



2018 SOFTBALL CHAMPIONSHIPS DISTRICT/REGION INSTRUCTIONS AND PROCEDURES FOR TEAMS AND MANAGERS

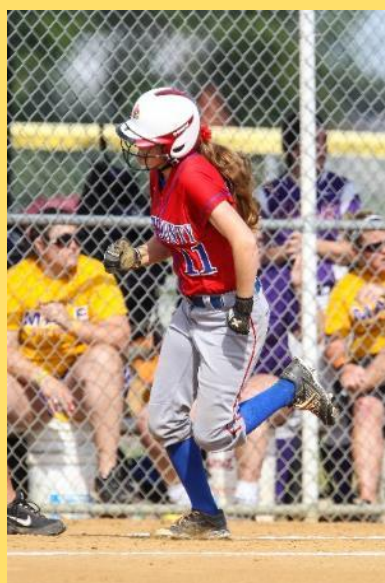


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PRE-MEETING

DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook rules and regulations governing Softball tournaments
- You should familiarize yourself with these rules found in the KHSAA Competition Rules

REFERENCE TO TEAM ALIGNMENT

- Teams are aligned into 64 districts within 16 regions as detailed in the Competition Rules

MEETING/PRE-EVENT ORGANIZATION

ALLOWABLE COMPETITION DATES

- District Tournaments are to be conducted May 21-26
- Regional Tournaments are to be conducted May 28-June 2

INSTRUCTIONS FOR TOURNAMENT ENTRY

- All eligible teams participate in the District Tournament
- For Region, the winner and runner-up from each District Tournament advance to the Regional Tournament

ROSTER REQUIREMENT AND SUBSTITUTIONS

- Rosters are entered online through the KHSAA website
- Roster entry is locked and closed the first date of the postseason
- Schools must go in and designate their postseason roster prior to the first date of the postseason (this is separate from the regular season varsity roster)
- Substitutions to the 21 that dress may be made, but must be listed on the postseason roster

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call to Order
- Designate someone to record minutes
- District Seeding discussion (if applicable) – changes require a majority vote to change seeding and/or method
- Discuss future sites
- Review Site Selection criteria
- Review Site Selection plan and report any changes to KHSAA
- District Tournament sites
- Region Tournament sites
- Discuss Tournament expenses (requires majority vote)
- PA, Scorer
- Security
- Medical/Emergency Action Plan
- Other
- Equipment, Facility rules and other notes
- Conduct Draw/Seed placement
- Complete Draw form
- Brackets
- Copy Draw for all teams
- Report Draw to KHSAA (email to brackets@khsaa.org)
- Report Draw to local media

PROCEDURES FOR DISTRICT AND REGION SITES

- Details for selection of future sites are listed within the Softball Competition Rules
- A link to the Softball Competition Rules is listed at the end of this manual
- Any changes should be reported to the KHSAA accordingly
- Current site rotation plans on file are posted on the KHSAA website under District and Region Site Rotation Plans

PROCEDURES FOR DISTRICT SEEDING PLAN

- If written or documented District Tournament seeding plans and procedures were in place prior to the season starting, please refer to the seeding procedures as shown in the KHSAA Softball Competition Rules and Regulations of the 2017-18 KHSAA Handbook

PROCEDURES FOR DISTRICT TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES

- 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
- 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 21 of the week on the KHSAA Calendar for district tournaments
- You must get permission from the KHSAA office to start later than May 21, and only in the event of facility conflicts
- You may however, begin on the weekend prior (May 19) if the schools concur and all regular season play is completed and it alleviates facility conflicts
- Schools are reminded that the Heat Index program is to be followed
- Potential Heat Index issues should be considered with regard to the scheduling of contests and the time of day

PROCEDURES FOR REGION TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES

- Please review the tournament rules concerning regional drawings
- Each region shall draw teams into the appropriate bracket
- This rule makes it impossible for a winner and corresponding runner-up in a district to meet before the final regional game
- All bracket forms are available on the KHSAA website
- Region tournament play shall begin no later than Tuesday (May 29) of the week on the KHSAA Calendar for region tournaments
- You must get permission from the KHSAA office to start later than May 29, and only in the event of facility conflicts
- The top team in the bracket is the home team for all games and will wear light color jerseys
- The region manager is to e-mail the bracket immediately following the draw to the KHSAA office at brackets@khsaa.org
- Schools are reminded that the Heat Index program is to be followed
- Potential Heat Index issues should be considered with regard to the scheduling of contests and the time of day

FORMAT OF EVENT

- A link to blank bracket forms is posted on the KHSAA website and at the end of this document

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

- For postseason play, teams may dress up to 21 individuals per contest
- The 21 selected may rotate from those eligible members as noted on the school's postseason online roster
- Tournament management may restrict the number of individuals permitted for gate admission and dugout access
- 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

- 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 21 players to be used in each game

RULES POINTS OF EMPHASIS/CLARIFICATIONS

PLAYING RULES (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

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 Tiebreaker shall not be used in the postseason

CONTEST COMPLETION REMINDERS

- This is a reminder to Coaches, Officials and Administrators with regard to interrupted games
- During postseason, 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

BYLAW 22 REMINDER

- KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- See Bylaw 22 as published in the KHSAA Handbook if you have any questions

POINTS OF EMPHASIS IN COMPETITION RULES

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

HEAT INDEX

- All play shall adhere to the KHSAA Heat Index Program
- For postseason play, it is the responsibility of the host site manager to ensure and track the heat index working with medical staff on site

DEADLINE TO START CONTEST

- No contest shall be started in a postseason contest after 11:00 p.m. local time at any contest site
- #### *MEDIA (CREDENTIALS, INTELLECTUAL PROPERTY RIGHTS, NFHS NETWORK AND WEB STREAMING)*
- Contact the Tournament manager for media credentials for district and regional tournaments

TROPHIES AND AWARDS

- It is a local district/region decision with regard to any trophies or awards in addition to those contracted by the KHSAA through Rihards.com
- Contracted trophies and costs are detailed later in this manual

FINANCES AND EXPENSES

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

EVENT MERCHANDISE

- The Tournament manager, through approval of the member schools, will schedule event novelties
- Team IP, KHSAA state event merchandise provider, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

EVENT EXECUTION

FIELD SPECIFICATIONS

- Prepare the facility for tournament play, making sure that the facility meets the proper specifications according to the National Federation Softball Rule Book and KHSAA postseason site specifications

PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS

- 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

DISTRICT TOURNAMENT 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
- Each district tournament umpire shall receive a fee of \$55 per game (this includes mileage) for a crew of three umpires
- No additional fee or additional mileage may be added to the established fee
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner

REGION TOURNAMENT UMPIRES

- For the regional 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
- Each region tournament umpire shall receive a fee of \$65 per game (this includes mileage) for a crew of three umpires
- No additional fee or additional mileage may be added to the established fee
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner

TROPHIES

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2017-2018 tournaments
- Trophies will be shipped directly to the Manager via FedEx
- You will be billed directly by the trophy company
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues
- If you have any issues, please call customer service at Rihards (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 Rihards at khsaa@riherds.com
- In the email with the tracking number, you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition
- For District Tournaments, you will be shipped a team champion and team runner-up trophy

- The total cost for District Tournament trophies is \$132.56 plus shipping
- For Regional Tournaments, you will be shipped a team champion and team runner-up trophy
- The total cost for Regional Tournament trophies is \$139.50 plus shipping
- All costs for trophies are to be subtracted from gate receipts

SECURITY

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- The KHSAA requires a game administrator to be onsite
- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any issues in managing the event
- The KHSAA recognizes the added burden this places on school districts but requests it to improve the environment at the contest for the participants and coaches

MEDICAL PROVISIONS

- 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
- Any fees associated are to be taken from gate receipts

REQUIRED BALL TYPE

- The softball required for District, Regional and State Tournament play is the Dudley Softball (Optic Yellow)
- The state adopted ball that will be used at the State Tournament is the Thunder Heat Poly-core Softball (43-1147)
- The ball must include the NFHS Authenticating mark (this is different from the KHSAA logo)

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- The intellectual property, corporate, broadcasting and media rights to the postseason round 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 restrictions of the NFHS Network and the KHSAA participation in the network
- 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, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for member 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 and will have paid the requisite rights fee to the KHSAA
- 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
- 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 liability to those parties involved in the taping, and that the school shall make no copies of the tape of film

INCLEMENT WEATHER

- In the event of inclement weather, the tournament manager (after consulting with participating schools) has the final authority in making schedule adjustments
- The tournament manager shall report the revised schedule to the Riherd's.com/KHSAA Scoreboard accordingly

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

- The 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, 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 and is available by contacting the Communications Director

REPORTING SCORES/RESULTS

- Following each contest, the score should be reported by calling the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882
- Failure to report the bracket or results could result in a fine to the tournament manager

DEVELOPMENT OF INFO DOCUMENT

- Regional and District managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site and direction information along with locker room availability

POST EVENT

FINANCES AND FINANCIAL REPORT

- Each manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA
- See the links section at the end of this manual for the proper form(s)

INSTRUCTIONS FOR TEAMS ADVANCING

- District Tournament managers should contact schools to attend the tournament planning meeting
- Region Tournament managers should contact the district and runner-up from each district to attend the tournament planning meeting

REFERENCE

WEBSITE LINKS

- Competition Rules - <https://khsaa.org/handbook/competitionrules/fpcompetitionrules.pdf>
- Softball Forms - <http://khsaa.org/general/bottom-tab-pages/general-forms>
- District Tournament Sites - <https://khsaa.org/district-softball-site-selection-plans/>
- Region Tournament Sites - <https://khsaa.org/regional-softball-site-selection-plans>
- GE52 (District Tournament Financial Report) - <http://khsaa.org/forms/ge52.pdf>
- GE53 (Regional Tournament Financial Report) - <http://khsaa.org/forms/ge53.pdf>
- GE57 - District Site Selection Form - <https://khsaa.org/ge57-district-tournament-site-selection-plan/>
- GE58 - Region Site Selection Form - <https://khsaa.org/ge58-region-tournament-site-selection-plan/>
- KHSAA Brackets - <http://khsaa.org/general/bottom-tab-pages/blank-brackets/>
- Softball Site Specifications - <http://khsaa.org/fastpitchsoftball/sitespecifications.pdf>