

2019

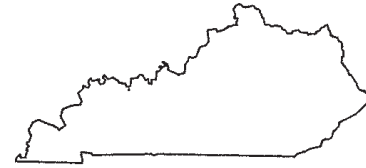


**SEMI-STATE SOFTBALL
TOURNAMENT INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



Table of Contents

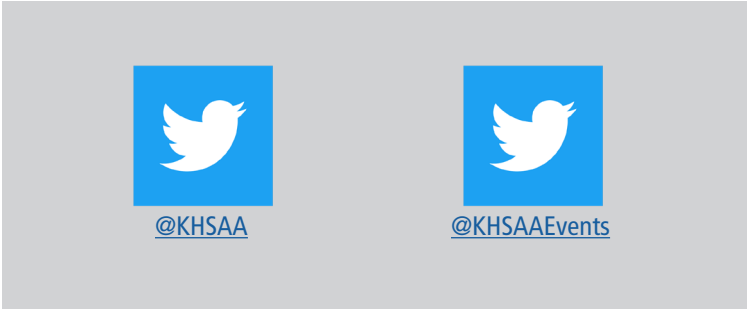
Brief Welcome 1
KHSAA Contacts..... 1
Qualifying for Participation in Semi-State 1
Host Site Manager, Finances and Ticket Reconciliation 1
Competition Date and Schedule..... 1
Ticket Information 1
Rosters, Substitutions, Team Admission and Limitations 2
Bylaw 22 Reminder 2
Game Manager Duties 3
Required Ball..... 3
Field Specifications..... 3
Pitcher Warm-Up Area..... 3
Rules Points of Emphasis/Clarifications..... 4
Semi-State Umpire Assignments and Fees 4
Contest Completion Reminders..... 4
Sportsmanship 4
Security and Venue Safety 4
Medical Coverage 5
Inclement Weather 5
Trademark, Media Rights, Corporate, TV and Radio 6
Event Merchandise..... 7
Post Event 7
Instructions for Teams Advancing..... 7
Important Website Links 7



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
Administrative Assistant/Office Manager.....Marilyn Mitchell
Administrative AssistantKara Howard
Administrative Support SpecialistJeremy Ison
Administrative Support SpecialistJeanie Molloy
Administrative Support Specialist Marsha Day
Administrative Support Specialist Ginger Gilbert
Physical Plant Director Roy Tatum





BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the semi-state round of the 2019 KHSAA State Softball Tournament.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

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

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

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN SEMI-STATE

The winning teams from the 16 Region Tournaments advance to the semi-state round of the State Tournament.

Semi-state pairings that determine the home team are on the KHSAA website and included as a link at the end of these instructions.

HOST SITE MANAGER, FINANCES AND TICKET RECONCILIATION

KHSAA staff shall set the sites and the Game Managers shall work with facility staff to set the times.

Should the facility provide a turnkey proposal to use its own resources, this would be permitted as an alternative to identifying specific workers and positions.

Any facility rental fees can be withheld from gate receipts and itemized on the financial report submitted to the KHSAA, or payment may be requested directly from the KHSAA.

The KHSAA shall designate a manager for each semi-state game or combination of games.

Game Managers shall work with the host site and Assistant Commissioner Sarah Bridenbaugh on details for each semi-state contest.

Each Game Manager is to complete and submit the Semi-State Game Financial Report to the KHSAA, including itemized expenses, within one week of the contest using the link at the end of these instructions.

The game manager is permitted to hire certain specific positions, with specific maximum allowable rates of pay, to staff the contests, including:

- Game Manager (maximum \$125 first game, \$200 for two games);
- Officials Liaison and Manager – (maximum \$35 first game, \$55 for two games);
- Public Address – (maximum \$35 first game, \$55 for two games);
- Scoreboard Operator – (maximum \$35 first game, \$55 for two games);
- Official Scorer – (maximum \$35 first game, \$55 for two games);
- Statistician maximum 1 person per game, if providing complete equipment and service – (maximum \$40 per game);
- Uniform Security at Rate agreed by KHSAA prior to contest(s); and
- Medical / Training Services at Rate agreed by KHSAA prior to contest(s)

Costs for these specific permitted workers shall be paid from the gate receipts and itemized in the financial report as well.



2019 KHSAA Semi-State Softball Tournament Instructions

No other payment for workers or other costs can be made without prior authorization from Assistant Commissioner Sarah Bridenbaugh.

There are no trophies for the semi-state game, so the manager should not expect a shipment from the KHSAA or its trophy vendor.

No expense item may be taken from the gate receipts without prior approval from the KHSAA.

Game Managers are reminded not to pay any visiting team's expenses or umpires.

The KHSAA will pay umpires after receipt of the financial report.

Upon receipt of revenue and report, the KHSAA will issue shares to the home and visiting schools based on the information in the Financial Report.

Enclosed with the tickets mailed each manager will find a working copy of KHSAA's Semi-State Game Financial Report (GE88) which indicates the specific ticket numbers issued, and a clean copy can be found on the KHSAA website.

The provided tickets must be used at your semi-state game(s) and reconciled on the GE88 .

All unused tickets must be returned to the KHSAA within one week of the contest along with the completed GE88 form.

The host facility will be charged full price for any tickets not returned.

All semi-state ticket prices are \$10 each. Children 10 and under shall be admitted free.

COMPETITION DATE AND SCHEDULE

DATE

Games shall be played on Saturday, June 1. Any other schedule must be approved by the KHSAA in advance.

The KHSAA State Softball Tournament is set to begin on Friday, June 7.

SCHEDULE

Rotations and pairings have been set for the 2019-2024 seasons. See the KHSAA website for the rotation or follow the link at the end of these instructions.

For 2019, the rotation is as follows (Region listed first shall be the home team)

- Region 2 vs. Region 1 at Western Kentucky University
- Region 4 vs. Region 3 at Western Kentucky University
- Region 6 vs. Region 5 at University of Louisville
- Region 8 vs. Region 7 at University of Louisville
- Region 10 vs. Region 9 at Northern Kentucky University
- Region 12 vs. Region 11 at Berea College
- Region 14 vs. Region 13 at Berea College
- Region 16 vs. Region 15 at Kentucky Christian University

TICKETS AND FAN ADMISSION

All semi-state ticket prices are \$10 each. Children 10 and under shall be admitted free.

Coaches' cards and/or officials' ID cards shall not be honored at the gate.

The host site should recognize and admit the Superintendent, Principal and Athletic Director of a school who possesses the valid 2018-19 KHSAA photo identification.

All schools should be reminded that this is not a "home" game for either 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.

ROSTERS, SUBSTITUTIONS, TEAM ADMISSION AND LIMITATIONS

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

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, semi-state or state tournaments.

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

This cannot be voted on locally to increase the number.

Failure to adhere to this policy will result in penalties permitted within Bylaw 27.

No other players than the 21 designated for each game may be in uniform.

The postseason roster is also used for advance preparations in case of a team qualifying for the state tournament.

SUBSTITUTIONS AND REVISIONS

There may be no additional players added to the 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.

TEAM ADMISSION AND FIELD AND DUGOUT LIMITATIONS

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.

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."



GAME MANAGER DUTIES

PRE-EVENT

Refer to the KHSAA Handbook that gives rules and regulations governing softball tournaments and also familiarize yourself with the KHSAA Competition Rules.

Remind schools that the home team - which is decided by the region listed first in the semi-state rotation - shall wear light-colored uniforms.

The host school shall assist in securing proper game personnel, including ticket sellers, ticker takers, security, PA, official scorer, certified athletic training and any other required duties.

DURING THE GAME

Prior to the start of the contest, identify yourself to both the opponent's administrators and the umpires and establish a designated area where you can be reached in the event of an emergency.

During your sportsmanship announcements, remind fans that foul language and harassment of umpires will not be tolerated and could result in being removed from the stadium.

Have the umpires escorted to the locker room and/or parking lot after the game.

No trophies will be awarded to the semi-state winner or runner-up.

REQUIRED BALL

The Dudley Softball (Optic Yellow) is the required ball for district, regional, semi-state and state tournament play. Softballs must include the NFHS authenticating mark (this is different from the KHSAA logo)

Dudley softballs will be shipped to each host for use during the semi-state game.

The state adopted Dudley ball that will be used at the KHSAA State Tournament is the Thunder-Heat Poly-core Softball (43-1147).

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

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Softball Rules 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 specifications is available at the end of this document.

PITCHER WARM-UP AREA

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

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

RULES POINTS OF EMPHASIS/CLARIFICATIONS

- NFHS Playing Rules will be utilized without exception.
- The semi-state round is a single-elimination event.
- No game shall be started in the postseason after 11 p.m. local time at any site.



SEMI-STATE UMPIRE ASSIGNMENTS AND FEES

Umpires will be assigned by the KHSAA.

Costs for the umpires will be paid from gate receipts and reported accordingly on the event financial report submitted to the KHSAA. Ensure that the official's names are listed on the report.

Three (3) umpires shall be used for each semi-state game.

The fee for each umpire shall be \$80 with anyone travelling over 100 miles one way receiving an additional \$20.

The umpire rotation is available on the KHSAA website and included as a link at the end of these instructions.

CONTEST COMPLETION REMINDERS

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

The game shall end when the losing team is behind 15 or more runs and has had at least three (3) turns at bat or when the losing team is behind 10 or more runs and has had at least five (5) turns at bat.

During the postseason, games that are interrupted due to weather or darkness and called (ended) by the umpire are final if they meet NFHS rules requirements for a shortened game – at least 4 1/2 innings with the home team ahead or five full innings played or 15 runs after three (3) innings (Softball Rule 4-2-2, 4-2-3).

Interrupted postseason games must be played to completion (7 innings) per NFHS rules, unless a margin is reached to enact the speed-up rules.

SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS

The speed-up rule allowing 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.

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.

SECURITY AND VENUE SAFETY

SECURITY

It is the responsibility of the Game Manager and host site to secure adequate police protection and any other security precautions as necessary inside and outside the stadium, in accordance with the security practices policy in the KHSAA handbook.

The KHSAA requires a game administrator, other than the coach, at the game site. Since the coach needs to devote full attention to the team, another person is needed to deal with any outside difficulties.

Unsporting conduct by spectators is a growing concern. The presence of a contest supervisor sends the message that such behavior will not be tolerated.

VENUE SAFETY

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

Please advise the Game 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 Game Manager as well.

The Game Manager, along with the host site, shall make every effort to ensure that the facility is safe for fans, participants,



officials, and others who may attend the contest.

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

MEDICAL COVERAGE

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

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.

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, which are included as a link at the end of these instructions.

Any fees associated with medical coverage are to be taken from gate receipts.

EMERGENCY ACTION PLAN

Each host 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 game manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

INCLEMENT WEATHER

It is the duty of the Game Manager, in consultation with the KHSAA and umpires, to make decisions in regard to restarting or rescheduling in the event of stoppage or postponement, including ensuring all teams, media outlets and schools are properly notified.

It is imperative that Game Managers adhere to the scheduled postseason dates, but inclement weather procedures must be followed.

Competition must be delayed at the first sight of lightning or sound of thunder and the site should be immediately cleared of all persons by event administration.

If it is anticipated that the inclement weather will pass, the competition may be resumed following a 15 minute warm-up period, no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

If the severe weather is of great length or intensity, the KHSAA, in consultation with the host school, has the responsibility and authority to postpone or cancel the competition.

HEAT INDEX PROGRAM

The Heat Index Program, as posted on the KHSAA website, will be followed by officials, in conjunction with the certified athletic trainer hired to work the event, in monitoring of the Heat Index. A link to the program is included at the end of these instructions.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

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, semi-state 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.

Any 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, including the use of social media products such as Facebook® Live, Instagram and Periscope (via Twitter®), 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

Game management may designate a media area, but not in a live-ball area.

Dead-ball territory does not include the team dugouts, as media members are not permitted inside them.

MUSIC COPYRIGHT

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

BAND PERFORMANCES

It is a local decision with regard to band admission. Bands are permitted to play during warm-ups, but not while the ball is in play.

EVENT MERCHANDISE

If desired by the Game Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the postseason tournaments. Contact the KHSAA for more information.



POST EVENT

RESULTS

Game 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 results could result in a fine to the Game Manager.

INSTRUCTIONS FOR TEAMS ADVANCING

The eight (8) winning teams in the semi-state round advance to the KHSAA State Softball Championship to be played at the University of Kentucky's John Cropp Stadium on June 7-9.

Prior to the event, KHSAA State Championship Instructions for Participants and Fans will be released.

Please be on the lookout for those should your school advance.

Teams advancing will be sent detailed instructions for joining a brief web conference prior to the state tournament.

IMPORTANT WEBSITE LINKS

[KHSAA Softball Page](#)

[Competition Rules](#)

[Semi-State Tournament Financial Report](#)

[KHSAA Board Policies](#)

[Semi-State Umpire Rotation](#)

[Semi-State Region Pairings and Rotation](#)

[Postseason Site Specifications](#)

[Heat Index Program](#)

[GE88 Financial Form](#)