



# ***SOFTBALL***

**2021 DISTRICT/REGIONAL  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS, PARTICIPATING TEAMS AND FANS**

# ***DRAFT***

**THE INFORMATION INCLUDED WITHIN  
THESE INSTRUCTIONS IS TENTATIVE AND  
SUBJECT TO CHANGE**



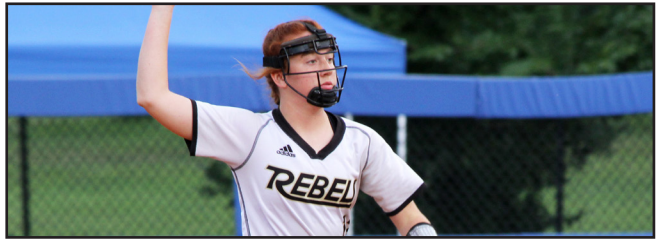
# 2021 Softball District/Regional Tournament Instructions

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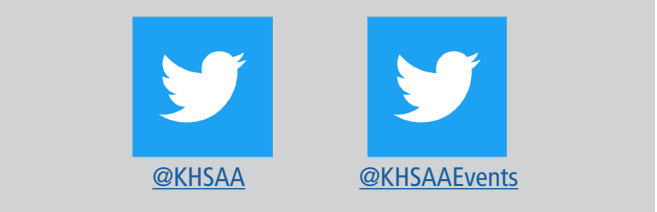
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



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### KHSAA Staff

- Commissioner ..... Julian Tackett
- Associate Commissioner ..... Butch Cope
- Assistant Commissioner ..... Michael 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 ..... Kara Howard
- Administrative Support Specialist ..... Jeremy Ison
- Administrative Support Specialist ..... Jeanie Molloy
- Physical Plant Director ..... Roy Tatum





## 2021 Softball District/Regional Tournament Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport-Activities" document for softball can be found at the following link: <https://bit.ly/3eYswzG>

In addition to softball specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Any individual with symptoms of COVID-19 shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED-** These standards are required at all sanctioned contests.
- **RECOMMENDED-** These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER-** While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

Differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

### MASKS, FACE COVERINGS AND SOCIAL DISTANCE

**Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved**

#### BASIC MASK/FACE COVERING INFORMATION FOR OUTDOOR SPORTS WITH LESS THAN 1,000 ATTENDEES

All individuals entering a venue before, during, and after a contest should wear a mask/face covering. (CONSIDER)

All administrators, spectators, workers, coaches and non-competitors, including substitutes, should wear a mask/face covering at all times. (CONSIDER)

A "gaiter" with multiple layers of cloth complies with this consideration provided it is properly worn covering the nose and mouth when the student-athlete is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

At all practices and contests, it is expected that these standards for universal masking be applied (with the exception of the participating athletes and contest officials during actual play, and those that have been fully vaccinated per CDC guidelines) at all facilities. (CONSIDER)

#### MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES

A mask/face covering is permitted for all participants at any time.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned, ideally in a washer with hot water and soap, and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

#### SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)

Social distancing should be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times by sitting apart from individuals from other households, unless all are vaccinated.

### CROSS-REFERENCE TO OTHER GUIDANCE

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is an ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.



## 2021 Softball District/Regional Tournament Instructions

Portions of the softball specific section of the document are included below.

### **SEASON LIMITATION AND CONTEST ADJUSTMENTS**

The last official regular season contest can be held on May 29.

Postseason play is scheduled to begin May 31 with championship play scheduled to end the week of June 14.

Play may begin earlier with office approval and a mutual agreement among schools.

### **ATTENDANCE LIMITATION**

Region managers are reminded to not exceed the current attendance restrictions in the state for outdoor venues, which is currently set at 75% for venues with total capacities of 1,000 or less.

### **ADMINISTRATIVE AND FIELD SETUP**

There shall be no shared equipment (batting helmets, gloves, gear, etc.) (REQUIRED)

Players and Coaches must bring their own water bottles. (REQUIRED)

Press box shall be limited to home team essential personnel (PA, Scorer) and must be socially distanced. (REQUIRED)

All individuals shall be prepared to exit the facility as efficiently as possible. (REQUIRED)

Stagger use of communal areas and clean and disinfect frequently touched surfaces. (REQUIRED)

Sanitizing supplies shall be available in both dugouts. (REQUIRED)

Exercise Social distancing within the dugout. (RECOMMENDED)

### **OFFICIATING (MECHANICS) (ADOPTED FOR 2020-21)**

No sharing of equipment. (REQUIRED)

There are no color restrictions to face coverings for umpires. (REQUIRED)

Umpires must bring their own water bottles. (REQUIRED)

Umpires should arrive dressed and ready to work. (RECOMMENDED)

Use three-part line-up cards so that each coach and the umpire has their own copy. (CONSIDER)

Keep the catcher and batter at a 6-foot distance when dusting off the plate. (REQUIRED)

Base umpires should maintain six (6) feet from any player as a starting position when rotated and/or counter rotated. (RECOMMENDED)

The Pregame Conference is to be limited to one (1) coach from each team plus the umpires and utilize social distancing principles and all should wear masks/face coverings unless fully vaccinated. (RECOMMENDED)

10-2: Umpire in chief should wear a face covering or splash shield behind the plate. (RECOMMENDED)

10-2-1: Plate umpire should stand deeper than normal to call balls and strikes. (CONSIDER)

### **OFFICIATING (RULES) (ADOPTED FOR 2020-21)**

Limit the players dressed in the dugout to 21. (REQUIRED)

Face coverings should be worn and social distancing utilized when discussions occur between head coach and umpire unless fully vaccinated. (RECOMMENDED)

Eliminate handshakes during the pregame conference and between teams following the contest. (RECOMMENDED)

Disinfect players' personal equipment/uniform after each game/practice. (RECOMMENDED)

All conferences (charged, defensive, rule discussion or substitution reporting) shall require all participants to maintain at least 6-foot social distance spacing.

1-2-4: If the dugout is extended, it is to be in direction toward foul pole. (REQUIRED)

1-7-1, 1-8-4: Plastic shields covering the entire face (unless integrated into the face mask and attached to a helmet or manufactured exclusively for wear during baseball and softball games) shall not be allowed during contests or in practice. (REQUIRED)

1-4-1: Pitchers cannot wear optic yellow facial coverings while pitching. (REQUIRED)



## 2021 Softball District/Regional Tournament Instructions

1-4-2: Athletes are permitted to wear gloves and/or masks/face coverings during competition with no restriction on color or type other than the pitcher who cannot wear an optic yellow glove. (REQUIRED)

2-17: If the dugout is extended, it is to be in direction toward foul pole.

3-5-2: Base coaches must stay six (6) feet from a runner at all times after suspension of play. (RECOMMENDED)

3-6-6: Players are not permitted to leave the dugout area to congratulate players when scoring or after home runs. (REQUIRED)

6-2-2: Pitchers may not spit on the ball or glove. (REQUIRED)

### 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 meetings to ensure understanding from the coaches and the management of a smooth event.

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

### 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 Michael 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 and eight (8) semi-state sections as detailed in the KHSAA Competition Rules.

The current alignment is available on the softball page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

If a school that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

### ALLOWABLE COMPETITION DATES

The planned district tournament dates are May 31-June 5.

The planned region tournament dates are June 7-10.

With advance approval from the KHSAA, district tournament play may begin as early as Saturday, May 29 and region tournament play as early as Saturday, June 5.

### PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

#### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the District (GE55) or Regional (GE56) Tournament Manager's Form to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted.

Links to both forms are included at the end of these instructions.

#### CONTACT PARTICIPATING SCHOOLS

Contact all schools in your district or region and inform them of your tournament schedule and other pertinent information.

#### 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.



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If reserved seats are sold, they shall be made available to all teams.

### PRE-TOURNAMENT MEETINGS

It is recommended that a meeting of all coaches be held prior to the start of the tournaments to discuss rules and procedures. The pre-district tournament meeting shall be held no later than Wednesday, May 26 and the pre-regional tournament meeting shall be held no later than Sunday, June 6.

A Sunday meeting should start no earlier than 2 p.m., local time to allow ample time for travel.

Tournament Managers shall invite all participating coaches by notifying them of the date, time and site of the meeting.

The use of a virtual meeting is permitted and strongly recommended.

At the published time, the Tournament Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

### FUTURE DISTRICT/REGIONAL SITES

Tournament Managers should review the site selection schedule with all schools in the district or region at the pre-tournament meetings.

A link to the current sites is included at the end of these instructions.

Details for selection of future sites are listed within the softball Competition Rules.

If changes or corrections are made to the site selection plans, use KHSAA Form GE57 (District) or GE58 (Region), which are included as links at the end of these instructions, and return it to the KHSAA immediately following the meeting.

### DISTRICT SEEDING PLANS

All decisions regarding tournament seeding must be made prior to the start of the regular season, including but not limited to, seeding method and criteria. Seeding methods shall be on file at the KHSAA.

Use Form GE54 (District Tournament Seeding Plan) that is available as a link at the end of this document.

Seeding decisions and methods shall remain in place until a majority vote of the participating schools rescind them.

If a vote is made to seed, the manager shall send the KHSAA a copy of the meeting minutes.

District Tournament Managers should remind all schools in seeded districts that all games used in calculating the seeded position MUST be played on or before Wednesday, May 26.

For games that are not able to be played by this date, the winner/loser of the contest will be determined by the RPI as of May 26.

### REGION SEEDING PLANS

Details are published within the Competition Rules.

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

### ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Coaches and administrators should be given direct details about how to enter the district/region's host site.

This will allow for more organization on the day of the tournament and help with COVID-19 protocols.

### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

This document shall include any COVID-19 requirements or adjustments made for the event.

### HOST SITE ADMINISTRATOR

The KHSAA requires a tournament administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.





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### VENUE LOGISTICS

#### COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

#### SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with game administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pregame, natural and planned breaks/timeouts and when the clock is stopped and the ball is not in play.

The admission of school pep bands is a local decision.

#### WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3eYswzG>) for multiple references to water, hydration and food guidelines.

### PRE-TOURNAMENT MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "KHSAA Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport Activities" document for softball (<https://bit.ly/3eYswzG>)
- Discuss team party and participant admission
- Remind coaches that all participants must be designated on the postseason roster
- 2021 district seeding discussion (if applicable) – changes to seeding and/or method require a majority vote
  - Report seeding changes to the KHSAA on Form GE54 immediately following the meeting
- Review site selection criteria and plan
- Report any changes to KHSAA using Form GE57 (District) or GE58 (Region)
- Discuss tournament expenses (agreement requires majority vote)
- PA, Scorer, Official Stats
- Auxiliary workers: ticketing, programs, concessions, parking, etc.
- Security
- Medical
- Emergency Action Plan (must have in place)
- Equipment, facility rules and other notes
- Conduct draw/seed placement (if necessary)
- Fill out brackets
- Make copies of the brackets for all teams
- Report brackets to KHSAA immediately (email to [brackets@khsaa.org](mailto:brackets@khsaa.org))
- Report brackets to local media



## 2021 Softball District/Regional Tournament Instructions

- Other

### ENTRY, ROSTERS, LIMITATIONS AND DRAW

#### TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

The winner and runner-up from each district advance to a regional tournament.

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only participants appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

This roster information is also used for advance preparations for state qualifying teams.

#### PLAYERS IN UNIFORM AND IN DUGOUT

Up to 21 players may be designated as eligible for 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.

#### PROCEDURE FOR DISTRICT TOURNAMENT DRAW

Each district shall draw or place seeded teams into the appropriate bracket depending upon how many teams are in the district according to the KHSAA Competition Rules.

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.

You must get permission from the KHSAA to start later than Monday, May 31 and only in the event of facility conflicts.

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.

The District Manager is to email the bracket to the KHSAA ([brackets@khsaa.org](mailto:brackets@khsaa.org)) and media outlets immediately following the draw.

A link to all KHSAA brackets is available at the end of these instructions.

Any COVID related withdrawal of a team prior to the Friday before postseason begins shall result in a re-seed in seeded districts.

Any withdrawal after that date is a bye/forfeit and the team will not be replaced.

#### PROCEDURE FOR REGIONAL TOURNAMENT DRAW

Each regional tournament shall draw teams into the appropriate bracket position 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.





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The team in the upper half of the bracket will be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Monday, June 7 and only in the event of facility conflicts.

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.

The Region Manager is to email the bracket to the KHSAA ([brackets@khsaa.org](mailto:brackets@khsaa.org)) and media outlets immediately following the draw.

A link to all KHSAA brackets is available at the end of these instructions.

### POINTS OF EMPHASIS

#### FORMAT OF EVENT

District and Regional Tournaments are single-elimination events and NFHS playing rules will be used 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.

District tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw.

Regional tournament pairings are conducted as outlined in the Competition Rules.

#### 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 specs is available at the end of this document.

#### 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.

#### REQUIRED BALL TYPE

The softball required for District, Regional and State Tournament play is Spalding's Dudley SB12 (4K-147).

The ball must include the NFHS Authenticating mark (this is different from the KHSAA logo).

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

#### INFIELD PRACTICE

There will be a limit of 10 minutes per team for infield practice.

Teams are restricted to their dugout area while the opposing team is taking infield practice.

#### 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.



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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.

### **DEADLINE TO START CONTEST**

No game shall be started in the postseason after 11 p.m. local time at any site.

### **CONTEST COMPLETION REMINDER**

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

Postseason games (District, Region, Semi-State and State) must be played to completion or competed per run rule.

All seeded district, district tournament, region tournament, and semi-state/state tournament games will be seven (7) innings unless a run rule is in effect.

If the entire game cannot be played due to weather or other issues, it is a suspended game and shall be completed.

Any completion of a suspended game shall resume at the point of interruption, including substitutions, ejections, etc.

## **PROCEDURE FOR GETTING UMPIRES AND FEES**

### **TOURNAMENT UMPIRES, FEES AND REQUIREMENTS**

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.

A link to the listing of Softball Assigning Secretaries is listed at the end this manual.

### **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.

### **REGION 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.

## **BYLAW 22 REMINDER**

### **REQUIREMENT TO ACCOMPANY TEAM MEMBERS**

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.

## **SECURITY**

It is the responsibility of the Tournament Manager to secure adequate police protection and other security precautions as necessary.



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While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the participants, officials and general public. 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 game, have the officials escorted to the locker room and/or parking lot.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

### MEDICAL PROVISIONS

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 10 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.

### EMERGENCY ACTION PLAN

All tournament hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each Tournament Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

Before starting contests, the manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### INCLEMENT WEATHER PROCEDURES

#### STOPPAGE/POSTPONEMENT

It's the duty of the Tournament Manager, in consultation with the umpires, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to 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 [Riherds.com/KHSAA](http://Riherds.com/KHSAA) Scoreboard is updated.

While it's imperative that Tournament Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.



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In the event of inclement weather, the tournament manager (after consulting with participating schools) has the final authority in making schedule adjustments.

### 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.

### LIGHTNING/THUNDER POLICY

The Tournament Manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in 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.

## MEDIA AND INTELLECTUAL PROPERTY RIGHTS

### GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those duties is assigned to the host KHSAA school's game manager.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, who will capture images from the event and re-sell them to anyone, including team members, the families or the general public.

### RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.



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This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to the Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### **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 ordering event merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the District/Regional Manager Information form.

## **POST EVENT**

### **REPORTING RESULTS**

Game scores should be reported to the [Riherd's.com/KHSAA](http://Riherd's.com/KHSAA) Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

Failure to report the scores could result in a fine to the Tournament Manager.

### **TROPHIES**

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2020-21 tournaments.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherds at 1-800-274-4373 or email at [khsaa@riherds.com](mailto:khsaa@riherds.com).



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It is a local district/region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

Your district/region package, shipped directly to your school from Rihards.com, should consist of the following:

- One (1) team champion trophy
- One (1) team runner-up trophy

The cost of the trophies is to be paid for by the District/Region Manager on behalf of the tournament. An invoice will be included with the trophies.

- The estimated total cost for district tournament trophies is \$139.76, not including shipping.
- The estimated total cost for regional tournament trophies is \$147.08, not including shipping.

### COVID AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies and medals at the regional meets:

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time.
- Be sure to have clear protocols in place for social distancing during the awards pick-up.
- The ONLY alternative option is to mail the awards to each school post tournament.

### INSTRUCTIONS FOR TEAMS ADVANCING

Region Managers should contact the district champion and runner-up with details about attending their pre-tournament planning meeting.

Region champions advance to the semi-state round on Friday, June 11 or Saturday, June 12.

### FINANCES

#### TOURNAMENT FINANCIAL REPORT

All District and Region Managers must submit a financial report at the conclusion of their respective tournaments by filling out either KHSAA Form GE52 (District Tournament Financial Report) or GE53 (Regional Tournament Financial Report) and submitting it to Mrs. Bridenbaugh ([sbridenabugh@khsaa.org](mailto:sbridenabugh@khsaa.org)).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament.

#### TOURNAMENT COSTS

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, trophies and medals.

### IMPORTANT WEBSITE LINKS

- [KHSAA Softball Site](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports and Sport-Activities - Softball](#)
- [COVID-19 Media Guidance](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [District Managers and Sites](#)
- [Region Managers and Sites](#)
- [District Site Selection Plans](#)
- [Region Site Selection Plans](#)
- [Site Specifications](#)
- [GE52 - District Tournament Financial Report - \(DOCX\) \(PDF\)](#)
- [GE53 - Regional Tournament Financial Report - \(DOCX\) \(PDF\)](#)
- [GE54 - District Tournament Seeding Plan](#)





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- [GE55 - District Tournament Manager Form](#)
- [GE56 - Regional Tournament Manager Form](#)
- [GE57 - District Site Selection Form](#)
- [GE58 - Regional Site Selection Form](#)
- [KHSAA Brackets](#)