT MANAGER CHECKLIST*

- Make sure you have completed the online District Manager survey
- Read Instruction Manual thoroughly and review the links found at the end of the document
- Print this manual and softball related forms directly from website
- Make any copies that need to be given to all schools at the meeting
- Announce draw meeting to all schools and media and conduct meeting in accordance with policies

- Confirm Seeding / Non-Seeding Decision (if changing) at meeting and immediately submit form
- Complete Bracket Form and email to [brackets@khsaa.org](mailto:brackets@khsaa.org)
- Contact Assigning Secretary for host school immediately
- Prepare checks for game umpires. Pay rate for district tournament is listed elsewhere in this manual. In addition, the KHSAA will inform you by letter or through the Assigning Secretary of the amount of money to be paid to the umpires for mileage.
- Contact KHSAA/Riherds.com Scoreboard with results immediately after each game at (800) 453-6882
- Contact media with results
- Complete NFHS Softball Stats Form (send to KHSAA by May 31). Please refer to the Important Links Section of this manual for this information
- Complete Financial Report (send to KHSAA by June 18)

#### *MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING*

- Call To Order
- Ensure that all seeded games have been played. The deadline for district games is Wednesday, May 18, 2016. If not, declare that the remaining games will be a win and a loss per competition rules. If meeting is held before the published date on the Memorandum Calendar, ensure that no specific game discussion involving real or prospective opponents is concluded
- Designate someone to take minutes and maintain copies
- Discuss seeding for future years and make any necessary changes, including reviewing all tie-breaking procedures
- Ensure that vote has majority to change seeding or seeding method
- Report seeding decisions or changes to KHSAA immediately following the meeting. See the links section to complete Form GE54 (send to KHSAA immediately following this meeting)
- Discuss future sites
- Print and distribute site specifications from website. Do not allow sites to be placed in rotation that do not currently meet specifications.
- Review Site Selection Criteria prior to any final decisions
- Review Site Selection Plan and ensure accuracy
- Make sure all schools in rotation actually want to host the tournament and meet site selection criteria
- Complete Site Selection Plan Form GE57 (send to KHSAA immediately following meeting)
- Discuss Tournament Expenses (majority approval of participating schools required)
- PA, Official Scorer
- Security (Must have plan in place)
- Medical and plan for Emergency Action
- Discuss equipment, ground rules and other facility notes
- Conduct draw/seed placement
- Complete Bracket Form and discuss rain scenarios
- Copy bracket for all teams and email to KHSAA at [brackets@khsaa.org](mailto:brackets@khsaa.org).

#### *DISTRICT PRE-TOURNAMENT MEETING*

- The meeting of representatives of the competing schools is to start not later than 2:00 p.m. E.T. on Sunday, May 22, 2016, at the tournament site for the purpose of drawing for the district tournament. Remember that if the meeting is held early, all schools should concur so that seeded district games are not affected. The deadline for seeded games is Wednesday, May 18.
- Check with the next round manager prior to your meeting and make certain to inform the teams in your tournament of the date and time of the regional meeting should they advance. A complete list of managers for the postseason is posted on the KHSAA website.

#### *DISTRICT TOURNAMENT DRAW AND GAME SCHEDULE*

- Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district and whether or not it is seeded. Complete brackets are also available on the KHSAA website.
- The district manager is to provide the bracket to media outlets. Email the bracket to KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).
- The team in the upper half of the bracket in a non-seeded tournament will be the home team, and will wear light colored jerseys. If a tournament is seeded, the highest seed shall be the home team.
- District tournament play shall begin no later than Monday, May 23 of the week on the KHSAA Calendar for district tournaments. This year those dates are May 23 through May 28. You must get permission from the KHSAA office to start later than May 23, and only in the event of facility conflicts. You may however, begin on the weekend prior (May 21) if the schools concur, all regular season play is completed and it alleviates facility conflicts.
- Schools are reminded that the Heat Index Program is to be followed. This should be considered with regard to the scheduling of contests and the time of day.

#### *DISTRICT SEEDING*

- All decisions regarding seeding of a tournament must be made prior to the start of the regular season, including but not limited to, seeding method and criteria
- Seeding methods shall be in writing and on file with the KHSAA. Use Form GE54
- Seeding decisions and the method used shall remain in place until a majority vote of the participating schools rescinds the seeding decisions prior to an upcoming season. If vote is made to seed, the manager is to send the KHSAA a copy of the meeting minutes, as well as a copy of the new procedures.
- District tournament managers should ensure that all schools in seeded districts are reminded that all games to be used in calculating the seeded position MUST be played by Wednesday, May 18.

#### **SPECIFIC INFORMATION FOR REGIONAL MANAGERS**

##### *REGIONAL TOURNAMENT CHECKLIST*

- Make sure you have completed the online Regional Manager survey
- Read Instruction Manual thoroughly and review the links at the end of the document
- Make any copies that need to be given to all schools at the meeting
- Conduct draw meeting. All schools in alignment must be given notice of the meeting so that regional site selection plan discussions can include all schools.
- Complete draw form and email to KHSAA at [brackets@khsaa.org](mailto:brackets@khsaa.org).
- Contact Assigning Secretary for scheduling of umpires
- Prepare checks for game umpires. Pay rate for region tournament is listed elsewhere in this manual. In addition, the KHSAA will inform you by letter or through the Assigning Secretary of the amount of money to be paid to the umpires for mileage.
- Contact KHSAA/Riherds.com Scoreboard with results (800) 453-6882 immediately following EACH GAME
- Contact Media with Results
- Complete Financial Report GE53 (send to KHSAA by June 18)

#### *MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING*

- Call To Order
- Designate someone to take minutes
- Discuss future sites

- Print and distribute site specifications from website. Do not allow sites to be placed in rotation that do not currently meet specifications.
- Review Region Site Selection Plan (on website) for future years and ensure accuracy. Double check compliance with KHSAA Tournament Rules.
- Check for new fields in area that need to be included in rotation
- Complete Region Site Selection Form GE58
- PA, Official Scorer
- Security
- Medical and plan for Emergency Action
- Other expenses
- Discuss equipment, ground rules and other facility notes
- Conduct Draw including time schedule
- Complete Bracket Sheet Form BR308
- Copy bracket for all teams Complete Bracket Form and email to KHSAA at [brackets@khsaa.org](mailto:brackets@khsaa.org).

#### *REGIONAL PRE-TOURNAMENT MEETING*

- The meeting of representatives of the competing schools is to start at 2:00 p.m. E.T. on Sunday, May 29, 2016, at the tournament site for the purpose of drawing for the regional tournament. The meeting may be held earlier IF ALL districts within the region have completed play.

#### *REGIONAL TOURNAMENT DRAW AND GAME SCHEDULE*

- Please review the tournament rules concerning regional drawings. This rule makes it impossible for a winner and corresponding runner-up in a district to meet before the final regional game.
- Each region shall draw teams into the appropriate bracket
- All bracket forms are available on the KHSAA website
- Region tournament play shall begin no later than Tuesday of the week on the KHSAA Calendar for region tournaments. This year those dates are May 30-June 4. You must get permission from the KHSAA office to start later than May 31, and only in the event of facility conflicts.
- The top team in the bracket is the home team for all games
- The region manager is to e-mail the bracket to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).
- Schools are reminded that the Heat Index Program is to be followed. This should be considered with regard to the scheduling of contests and the time of day.

#### **ROSTERS**

- There may be more than 21 names on the roster, but only 21 are permitted to dress. Rosters will be locked down the Monday of District Tournament week and no changes will be permitted for the remainder of the postseason.
- Remind each coach to have that tournament's copy of the roster form checked by the coach of each competing team, before the team plays each game, for the twenty-one players to be used in each game.

#### **MEDICAL COVERAGE**

- The host school is responsible for securing medical coverage for the event, including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3) (a) and the KHSAA Board of Control policies (see page 18 of the Medical Coverage document at the end of this manual).
- Any fees associated are to be taken from gate receipts

- A physician and/or ambulance and all other emergency plans should also be in place in the event of an emergency
- An emergency action plan shall be developed by the host school and distributed to all participating teams including the plan for transporting athletes to the hospital in the event of injury.

### **TROPHIES**

- The Board of Control has contracted with Rihards.com from Smiths Grove, KY, to supply the official KHSAA district and region trophies for first and second place for the 2016 tournaments.
- The trophies will be shipped to you approximately in early May. You will be billed directly by the trophy company.
- For district tournament budgeting purposes, the trophies will be \$125.90 plus applicable shipping. You will receive district winner and runner-up trophies.
- For region tournament budgeting purposes, the trophies will be \$132.10 plus applicable shipping. You will receive regional winner and runner-up trophies.

### **PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)**

- National Federation Playing Rules will be utilized without exception
- Managers should ensure that all participants are aware of the provisions of the KHSAA Competition Rules related to softball and the requirements contained therein
- Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest during the six-hour school day. Therefore, no Softball Tournament may be scheduled at a time that would violate any part of the six-hour academic school day. Due to this action and regulation, tournaments should not start prior to 3:30 p.m. each school day.
- The competition rules state that not more than twenty-one players (21) may be in uniform for any one tournament game. Also, only the 21 players in uniform for that game are the ones permitted on the field for warm-ups and infield practice. NO MANAGER OR GROUP OF SCHOOLS MAY VOTE TO WAIVE THIS REQUIREMENT.

### **SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS**

- In accordance with National Federation Softball Rule 4-2-2, the game shall end when the losing team is behind fifteen or more runs and has had at least three turns at bat
- In accordance with National Federation Softball Rule 4-2-2, the game shall end when the losing team is behind ten or more runs and has had at least five turns at bat
- The speed-up rules provisions allowing for a courtesy runner for the pitcher and catcher when they reach base will be used in all postseason games
- The international Tie-Breaker (ITB) shall be utilized in postseason play

### **GAME BALLS**

- The Worth Optic Yellow softball is the official softball of the KHSAA. This is the only ball that can be used in the district, region, and state tournament. All balls must display the National Federation Authenticating Mark. Use of any other softball is a violation of KHSAA tournament rules.

### **GAME COMPLETION**

- This is a reminder to Coaches, Officials and Administrators with regard to interrupted games. During the regular season, including district seeded games, games that are interrupted due to weather or darkness and called (ended) by the umpire, the game is final if it meets NFHS rules requirements for a shortened game – at least 4 1/2 innings with the home team ahead or five full innings (Softball Rule 4-2-2, 4-2-3).

- For postseason (District, Region and State), all games must be played to completion (7 innings) per NFHS rules

### **INCLEMENT WEATHER**

- While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, the KHSAA, media outlets and schools are properly notified.
- In accordance with the playing rules, after the contest has begun, the umpires shall make such determination
- Schools who are hosting the tournaments should be especially sensitive to the postponement of games and make decisions in the best interest of all concerned, not simply one school, team or player
- Schools are reminded that the Heat Index Program is to be followed. It is the home management's responsibility to ensure that this is monitored and documented.

### **SECURITY**

- It is the responsibility of the tournament manager to secure adequate police protection and other security precautions as necessary

### **GAME DAY ADMINISTRATOR RESPONSIBILITIES**

- Prior to the start of the contest, identify yourself and establish a designated area where you can be reached in the event of an emergency
- The administrator should supervise fans, watching for inappropriate fan behavior
- During your sportsmanship announcements, remind fans that foul language and harassment of officials is inappropriate

### **TOURNAMENT OFFICIALS AND PAYMENT**

#### ***GENERAL PROCEDURES***

- In compliance with the Federal Court Decree, the Commission, composed of the Commissioner and the four assistants will assign all umpires
- For the district tournaments, managers are to contact the Assigning Secretary who normally services the games of the host school to obtain your officials' names and game assignments, as this has been coordinated by the KHSAA staff
- For the region tournament, managers are to contact the Assigning Secretary who normally services the games of the host school to obtain your officials' names and game assignments, as this has been coordinated by the KHSAA staff

#### ***DISTRICT TOURNAMENT UMPIRE FEES***

- The following regulations for 2016 have been set by the Board of Control: Each district tournament official shall receive a fee of \$46.00 per game for a crew of two umpires and \$41.00 per game for a crew of three umpires
- In addition, if an official is being assigned from outside of the local association area of the host school, the fee shall be increased by \$5 per game
- The crew of umpires (one vehicle) is to be paid a mileage allowance of .35 (35 cents) per mile for all necessary mileage based on the mileage submitted to the manager by the association staff member in charge of the sport through the Assigning Secretary
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner
- Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office



### *REGION TOURNAMENT UMPIRE FEES*

- The following regulations for 2016 have been set by the Board of Control: Each region tournament official shall receive a fee of \$51.00 per game for a crew of two umpires and \$46.00 per game for a crew of three umpires
- In addition, if an official is being assigned from outside of the local association area of the host school, the fee shall be increased by \$5 per game
- The crew of umpires (one vehicle) is to be paid a mileage allowance of .35 (35 cents) per mile for all necessary mileage based on the mileage submitted to the manager by the association staff member in charge of the sport through the Assigning Secretary
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner
- Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office
- It is the responsibility of the district and regional tournament manager to make the necessary contacts with the umpires

### **REPORTS**

#### *DISTRICT FINANCIAL REPORT*

- The participating schools shall adopt a plan for distribution of proceeds. If there is dispute, contact the Commissioner's office.
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participating teams
- The district manager shall complete KHSAA Form GE52. District tournament financial report, following the tournament and return it to the KHSAA by the published deadline in the checklist.

#### *REGION FINANCIAL REPORT*

- All schools in a region (not just the participating teams in the regional tournament) shall adopt a plan for distribution of proceeds. If there is dispute, you may contact the KHSAA.
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participants shall be divided among the teams in a region based on a plan approved by majority vote
- The region manager shall complete KHSAA Form GE53 (Region tournament financial report) following the tournament and return it to the KHSAA by the published deadline in the checklist

#### *NFHS PLAYING STATS REPORTS (DISTRICT ONLY)*

- The National Federation has again asked the states to collect data regarding playing statistics. This is being used by the playing rules committee as they study potential changes for the future. The link/form is provided. Please complete the form and return it back to the KHSAA by the published deadline in the checklist so it can be included in our report to the National Federation.

### **MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS**

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level. No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network. The fee schedule will be published annually by the Commissioner's office.



- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district and regional competition
- At all levels of competition, including district, regional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest. Such broadcast may not be re-broadcast in any form including internet and social media.
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

#### **IMPORTANT WEBSITE LINKS**

- KHSAA email to submit Bracket Forms - [brackets@khsaa.org](mailto:brackets@khsaa.org)
- KHSAA Softball Competition Rules - <http://khsaa.org/handbook/competitionrules/fpcompetitionrules.pdf>
- KHSAA Board of Control Policies and Procedures - <http://goo.gl/xIXObh>
- Softball Site Specifications - <http://khsaa.org/fastpitchsoftball/sitespecifications.pdf>
- District Seeding Form - <http://www.khsaa.org/forms/ge54.pdf>
- District Site Selection Plan Form - <http://www.khsaa.org/forms/ge57.pdf>
- District Financial Report - <http://www.khsaa.org/forms/ge52.pdf>
- Regional Financial Report - <http://www.khsaa.org/forms/ge53.pdf>
- Medical Coverage - <http://www.khsaa.org/handbook/20152016/policies.pdf>
- Regional Site Selection - <http://www.khsaa.org/forms/ge58.pdf>
- KHSAA Forms - <http://khsaa.org/general/bottom-tab-pages/general-forms/>
- Statistical Survey - <http://www.khsaa.org/fastpitchsoftball/2016/fpstatisticalsurvey.pdf>