

2019



**STATE
SOFTBALL TOURNAMENT
UMPIRE
INSTRUCTIONS**



Table of Contents

Brief Welcome 1

KHSAA Contacts..... 1

Competition Dates, Location and Schedule..... 1

Tickets..... 1

Umpire Uniform 1

Pre-Event Logistics 2

Game Assignments 4

Rules Points of Emphasis/Clarifications..... 4

Medical Coverage 5

Security and Venue Safety 5

Post Event 6

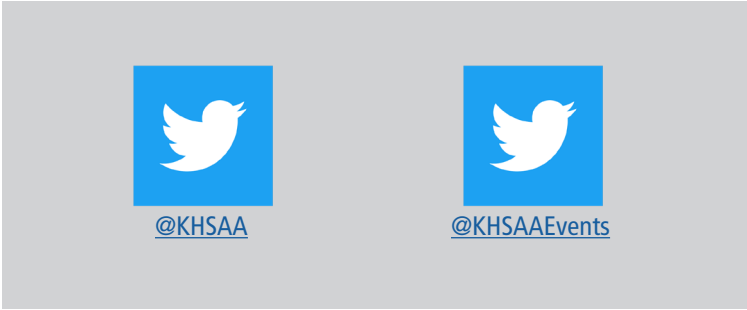
Important Website Links 6



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

KHSAA Staff

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- 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





2019 KHSAA State Softball Tournament Umpire Instructions

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for being selected to umpire at 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.

KHSAA CONTACTS

Umpires should contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org), Assistant Commissioner Mike Barren (mbarren@khsaa.org) or Administrative Assistant Jeanie Molloy (jmolloy@khsaa.org) at the KHSAA offices should they have any questions.

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.

COMPETITION DATES, LOCATION AND SCHEDULE

DATES AND LOCATION

The 2019 KHSAA State Softball Tournament will be held Friday, June 7 through Sunday, June 9 at John Cropp Stadium on the University of Kentucky campus in Lexington.

SCHEDULE

Quarterfinal games will be played at 10 a.m., 1 p.m., 4 p.m. and 7 p.m. ET on Friday, June 7.

Semifinal games will be played at Noon and 3 p.m. ET on Saturday, June 8.

The state championship game is scheduled for 2 p.m. ET on Sunday, June 9.

No scheduled games will be started earlier than the designated time.

A link to the complete bracket is included at the end of these instructions.

TICKETS

Each umpire will be provided with two (2) complimentary admission tickets to each game. Tickets may be picked up at the Team Entry/Pass Gate at John Cropp Stadium.

UMPIRE UNIFORM

The following will be the uniform for umpires working the state softball tournament in 2019:

Gray uniform pants.

Light blue pullover shirt with embroidered or sublimated KHSAA logo or approved logo patch (if visible, undershirt shall be white) with navy and white trim with or without a navy number, and white trim on right sleeve (3 inches preferred).

Navy hat with embroidered or sublimated KHSAA logo or approved logo patch, as per specifications to vendors.

Black shoes and socks and navy blue ball bag.

Jacket (pullover), if worn during contest, shall be the official KHSAA navy pullover with light blue/navy trim without numbers with embroidered KHSAA logo over heart as per specifications to vendors.

If jacket is worn, it shall be worn by all crew members.

OTHER DETAILS/OPTIONS

All umpires in a given contest shall wear the same type of shirt.

No local association patches are allowed on hats (only the KHSAA embroidered logo).

Sunglasses are permissible for the field umpires, however, all should wear them and the style of glasses should not distract from



the appearance of the umpires.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief, mandatory video conference scheduled for Wednesday, June 5 at 2 p.m. ET. Instructions for joining the meeting will be emailed to each umpire.

ADDRESS

John Cropp Stadium - 570 Wildcat Ct., Lexington, Ky., 40506

DIRECTIONS

From Downtown Lexington

- Head northwest on E Main St. toward S Martin Luther King Blvd. (0.4 miles)
- Turn left at the first cross street onto S Martin Luther King Blvd. (0.3 miles)
- Turn left onto E Maxwell St. (0.5 miles)
- Turn right onto Woodland Ave. (0.5 miles)
- Turn left onto Sports Center Dr. (0.7 miles)
- Turn left onto College Way/Motor Pool Dr. (0.3 miles)
- Turn left onto Wildcat Ct. (0.2 miles)

From Louisville

- I-75/I-64, take Exit 115 for KY-922 S/Newtown Pike toward Lexington (3.5 miles)
- Continue onto Oliver Lewis Way (0.9 miles)
- Continue straight onto Bolivar St. (0.2 miles)
- Turn right onto S Upper St. (0.2 miles)
- Continue onto S Limestone (0.8 miles)
- Continue onto Nicholasville Rd. (0.4 miles)
- Turn left onto Alumni Dr., at the traffic circle take 2nd exit to stay on Alumni (0.5 miles)
- At the traffic circle, take the 3rd exit onto College Way/Motor Pool Dr. (0.2 miles)
- Turn right onto Wildcat Ct. (0.2 miles)

From Northern Kentucky

- I-75/I-64, take Exit 115 for KY-922 S/Newtown Pike toward Lexington (3.5 miles)
- Continue onto Oliver Lewis Way (0.9 miles)
- Continue straight onto Bolivar St. (0.2 miles)
- Turn right onto S Upper St. (0.2 miles)
- Continue onto S Limestone (0.8 miles)
- Continue onto Nicholasville Rd. (0.4 miles)
- Turn left onto Alumni Dr., at the traffic circle take 2nd exit to stay on Alumni (0.5 miles)
- At the traffic circle, take the 3rd exit onto College Way/Motor Pool Dr. (0.2 miles)



- Turn right onto Wildcat Ct. (0.2 miles)

From Eastern Kentucky

- I-64W, use left lane to take Exit 81 to merge onto I-75 S toward Richmond/Knoxville (2.8 miles)
- Take Exit 108 for Man O War Blvd. and keep right at the fork (0.3 miles)
- Merge onto Man O War Blvd. W (3.4 miles)
- Turn right onto Alumni Dr. (3.4 miles)
- At the traffic circle, take the 1st exit onto College Way/Motor Pool Dr. (0.1 miles)
- Turn right onto Wildcat Ct. (0.2 miles)

From Western Kentucky

- Bluegrass Parkway, merge onto US-60 E/Lexington Rd. (7.4 miles)
- Turn right onto Mason Headley Rd. (1.5 miles)
- Continue straight onto Waller Ave. (0.9 miles)
- Turn right onto Nicholasville Rd. (0.4 miles)
- Turn left onto Alumni Dr., at the traffic circle take 2nd exit to stay on Alumni (0.5 miles)
- At the traffic circle, take the 3rd exit onto College Way/Motor Pool Dr. (0.2 miles)
- Turn right onto Wildcat Ct. (0.2 miles)

ARRIVAL TIME

You will be expected to be at the game site one (1) hour and 15 minutes before the start of the game.

Please be prepared to change on site, as it is our preference that you travel without the game uniform on so as to draw as little attention to yourself as possible upon arrival.

You will need to come to the front entrance of the stadium and enter through the pass gate.

An officials liaison will meet and escort you to the dressing rooms. You will be using the "Officials Locker Room" at the University of Kentucky and there are private changing quarters provided.

PARKING

Parking will be in the lot adjacent to the stadium. You will receive a parking pass in the mail.

LODGING

Umpire housing for the softball tournament is arranged through the Lexington Convention and Visitors' Bureau and a corporate contract with Fairfield Inn & Suites Lexington East (2211 Elkhorn Drive, 40505).

Reservations have been made per your needs accordingly. You may check in on Thursday, June 6.

There will be two (2) umpires per double room. If you desire anything other than a double room, you are responsible for the difference in the cost of the room (approximately \$36/night).

The expense of your own room will be deducted from your expense report.

If you are not going to stay in the hotel, please let Mrs. Bridenbaugh know by May 31.

Once an umpire has been released from the tournament, the lodging will end following that day.

FIELD SPECIFICATIONS

The fence distances at John Cropp Stadium are 200 feet down the left field line, 200 feet down the right field line and 220 feet to straight away centerfield.



The outfield walls are clearly bordered by a warning track.

A house rules document is available from University of Kentucky staff.

HOME AND VISITING TEAM DUGOUTS

The team in the top half of the bracket will be the home team in all games and use the first base dugout.

The team in the bottom half of the bracket will be the visiting team in all games and use the third base dugout.

COLOR OF JERSEY

The home team will wear light colored jerseys and the visiting team will wear dark colored jerseys.

KHSAA staff will resolve conflicts regarding these issues and both teams should be prepared to have both light and dark jerseys available.

GAME ASSIGNMENTS

Assignments are based upon the teams that advance and any conflicts, as you will not be assigned to work a game involving your home association.

There is no guarantee that you will be assigned to work the plate.

We will utilize three-person mechanics and coverage as described in the National Federation Umpire's Manual

Make certain that you are familiar with this coverage and the position rotations.

This will be reviewed at the Wednesday umpires web conference.

Friday's assignments will be distributed during Wednesday's meeting.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

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.

GAME BALLS AND BALL RETRIEVERS

For tournament games, Spalding will be providing Dudley Thunder Heat Poly-core Softballs (43- 1147) as game balls, through its partnership with the KHSAA.

Each team may be asked to help in the retrieval of foul balls down their side to make certain that the best possible balls are being used.

LINE-UP CHANGES

The home plate umpire is to communicate all line-up changes to the press box via the home plate telephone.

WARM-UP TIME

On the days of the tournament, the teams may not be on the field except as detailed in the timetable.

There will be no exceptions and schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27.

It is imperative that the grounds crew has adequate time to perform their functions.

DUGOUT DECORUM

The KHSAA will instruct the umpires to enforce the rules of the game regarding dugout conduct and the coaching boxes.

With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel in the dugout, including actions, gestures and



language.

In light of recent Board of Control emphasis on conduct, the umpires have been instructed to ensure that all rules are enforced within the NFHS Rules and other books.

PITCHER WARM-UP AREA

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.

SPEED-UP RULES - 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.

MEDICAL COVERAGE

The Association will use the services of University of Kentucky Healthcare to provide trainers for the tournament.

UK Healthcare will have a certified and/or student trainer at field level located on the third base line beginning one (1) hour before the start of each game.

Each team is also entitled to have its own team doctor or trainer available (one of the 18 team party armbands) and an ambulance will be on call.

SECURITY AND VENUE SAFETY

VENUE SAFETY

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

Please advise KHSAA or venue personnel of any situation you encounter in which you feel 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 event staff, which will contact the appropriate authorities.

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

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event and the plan will be available upon arrival.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, athletic trainer, EMT or stadium staff member so emergency medical services can be reached.

In the event of injury or illness to any competitor, the injured person(s) will be transported to St. Joseph Hospital in Lexington.

An AED will be located inside the ballpark.

INCLEMENT WEATHER PROCEDURES

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 conditions.

Should it begin to rain, the games will continue on schedule unless there are signs of lightning, sounds of thunder, 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 field 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 games are suspended, the minimum suspension will be 30 minutes after the last sight of lightning or sound of thunder.

Persons leaving the stadium 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 stadium area, and prior to the resumption of play, a minimum of 10 minutes warm-up period will be given to both teams.

The KHSAA staff may seek input in re-scheduling/resumption decisions, but the designated event manager shall serve as the final determinant for those decisions.

HEAT INDEX

Tournament play will adhere to the KHSAA's Heat Index Program.

Tournament administration, working with the UK Healthcare staff, will be responsible for tracking and implementing the program's guidelines.

Should the heat index reach 95 degrees, mandatory 10-minute water breaks will be given every 30 minutes.

At 99 degrees, play shall stop, and the heat index will be monitored every 30 minutes.

POST EVENT

GENERAL POLICY

An expense allowance will be paid to each umpire in the state tournament.

GAME FEE

Umpires assigned will be paid \$90.00 for each contest worked.

This fee includes mileage.

Should an official drive more than 100 miles, an additional \$20 will be added.

MEALS

Each umpire will be reimbursed \$20 per day for meals for each night of lodging utilized.

RECEIVING YOUR REIMBURSEMENT

Your expense check will be mailed from the KHSAA offices not later than 30 days following the finals.

IMPORTANT WEBSITE LINKS

[Bracket](#)

[Schedule](#)

[Competition Rules](#)

[KHSAA Board of Control Policies and Procedures](#)

[Ticket Sales Information](#)