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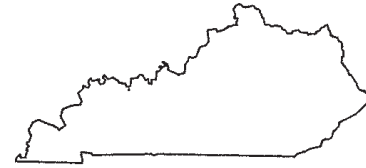


**BASEBALL DISTRICT/REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



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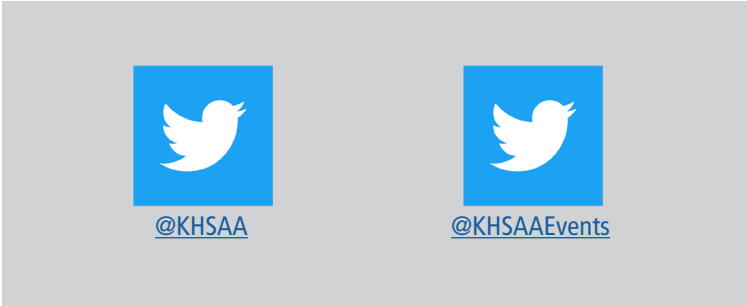
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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing baseball tournaments.

You should familiarize yourself with these rules and review them at your meeting to ensure understanding from the coaches and the management of a smooth event.

The KHSAA Competition Rules and any required forms are included as links at the end of these instructions.

KHSAA CONTACT LIST

The primary contact for baseball is Associate Commissioner Butch Cope (bcope@khsaa.org).

If Mr. Cope is not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

Media related questions should be directed to the Association's Communications Director, Joe Angolia (jangolia@khsaa.org).

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions and eight (8) semi-state sections as detailed in the KHSAA Competition Rules.

If a school is not on the current list of teams and desires to be entered, contact Associate Commissioner Cope.

ALLOWABLE COMPETITION DATES

District tournament play may begin on Monday, May 20, and end no later than Saturday, May 25.

Region tournament play may begin on Monday, May 27, and end no later than Saturday, June 1.

With advance approval from the KHSAA, district tournament play may begin as early as Saturday, May 18 and region tournament play as early as Saturday, May 25.

INSTRUCTIONS FOR TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

Withdrawal from play following the setting of the bracket for the district tournament shall result in a penalty per Bylaw 27.

For the region tournaments, the winner and runner-up from each district tournament advance.

DEVELOPMENT OF INFO DOCUMENT

Tournament managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site specifics, locker room availability and direction information.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

ROSTERS

Team rosters must be entered and maintained through the KHSAA member school website prior to the end of the regular season.

Roster entry is locked on the first date of the postseason.

POSTSEASON ROSTERS, SUBSTITUTIONS AND REVISIONS

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only players marked as a postseason participant in the online roster system as of the Monday of the first postseason week are eligible to participate in the district, region or state tournaments. This roster information is also used for advance preparations in case of a team qualifying for the state tournament.



There may be no additional players added to the team roster following the first day of the first week of the district tournament, including for those teams that advance to state.

RESTRICTIONS ON PLAYERS DRESSED AND TOTAL INDIVIDUALS ALLOWED IN DUGOUT

The twenty-one (21) players shall be designated each postseason game from the roster submitted online and no other players may be in uniform.

Substitutions to the twenty-one (21) that dress may be made, but they must be listed on the postseason roster.

Only the twenty-one (21) players in uniform for that game and the team's coaches are permitted on the field for warm-ups and infield practice.

The Tournament Manager at each site may limit the total number of participants in the dugouts which may not exceed thirty (30) for any postseason contest to include all players, coaches and staff.

No Tournament Manager or group of schools may vote to waive these restrictions.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

DISTRICT TOURNAMENT

The pre-tournament meeting shall be held at the host school no later than Wednesday, May 15. A Sunday meeting is suggested to start no earlier than 2 p.m. local time to allow ample time for travel.

The District Manager shall invite all participating coaches by notifying them of the date, time and location of the meeting.

Review the district alignment to make sure all teams are invited.

At the published time, the District Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

REGION TOURNAMENT

The pre-tournament meeting shall be held at the host school no later than Sunday, May 26. A Sunday meeting is suggested to start no earlier than 2 p.m. local time to allow ample time for travel.

The Region Manager shall invite all participating coaches by notifying them of the date, time and location of the meeting.

At the published time, the Region Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

MODEL AGENDA

- Call to Order
- Designate someone to record minutes
- 2020 district seeding discussion (if applicable) – changes to seeding and/or method require a majority vote
 - o Report seeding changes to the KHSAA on Form GE54 immediately following the meeting
- Review site selection criteria and plan
- Report any changes to KHSAA using Form GE57 (District) or GE58 (Region)
- Discuss tournament expenses (agreement requires majority vote)
- PA, Scorer, Official Stats, Official Pitch Count Recorder
- Auxiliary workers: ticketing, programs, concessions, parking, etc.
- Security
- Medical
- Emergency Action Plan (must have in place)



- Equipment, facility rules and other notes
- Rosters: Remind coaches that all participants must be designated on the postseason roster
- Conduct draw/seed placement (if necessary)
- Complete draw form
- Fill out brackets
- Make copies of the draw for all teams
- Report draw to KHSAA immediately (email to brackets@khsaa.org)
- Report draw to local media
- Other

PROCEDURE FOR FUTURE DISTRICT AND REGION SITES

The Tournament Manager should review the site selection plan with all schools at the pre-tournament meeting.

A link to the current sites is located at the end of this document.

Details for selection of future sites are listed within the Baseball Competition Rules.

Any changes to the site selection plan should be reported to the KHSAA using Form GE57 for district or GE58 for region. Links to those forms are included at the end of these instructions.

PROCEDURE FOR DISTRICT SEEDING PLANS

All decisions regarding tournament seeding must be made prior to the start of the regular season, including but not limited to, method and criteria.

Seeding methods shall be on file at the KHSAA and shall remain in place until a majority vote of the participating schools rescind them.

If a vote is made to seed, the District Manager shall send the KHSAA a copy of the meeting minutes.

Current seeding procedures are available in the Competition Rules.

PROCEDURE FOR REGION SEEDING PLANS

Details are published within the Competition Rules.

There are no changes to the procedures permitted at the local level.

PLAYING REGULATIONS

Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest in violation of Kentucky Department of Education regulations regarding the six-hour school day.

Due to this regulation, tournaments shall not start prior to 3:30 p.m. on a school day.

FORMAT OF EVENT

The district and regional tournaments are single-elimination events.

District tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw.

Regional tournament pairings are conducted as outlined in the Competition Rules.



PROCEDURE FOR DISTRICT TOURNAMENT DRAW

Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district.

The team in the upper half of the bracket in a non-seeded tournament will be the home team and wear light-colored jerseys.

If a tournament is seeded, the highest seed shall be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Monday, May 20 and only in the event of facility conflicts.

A link to all KHSAA brackets is available at the end of these instructions.

Schools are reminded that the Heat Index Program is to be followed. Heat issues should be considered in regard to scheduling contests and the time of day.

REPORTING BRACKETS

The District Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at brackets@khsaa.org.

PROCEDURE FOR REGION TOURNAMENT DRAW

Each regional tournament shall draw teams into the appropriate bracket position per the Competition Rules.

This makes it impossible for a winner and corresponding runner-up in a district to meet before the final regional game.

The team in the upper half of the bracket will be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Monday, May 27 and only in the event of facility conflicts.

A link to all KHSAA brackets is available at the end of these instructions.

Schools are reminded that the Heat Index Program is to be followed. Heat issues should be considered in regard to scheduling contests and the time of day.

REPORTING BRACKETS

The Region Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at brackets@khsaa.org.

TOURNAMENT UMPIRES, FEES AND REQUIREMENTS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner, the Associate Commissioner and the three Assistant Commissioners will assign all umpires.

A link to the listing of Baseball Assigning Secretaries is listed at the end this manual.

DISTRICT TOURNAMENT UMPIRES

District Managers are to contact the assigning secretary who normally services the games of the host school to obtain your umpires' names and game assignments, as this has been coordinated by the KHSAA staff.

Each district tournament umpire shall receive a fee of \$65 per game (this includes mileage) for a crew of three (3) or four (4) umpires.

No additional fees or additional mileage may be added.

Additional postseason allowances for lodging, etc., shall be at the discretion of the District Manager and must be approved by the Commissioner.

REGION TOURNAMENT UMPIRES

Region Managers are to contact the assigning secretary who normally services the games of the host school to obtain your umpires' names and game assignments, as this has been coordinated by the KHSAA staff.

Each region tournament umpire shall receive a fee of \$75 per game (this includes mileage) for a crew of three (3) or four (4) umpires.



No additional fees or additional mileage may be added.

Additional postseason allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved by the Commissioner.

POINTS OF EMPHASIS

TICKETS

All teams should be reminded that this is not a "home" game for any team and as such, the ticketing policies shall be the same for all competing teams.

If reserved seats are sold, they shall be made available to all teams.

NFHS RULES

National Federation Playing Rules will be utilized without exception.

Tournament Managers should ensure that all participants are aware of the provisions of the KHSAA Competition Rules related to baseball and the requirements contained therein.

PITCH COUNT REGULATION

There will be no adjustment to the pitching limitation as published on the KHSAA website.

The host site is responsible for the designated pitch count recorder. It is advisable that this be the same individual throughout the tournament.

Local managers, at the approval of those in the tournament, may choose to make this a paid position (like PA, scorer, gate worker, etc.).

For pitch count purposes, Game Changer is the required tracking software.

REQUIRED BALL TYPE

Spalding is the official baseball of the KHSAA.

For district, regional, semi-state and state tournament play, a Spalding ball must be used that also includes the NFHS Authenticating mark (this is different from the KHSAA logo).

Failure to adhere to this policy subjects both the tournament host and site to penalties within Bylaw 27.

SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS

In accordance with National Federation Baseball Rule 4-2-2, the game shall end when the losing team is behind 10 or more runs and has had at least five (5) turns at bat or behind 15 runs after 2 1/2 or three (3) innings per the approved Board of Control experimental rule.

The speed-up rule allowing for a courtesy runner for the pitcher and catcher when they reach base will be used in all postseason games.

PITCHER WARM-UP AREA

If the pitcher's warm-up area is in live ball territory, only those individuals specified by NFHS playing rules (pitcher-catcher-personal protector) may be in the live ball area during any warm-up period.

Only members of the team and adult coaches may serve as personal protector, and all persons serving in that role shall wear a properly fitted helmet.

USE OF ELECTRONIC DEVICES

Electronic devices may be used in accordance with NFHS playing rules.

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Baseball Rule Book.



Ensure the site is compliant with the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason, a link to the postseason site specs is available at the end of this document.

DEADLINE TO START CONTEST

No game shall be started in the postseason after 11 p.m. local time at any site.

INCLEMENT WEATHER PROCEDURES

The tournament manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy with regard to lightning and thunder.

Play shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

In accordance with the playing rules, 15 minutes prior to the contest beginning, and during the contest, the officials shall make determinations as to stoppage of play.

It is the duty of the Tournament Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling in the event of stoppage or postponement.

In the event that changes are made to the schedule, ensure that all teams, media outlets and schools are properly notified.

The tournament manager shall also report the revisions to KHSAA Communications Director Joe Angolia (jangolia@khsaa.org) to ensure the KHSAA/Rihers.com Scoreboard, website and social media accounts are updated.

While strictly following the inclement weather protocols listed above, schools hosting district and regional contests should be especially sensitive to the postponement of games.

In the event of inclement weather, the tournament manager (after consulting with participating schools) has the final authority in making schedule adjustments.

CONTEST COMPLETION REMINDERS

This is a reminder to coaches, officials and administrators in regard to interrupted games.

During the postseason, games that are interrupted due to weather or darkness and called (ended) by the umpire, are considered final if they meet NFHS rules requirements for a shortened game – at least 4 1/2 innings played with the home team ahead or five (5) full innings played, or they comply with approved Board of Control experimental rules regarding a fifteen (15) run lead after 2 1/2 or three innings.

Uninterrupted postseason games (District, Region, Semi-State and State), must be played to completion.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

BYLAW 22, SECTION 8

“The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185.”

SECURITY

RESPONSIBILITY

It is the responsibility of the tournament manager to secure adequate police protection and other security precautions as necessary, based on the average attendance for the last five years.



The tournament manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the games, have the officials escorted to the locker room and/or parking lot.

KHSAA REQUIREMENTS

The KHSAA requires a game administrator, other than the coach, at the competition site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties. Unsporting conduct by spectators is a growing concern. The presence of a game administrator sends the message that such behavior will not be tolerated.

MEDICAL PROVISIONS

ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on 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, page 18 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

HEAT INDEX PROGRAM

All play shall adhere to the Heat Index Program posted on the KHSAA website.

For the postseason, it is the responsibility of the host site manager to work in conjunction with the certified athletic trainer hired to work the event to ensure and track the Heat Index.

EMERGENCY ACTION PLAN

Each tournament manager is expected to have and maintain an emergency action plan that should be distributed to all teams and incorporated into the public address announcer's script.

Emergency action plans shall be practiced and referred to prior to competition.

Before the start of a contest, the tournament manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

VENUE SAFETY

Persons who attend sporting events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise the Tournament Manager or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the Tournament Manager as well.



Attendance at events is a vital family and community based activity which is encouraged.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

TRADEMARK, 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA Commissioner is the manager of all rounds of 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. The fee schedule will be published annually by the Commissioner's office.

The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

RADIO BROADCAST

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcasting the event.

This fee is to be mutually agreed upon, and is to be included in the gross revenue prior to distribution and is payable to the host school.



BAND PERFORMANCES

The admission of school pep bands is a local decision.

Admitted bands are permitted to play during warm-ups and between innings, but not during play.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the postseason tournaments. Contact the KHSAA for more information or indicate accordingly on the District/Region Manager Information Form.

POST EVENT

REPORTING RESULTS

Tournament Managers are to communicate scores immediately following each contest to the scoreboard operator at 800-453-6882 (toll free).

Unlike many other media calls that are requested, on the scoreboard call, only the score is necessary.

Failure to report the bracket or results could result in a fine to the Tournament Manager.

TROPHIES

The KHSAA Board of Control has contracted with Rihherds.com of Smiths Grove, Ky., to supply the official KHSAA district, region and state trophies/awards for the all postseason tournaments.

Trophies will be shipped directly to the Tournament Manager via FedEx.

You will be billed directly by the trophy company.

When Rihherd's ships the awards, you will receive an email with the FedEx tracking number.

Upon arrival, inspect each trophy/award for damage, correctness or any other issues.

If you have any problems, call customer service at Rihherds (800-274-4373 or 270-563-5133) between the hours of 9:30 a.m. and 4:30 p.m. (CT).

You may also email Rihherds at khsaa@riherds.com.

In the email with the tracking number, you'll also have a link to the Rihherds.com website which will let you confirm that you received your awards in good condition.

The estimated total cost for district tournament trophies is \$137.72 plus shipping.

The estimated total cost for regional tournament trophies is \$144.92 plus shipping.

All costs for trophies are to be subtracted from gate receipts and paid for by the Tournament Manager.

Your district package should consist of the following:

One (1) champion trophy

- One (1) runner-up trophy
- Your Region package should consist of the following:

One (1) champion trophy

- One (1) runner-up trophy



FINANCES AND FINANCIAL REPORT

Finances and expenses are handled by the host school within policies adopted by the member schools.

As you plan for your event, be mindful of the cost of officials and trophies.

Each Tournament Manager is to complete and submit a financial report, including itemized expenses, no later than three (3) weeks following the tournament to the KHSAA.

Forms can be sent to Mr. Cope with the KHSAA.

Forms (GE52 District, GE53 Region) are included as links at the end of these instructions.

INSTRUCTIONS FOR TEAMS ADVANCING

Region Managers should contact the district champion and runner-up from each district to attend their pre-tournament planning meeting.

Regional tournament champions will advance to the semi-state round on Saturday, June 1.

DISPUTES

For further instructions and guidance, read the KHSAA Handbook, Baseball Competition Rules.

The Commissioner's office will assist in settling problems or disagreements related to the contest.

IMPORTANT WEBSITE LINKS

[KHSAA Baseball Page](#)

[Competition Rules](#)

[Baseball Forms](#)

[District Tournament Sites](#)

[Region Tournament Sites](#)

[District Site Rotation Plan](#)

[Region Site Rotation Plan](#)

[Baseball Assigning Secretaries](#)

[GE52 \(District Tournament Financial Report\)](#)

[GE53 \(Regional Tournament Financial Report\)](#)

[GE57 \(District Site Selection Form\)](#)

[GE58 \(Region Site Selection Form\)](#)

[KHSAA Brackets](#)

[Baseball Site Specifications](#)