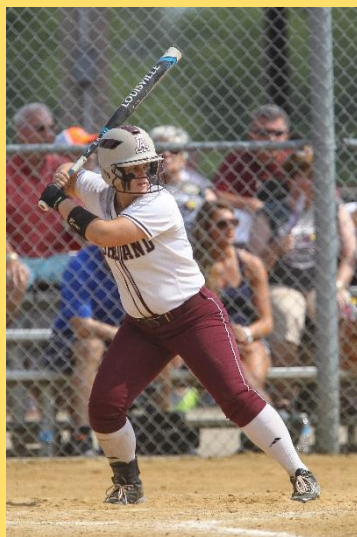




2017 KHSAA Softball State Tournament Instructions



2017 KHSAA STATE SOFTBALL INSTRUCTIONS

CONTENTS

2017 KHSAA STATE SOFTBALL INSTRUCTIONS	1
PRE-TOURNAMENT INFORMATION.....	2
CONFERENCE CALL	2
COMPETITION DATES.....	2
DIRECTIONS.....	2
HOTELS.....	2
PARKING	2
TICKETS	2
TICKET SALES	2
COMPLIMENTARY TICKETS/PASSES/ADMISSION POLICY.....	2
SPECTATOR SEATING	3
PETS AND COOLERS	3
GAME OPERATIONS	3
GAME TIMES	3
PRACTICE PRIOR TO TOURNAMENT, GAMES, WARM-UP TIME.....	3
FIELD DIMENSIONS	4
HOME AND VISITING TEAM AND DUGOUTS.....	4
OFFICIALS.....	4
PLAYING RULES AND REGULATIONS	4
SUBSTITUTIONS.....	4
TRAINING STAFF	4
VIDEOTAPING.....	4
FAN BEHAVIOR AND ACTIONS.....	5
SIGNAGE/BANNERS/NOISEMAKERS.....	5
LIVE STATS	5
WEATHER	5
INCLEMENT WEATHER STATEMENT.....	5
HEAT INDEX	5
CHAMPIONSHIP PHOTOS	5
MEDIA CREDENTIALS	6
SCHOOL MEDIA.....	6
TRADITIONAL MEDIA	6
MEDIA RIGHTS FEE.....	6
TEAM BROADCASTS.....	6
AWARDS.....	6
Team Trophies	6
ALL-TOURNAMENT TEAM	6
MIDWAY FEMALE STUDENT-ATHLETE OF THE YEAR	7
EXPENSE REIMBURSEMENT GENERAL POLICY	7
LODGING.....	7
MEALS.....	7
MILEAGE	7
RECEIVING YOUR REIMBURSEMENT.....	7
IMPORTANT WEBSITE LINKS	8

PRE-TOURNAMENT INFORMATION

CONFERENCE CALL

- There will be a brief mandatory Coach/Athletic Director conference call prior to the event
- Instructions will be emailed to participating teams once the field is set

COMPETITION DATES

- The 2017 KHSAA State Softball Tournament will be held June 8-10 at Jack C. Fisher Park in Owensboro
- Sunday, June 11 will serve as a make-up day if there are any delays or postponements

DIRECTIONS

- The GPS address for Jack Fisher Park is 3900 W 5th Street Road, Owensboro, KY 42301
- A link to get directions is located in the links at the end of these instructions

HOTELS

- When teams know for certain that they will be participating in the 2017 KHSAA State Softball Tournament they will need to contact Mr. Jared Bratcher for their assigned hotel accommodations
- Jared Bratcher, Owensboro Daviess County Convention and Visitors Bureau – (cell) 1-270-316-3226 (office) 1-800-489-1131, (email) kybpa@yahoo.com

PARKING

- Parking for the general public will be in the normal parking lots adjacent to the softball complex
- Team bus drivers should enter as directed by the park personnel to minimize problems
- Buses will drop off teams and team personnel at the team pass gate
- If a large amount of rain prior to the tournament eliminates parking on the grass at Jack C. Fisher Park, off-site parking (Plan B) will be made available along West 5th Street when all permanent parking spaces are occupied at the park
- Shuttles will transport spectators to Jack C. Fisher Park
- Spectators are urged to arrive at least 30 minutes prior to the start of scheduled game times

TICKETS

TICKET SALES

- All-Day Armbands and All-Session Armbands will be sold online in advance and at the park each day of the tournament
- All-Day Armbands will be \$10.00 per person on Thursday evening and \$10.00 per person on Friday and Saturday
- All-Session Armbands will be \$20.00 per person
- Children under ten will be admitted free
- Both cash and credit card are acceptable methods of payment
- Tickets can be purchased online at the link at the end of these instructions.
- Thursday's contests (Gates open at 4:00 p.m. CST)
- Friday's contests (Gates open at 8:00 a.m. CST)
- Saturday's contests (Gate opens at 8:00 a.m. CST)

COMPLIMENTARY TICKETS/PASSES/ADMISSION POLICY

- No passes other than those produced for the championships will be honored at the gate
- Each team will be provided 18 individual armbands which must be worn by the coaches and any auxiliary team personnel
- The armband will need to be worn throughout the tournament and should not be removed
- Anyone not having the armband on will be required to purchase a new armband which will be sold at the ticket prices listed above.

- As stated in the KHSAA Tournament Rules only 21 participants may be in uniform and in the dugout along with the coaches and any auxiliary team personnel wearing the designated armband
- Buses will drop off teams and team personnel at the team pass gate which is the back gate closest to the main park entrance

SPECTATOR SEATING

- Teams and spectators are asked to be respectful of the opposing team's spectator area
- It is generally accepted that the first base team will occupy seating from center back stop fence to their dugout
- The third base dugout team should occupy from center backstop fence to third base
- 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
- Please make several announcements to this effect to the student body during the week before the game
- 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 Darren Bilberry or Kerry Bodenheimer upon arrival for instructions
- Due to insurance and other concerns, there will be no wheelchairs allowed on the field level for any reason
- There will be no reserved seats sold for the tournament
- It is suggested that you bring a lawn chair
- Pop up tents are only permitted along the first and third baseline beyond the dugout past the light pole
- Sitting behind the temporary fence in the outfield is permitted however spectators should be cautious of teams utilizing the outfield for warmups
- Pop up tents will not be permitted in the outfield

PETS AND COOLERS

- No pets or fan coolers will be allowed in the park

GAME OPERATIONS

GAME TIMES

- Play begins at 5:00 p.m. (CST) on Thursday June 8th
- Gates will open for team check-in at 3:30 p.m. (CST)
- Play resumes on Friday, June 9th at 9:00 a.m. (CST)
- Gates will be open for teams at 7:30 a.m. (CST)
- Play resumes on Saturday, June 10th at 9:00 a.m. with the championship game scheduled for 1:00 p.m. (CST)
- Gates will be open for teams at 7:30 a.m. (CST)
- Sunday, June 11 is reserved as a make up day
- A full tournament bracket schedule is located in the "Special Links" section at the end of this manual

PRACTICE PRIOR TO TOURNAMENT, GAMES, WARM-UP TIME

- Teams that wish to practice prior to the tournament should contact Kandace Sturgeon with nearby Panther Creek Park (1-270-685-6142) to schedule practice times
- There will be no pre-tournament practice at Jack Fisher Park
- Each participating team will be allowed 10 minutes infield practice the first time they play on Thursday
- After that, we will make every effort to adhere to the time schedule and all pre-game warm ups will only take place in the outfield outside of the temporary fencing
- No scheduled games will be started earlier than the designated time
- When games get off schedule due to a previous game running late, the game will start fifteen minutes after the team running late has completed their game
- There will be no infield practice while field maintenance is taking place

FIELD DIMENSIONS

- The fence distances at the Jack C. Fisher Softball Complex are 210 feet down the left field line, 210 down the right field line, and 210 to straight away center field

HOME AND VISITING TEAM AND DUGOUTS

- The team in the top bracket of the tournament draw will occupy the third base dugout and will be the home team
- Each team is expected to police their dugout area after each game

OFFICIALS

- Officials are licensed and assigned by the KHSAA

PLAYING RULES AND REGULATIONS

- National Federation Playing Rules will be utilized
- A school may enter a team composed of twenty-one (21) players in each postseason tournament game
- In accordance with National Federation Softball Rule 4-2-2, the Mercy Run rule will be observed
- This allows a game to end any time after 2 ½ or 3 innings when a team is 15 or more runs behind or 4 ½ or 5 innings when a team is 10 or more runs behind and has completed its turn at bat
- Any postseason contest that is suspended/interrupted shall be continued from the point of suspension/interruption at a later time
- It will be continued from the point of suspension/interruption, with the lineup and batting order of each team exactly the same as the lineup and batting order at the moment of suspension
- The regular season tie-breaker procedure will NOT be used during the postseason
- 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

SUBSTITUTIONS

- The team roster as entered on the KHSAA website prior to the beginning of the postseason shall serve as the eligibility roster for the event
- Teams may dress a maximum of 21 players per contest in uniform who may occupy the dugout
- Individuals may rotate through the event as long as they appear on the roster

TRAINING STAFF

- The Owensboro Parks and Recreation Department will be providing training services for the games
- They will have a certified and/or student trainer on site at all times
- Each team is also entitled to have its own team doctor/trainer (they must utilize one of the eighteen armbands) and an ambulance will be available
- Coaches should have verification for permission for medical treatment for their athletes available in case of injury
- This permission is included on the KHSAA Physical Examination Form (Form GE4) which is signed by every athlete prior to practice or play
- Please feel free to utilize these important services that are provided by the representatives of the Owensboro community
- Local hospital information and closest convenient care to Fisher Park information is as follows:
 - Owensboro Health Regional Hospital - 1201 Pleasant Valley Road, Owensboro, KY 42303 - 270-417-2000
 - Owensboro Health Convenient Care – Ford Medical Plaza, 2211 Mayfair Avenue, Suite 101, Owensboro, KY 42301 – 270-688-1351

VIDEOTAPING

- Spectators may videotape with a hand-held camera from the spectator area
- The use of house electricity is strictly prohibited
- One "Team Video" camera will be permitted in a designated area to tape only the contest of the team
- No "scout" videotaping is permitted

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
- Please make several announcements to this effect to the student body during the week before the game
- Please notify your non competing students that they are not to come on the playing field prior to, during, or following the game
- In the event this occurs, a school will be fined or there will be a reduction in a team's expense reimbursement

SIGNAGE/BANNERS/NOISEMAKERS

- No posters or signs of any kind will be permitted to be adhered (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 contain the name of the opponent or any of its players
- Please make certain all pep, spirit and support organizations are aware of this rule
- No electronic amplification equipment will be allowed in the park (except band instruments used in conjunction with the official high school band and its performance), nor any other electronic, mechanical or semi-mechanical noisemaker

LIVE STATS

- WL Stats will be providing live stats during every contest of the tournament with links available on the KHSAA website

WEATHER

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

HEAT INDEX

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

CHAMPIONSHIP PHOTOS

- Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery on the KHSAA website within 72 hours of the completion of the event

MEDIA CREDENTIALS

- Professional and commercial press, radio and TV representatives may request media credentials directly through the KHSAA in advance
- If you have media covering your team, they should request credentials directly through the online credentialing system not later than Wednesday of the championship week
- The credential request system is exclusively online and KHSAA staff can facilitate any issues

SCHOOL MEDIA

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, newspapers, etc
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass
- This pass must be requested in advance of the start of the event through the KHSAA online system

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization by going to the online credentialing system at the link at the end of these instructions
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

MEDIA RIGHTS FEE

- Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event, are subject to a media rights fee
- Information regarding the media rights fee for each event is available through the online credentialing system at the link at the end of these instructions

TEAM BROADCASTS

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in
- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system and applying for team radio designation at the link at the end of these instructions
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system
- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events

AWARDS

TEAM TROPHIES

- Trophies and individual medals will be awarded to the champion, runner-up, and both semifinalist teams
- ### *ALL-TOURNAMENT TEAM*
- The All-Tournament Team will consist of 14 players all of who which will receive a plaque
 - The championship team will be guaranteed three players on the All -Tournament team one of which will also be the MVP
 - The runner-up team will be guaranteed three players on the All-Tournament team
 - The two semifinalists teams will be guaranteed two players each on the All-tournament

- One individual from the losing team of games 23, 24, 25, and 26 will also be selected
MIDWAY FEMALE STUDENT-ATHLETE OF THE YEAR
- This award is based on athletic and academic achievement as well as community service and leadership
- Nominations must come from a member school, but may be submitted by an administrator, guidance counselor or coach

EXPENSE REIMBURSEMENT GENERAL POLICY

- The state tournament squad for purposes of reimbursement shall be limited to twenty-four (24) persons, including the principal, coaches, team members and other personnel
- In order to receive KHSAA lodging expense reimbursement, teams must stay at their assigned hotel
- When teams know for certain that they will be participating in the 2017 KHSAA State Softball Tournament they will need to contact Mr. Jared Bratcher for their assigned hotel accommodations at 1-270-316-3226 (Cell), 1-800-489-1131 (Office), or kybpa@yahoo.com (email)

LODGING

- A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association
- Schools inside a forty mile one-way radius from the event site will not receive a lodging allowance
- Schools are responsible for all bills for lodging, and will be reimbursed the lodging allowance
- Please have your school or Board of Education's Sales Tax Exempt number with you at check in to allow the hotel to deduct the sales tax from the room bill
- For 2017, the rate of allowance is \$13 per permitted night per individual

MEALS

- A meal allowance shall be paid for teams traveling to the Field Hockey, Soccer, Volleyball, Football, Basketball, Baseball and Softball tournaments, which shall be paid corresponding to the approved length of lodging stay (breakfast following elimination)
- For commuting teams (not using housing), two meals per day will be paid at the approved meal rate on each competition day
- For teams approved to stay one night, three meals will be reimbursed
- For teams approved to stay two nights, five meals will be reimbursed
- For teams approved to stay three nights, eight meals will be reimbursed
- For teams approved to stay four nights, 11 meals will be reimbursed
- For teams approved to stay five nights, 14 meals will be reimbursed
- For teams approved to stay six nights, 17 meals will be reimbursed
- Your school is responsible for all meal arrangements for your team
- For 2016-17, the rate of allowance is \$5 per permitted meal per individual

MILEAGE

- Each school is reimbursed per mile as published in the tournament instructions, round trip from the school location to the host city, in accordance with mileage numbers provided by Google Maps
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added
- For 2016-17, the rate of allowance is \$1 per permitted vehicle, per mile, round trip

RECEIVING YOUR REIMBURSEMENT

- The expense check will be mailed from the KHSAA offices not later than 30 days following the tournament
- Expense reimbursements will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school and by requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying any stadium property including fences, gates and barriers

IMPORTANT WEBSITE LINKS

- KHSAA Softball Information - <http://khsaa.org/sports/spring/fast-pitch-softball/>
- State Tournament Bracket - <http://khsaa.org/fastpitchsoftball/2017/statefastpitchbracket.pdf>
- Link to Order Advance Tickets – <https://gofan.co/app/school/KHSAA>
- Team Expense Reimbursement - <http://khsaa.org/ge74-request-for-team-reimbursement>
- Live Stats - <http://goo.gl/x9oaOq>
- Competition Rules - <http://khsaa.org/handbook/competitionrules/fpcompetitionrules.pdf>
- Media Credential Request - <http://khsaa.org/school-radio-station-designation-form/>
- School Media Request Form - <http://khsaa.org/school-media-request-form/>
- Team Radio Designation Form - <http://khsaa.org/si113-school-broadcast-designated-radio-form/>
- Link to Directions for Jack Fisher C. Park - <https://goo.gl/6jvR4R>