

**2019**

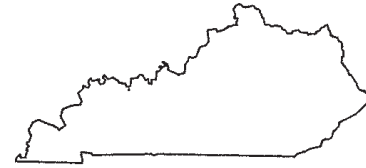


**SOFTBALL DISTRICT/REGION  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



Table of Contents

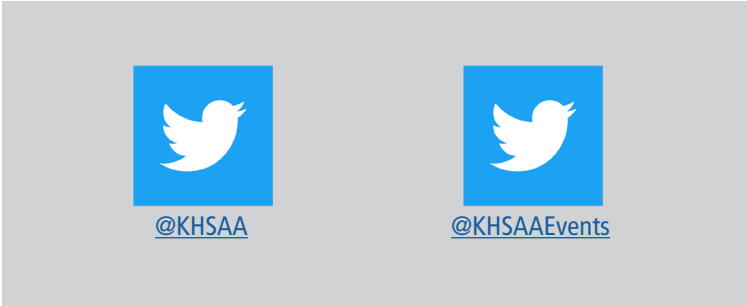
Duties Summary Statement..... 1
KHSAA Contact List..... 1
Reference to Team Alignment ..... 1
Allowable Competition Dates ..... 1
Instructions for Tournament Entry ..... 1
Roster Requirements and Substitutions ..... 1
Admission of Participants and Limitations ..... 2
Playing Regulations ..... 2
Pre-Tournament Meeting and Model Agenda ..... 2
Procedure for Future District and Region Sites..... 3
Procedure for District Seeding Plans ..... 3
Procedure for Region Seeding Plans ..... 3
Procedure for District Tournament Draws..... 3
Procedure for Regional Tournament Draws ..... 4
Tournament Officials, Fees and Requirements..... 4
Tickets ..... 4
Development of Info Document ..... 5
Points of Emphasis ..... 5
Inclement Weather Procedures..... 5
Contest Completion Reminders..... 6
Bylaw 22 Reminder ..... 6
Security ..... 6
Medical Provisions ..... 7
Trademark, Media Rights and Use of Marks ..... 7
Band Performances ..... 8
Music Copyright..... 8
Event Merchandise..... 8
Post Event ..... 9
Trophies ..... 9
Finances and Financial Report..... 9
Instructions for Teams Advancing..... 9
Disputes ..... 10
Important Website Links ..... 10



2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner ..... Julian Tackett
Associate Commissioner ..... Butch Cope
Assistant Commissioner..... Mike Barren
Assistant Commissioner.....Darren Bilberry
Assistant Commissioner..... Sarah Bridenbaugh
General Counsel..... Chad Collins
Communications Director..... Joe Angolia
Information Technology Director ..... Rob Catron
Event Management Specialist..... Dan White
Office Manager/Assistant to the Commissioner .....Marilyn Mitchell
Administrative Assistant .....Kara Howard
Administrative Support Specialist .....Jeremy Ison
Administrative Support Specialist .....Jeanie Molloy
Administrative Support Specialist ..... Marsha Day
Administrative Support Specialist ..... Ginger Gilbert
Physical Plant Director ..... Roy Tatum





## DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing softball tournaments, which is included as a link at the end of these instructions.

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

Any required forms for your reports are included as links at the end of these instructions as well.

## KHSAA CONTACT LIST

The primary contact for softball is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)). If Mrs. Bridenbaugh is not available, Assistant Commissioner Mike Barren ([mbarren@khsaa.org](mailto:mbarren@khsaa.org)) is the backup contact.

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

## REFERENCE TO TEAM ALIGNMENT

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

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

## ALLOWABLE COMPETITION DATES

District tournament play may begin on Saturday, May 18 or no later than Monday, May 20.

Region tournament play may begin on Saturday, May 25 or no later than Monday, May 27.

## 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.

## 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.

A school may enter up to 21 players in each postseason game from the roster submitted online.

The 21 players shall be designated each game and no other players may be in uniform. The Tournament Manager at each site may limit the total number of participants in the dugouts.

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. Substitutions to the 21 that dress may be made, but they must be listed on the postseason roster.



## ADMISSION OF PARTICIPANTS AND LIMITATIONS

Only the 21 players in uniform for that game and the team's coaches are permitted on the field for warm-ups and infield practice. No Tournament Manager or group of schools may vote to waive this restriction.

## 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.

## PRE-TOURNAMENT MEETING AND MODEL AGENDA

### DISTRICT TOURNAMENT

The pre-tournament district meetings shall be held at the host school no later than the Wednesday prior to the week of the tournament as specified on the KHSAA calendar.

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.

These meetings may be held earlier by mutual agreement of all teams.

The representatives of the schools participating in each tournament shall set the dates and times of the games by majority vote, and make all other arrangements necessary to conduct the tournament.

### REGION TOURNAMENT

The pre-tournament region meetings shall be held on the Sunday afternoon immediately following the district tournaments. Sunday meetings are 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.

These meetings may be held earlier by mutual agreement of all teams, but not prior to the completion of all district tournament games.

Discussing future regional sites is not on the agenda for this meeting unless the Principal or the Designated Representative, as listed on the KHSAA website, is present for all schools in the region (not limited to the competing teams).

### 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
- Discuss future district sites
- Review site selection criteria and plan
- Report any changes in future site selection or seeding plans to KHSAA
- District tournament site-specific details
- Region tournament site-specific details
- Discuss tournament expenses (agreement requires majority vote)
- PA, Scorer
- Security
- Medical/Emergency Action Plan



- Equipment, facility rules and other notes
- 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](mailto:brackets@khsaa.org))
- Report draw to local media
- Other

## PROCEDURE FOR FUTURE DISTRICT AND REGION SITES

Details for the selection of future sites are listed within the Competition Rules which are included as a link at the end of these instructions.

Any changes to future sites should be reported to the KHSAA using Form GE57 (District Tournament Site Selection Plan) or Form GE58 (Region Tournament Site Selection Plan).

Current site rotation plans are posted on the softball section of the KHSAA website under District and Region Site Selection Plans.

## PROCEDURE FOR DISTRICT SEEDING PLANS

All decisions regarding tournament seeding must be made prior to the start of the regular season, including method and criteria. Seeding methods shall be on file at the KHSAA.

Use Form GE54 (District Tournament Seeding Plan) if changes for future seasons are made.

The final date to play a district game for seeding purposes is May 15.

If written District Tournament Seeding Plans and procedures weren't in place prior to the season starting, refer to the seeding procedures in the KHSAA Softball Competition Rules.

## PROCEDURE FOR REGION SEEDING PLANS

Details for regional tournament bracket placement are published within the Competition Rules.

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

## PROCEDURE FOR DISTRICT TOURNAMENT DRAWS

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

District tournaments are single-elimination events.

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.

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](mailto:brackets@khsaa.org).

### PROCEDURE FOR REGIONAL TOURNAMENT DRAWS

Please review the tournament rules concerning regional draws.

Each region shall draw teams into the appropriate bracket 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.

Regional tournaments are single-elimination events.

The top team in the bracket is the home team for all games and will wear light-colored jerseys.

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](mailto:brackets@khsaa.org).

### TOURNAMENT OFFICIALS, FEES AND REQUIREMENTS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner, the Associate Commissioner and the three (3) Assistant Commissioners will assign all umpires.

### DISTRICT TOURNAMENT UMPIRES

District 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 (3) 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.

### REGIONAL TOURNAMENT UMPIRES

Region 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 (3) 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.

### 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.



## 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 directions.

## POINTS OF EMPHASIS

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 softball and the requirements contained therein.

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

The game shall end when the losing team is behind 15 or more runs and has had at least three (3) turns at bat.

The game shall end when the losing team is behind 10 or more runs and has had at least five (5) 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.

## 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 Softball 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.

## DUGOUTS

No more than 30 individuals, including 21 players in uniform, are permitted in the dugout at any time.

## 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).

## DEADLINE TO START CONTEST

No contest shall be started in a postseason contest after 11:00 p.m. local time at any contest 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](mailto:jangolia@khsaa.org)) to ensure the KHSAA/Riherds.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 (Softball Rule 4-2-2, 4-2-3).

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

### 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.

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.

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.

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 to 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.

## 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 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. 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.

### **SOFTBALL MEDIA AREA RULE CHANGE**

NFHS Rule 1-1-7 states: "Media shall be prohibited from being in live-ball areas. The home team or game management may designate an area for the media in dead-ball territory."

Game management may continue to designate media areas, but not in a live-ball area. Dead-ball territory does not include the team dugouts, as media members are not permitted inside them.

### **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 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](mailto: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 total cost for district tournament trophies is \$137.72 plus shipping.

The 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 Assistant Commissioner Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

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.



### DISPUTES

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

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

### IMPORTANT WEBSITE LINKS

[KHSAA Softball Page](#)

[Competition Rules](#)

[Softball Forms](#)

[District Tournament Sites](#)

[Region Tournament Sites](#)

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

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

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

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

[KHSAA Brackets](#)

[Softball Site Specifications](#)