

# **SOFTBALL**

**2021 SEMI-STATE INSTRUCTIONS  
FOR MANAGERS, PARTICIPATING TEAMS AND FANS**

# **DRAFT**

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



# 2021 Softball Semi-State Instructions

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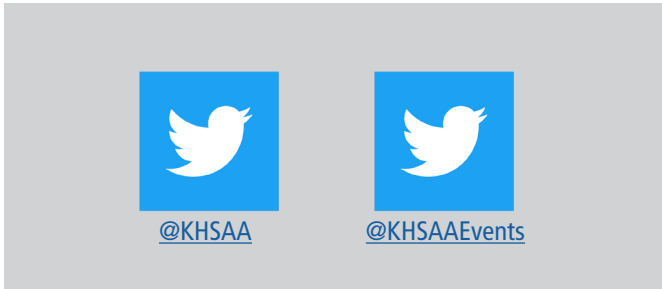
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

### 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 ..... Kara Howard
- Administrative Support Specialist ..... Jeremy Ison
- Administrative Support Specialist ..... Jeanie Molloy
- Physical Plant Director ..... Roy Tatum





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### 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 2021 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](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, broadcast/webcast and statistics related questions should be directed to the Association's Communications Director, Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

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

### COVID-19 GUIDANCE

#### BASIC COVID-19 STANDARDS

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 semi-state 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.

Please note that many of these items are very fluid and are changing rapidly at this stage of the pandemic, therefore coaches and fans should monitor the KHSAA twitter feed (@khsaa and @khsaaevents), as well as the KHSAA Facebook page for updates.

#### ATTENDANCE LIMITATIONS

Attendance limits are at 100% of capacity due to the Governor's restrictions being lifted.

The move to 100% capacity does not supersede the requirement for venues to utilize social distancing where practical and feasible in accordance with CDC guidelines.

#### ADMISSION INTO VENUES WITH SYMPTOMS OF COVID-19

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

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



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Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

### **MASKS, FACE COVERINGS**

All non-participants entering a venue before, during, and after a contest who are fully vaccinated as defined by the CDC should consider wearing a mask/face covering but it is not required.

All non-participants entering a venue before, during, and after a contest who are not fully vaccinated as defined by the CDC are required to wear a mask/face covering unless they are actively eating or drinking, and unless the Governor's mandated mask order has been lifted.

All participants entering a venue before, during, and after a contest should consider wearing a mask/face covering but it is not required.

### **SOCIAL DISTANCING (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.

## **GENERAL INFORMATION**

### **ADMINISTRATIVE AND FIELD SETUP**

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

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

Press box shall be limited to event staff personnel (PA, Scorer) and media and must be socially distanced. (RECOMMENDED)

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

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

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

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. (RECOMMENDED)

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



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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. (CONSIDER)

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.

1-7-1, 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)

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. (RECOMMENDED)

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

### QUALIFYING FOR PARTICIPATION IN SEMI-STATE ROUND

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

Semi-state pairings were decided by a blind draw from within Regions 1-8 and 9-16.

### COMPETITION DATES, SCHEDULE AND LOCATION

#### DATES

Games will be played on Friday, June 11 and Saturday, June 12 in accordance with the set KHSAA time schedule.

The state softball tournament is scheduled to be played on June 18-20.

#### SCHEDULE

- Region 14 vs. Region 16 | June 11 | 11 a.m. ET
  - Region 15 vs. Region 12 | June 11 | 2 p.m. ET
  - Region 13 vs. Region 11 | June 11 | 5 p.m. ET
  - Region 10 vs. Region 9 | June 11 | 8 p.m. ET
  - Region 7 vs. Region 3 | June 12 | 11 a.m. ET
  - Region 6 vs. Region 1 | June 12 | 2 p.m. ET
  - Region 4 vs. Region 2 | June 12 | 5 p.m. ET
  - Region 5 vs. Region 8 | June 12 | 8 p.m. ET
- o Region listed first shall be the home team.

#### TIMETABLE

A daily tournament schedule is available on the KHSAA website and included as a link at the end of these instructions.



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Please be familiar with this timetable and adhere to the restrictions that are in place.

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

### LOCATION

All 15 games of the 2021 KHSAA State Softball Tournament will be played at John Cropp Stadium on the University of Kentucky campus in Lexington.

This includes the eight (8) semi-state round games.

The KHSAA staff has set the sites and the times.

[John Cropp Stadium](#)

[570 Wildcat Ct., Lexington, Ky., 40506](#)

### CONFERENCE CALL

In lieu of a conference call, a Powerpoint presentation will be sent to each qualifying team's Athletic Director/Head Coach for review.

Please review carefully prior to participating in your semi-state contest.

## TOURNAMENT MANAGER DUTIES

### HOST SITE MANAGER

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 Bridenbaugh on details for each semi-state contest.

KHSAA staff shall set the sites and 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.

### TICKETS AND FAN ADMISSION

All semi-state softball tickets will be sold online at [khsaatickets.org](http://khsaatickets.org) via GoFan, the KHSAA's official digital ticket vendor.

There shall be no paper tickets sold at the walk-up gate or cash sales.

A link for fans to purchase the digital tickets will be emailed to the Designated Representative of each participating school to be distributed.

All semi-state ticket prices are \$10 each, plus fees.

Children two-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

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.

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

GoFan's training page for buying and validating the tickets is included as a link at the end of these instructions.

### FINANCIAL REPORTING

Instructions for the completion of the required GE88 Financial Report Form are near the end of these instructions.

Approved expenses are limited to those items contained in these instructions and advance approval from the KHSAA is required before other expenses will be considered.

### PRE-EVENT

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



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Discuss any COVID-19 requirements or adjustments made for the contest with the participating schools.

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

- Tournament Manager (maximum \$125);
- Officials Liaison and Manager – (maximum \$35 per game);
- Public Address Announcer – (maximum \$35 per game);
- Scoreboard Operator – (maximum \$35 per game);
- Official Scorer – (maximum \$35 per game);
- Statistician, maximum one (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 by the KHSAA upon receipt of the completed GE88 Form, which is included as a link at the end of these instructions.

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

### **DURING THE GAMES**

Prior to the start of the contests, the tournament manager shall identify themselves to both participating teams' administrators and the officials and establish a designated area where they can be reached in the event of an emergency.

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

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

### **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. A pertinent section of the bylaw is included below.

### **ROSTERS, LIMITATIONS AND SUBSTITUTIONS, TEAM PARTY**

#### **POSTSEASON ROSTERS**

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final.

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

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

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

#### **LIMITATIONS AND SUBSTITUTIONS**

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 players other than the 21 designated for each game may be in uniform or participate in warm-up activities.

There may be no additional players added to the roster following the first day of the first week of the district tournament,



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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.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating and be able to socially distance from other groups.

### TEAM ADMISSION AND FIELD AND DUGOUT LIMITATIONS

The 21 players shall be designated each postseason game from the roster submitted online and no other players may be in uniform.

The Designated Representative for each school will be sent 21 digital complimentary tickets to be redeemed for the student-athlete's entry.

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.

### TEAM PARTY

Participating teams are limited to 14 team-party passes, and only those 14 selected by the head coach may be admitted outside of the players in uniform. Team party includes all superintendents, principals, athletic directors, coaches, non-uniformed players, managers, trainers, statisticians and other adults designated by the school as a member of the traveling party on a daily basis.

The Designated Representative for each school will be sent 14 digital complimentary tickets to be distributed to the team party members.

## VENUE LOGISTICS

### DRESSING/LOCKER ROOMS

There will be no locker room facilities available at the park.

Teams should be dressed and prepared to play upon arrival.

### PRACTICE

Each semi-state team will be given one (1) hour of indoor warm-up time at John Cropp Stadium (as outlined in the time schedule).

Each team will be assigned half of the indoor workout area and must remain in their half. The circle will remain covered and the equipment may not be reconfigured without supervision.

There shall be no metal cleats worn inside the practice facility.

There shall be no sunflower seeds inside the practice facility.

Please do not contact the University of Kentucky directly to try to schedule any additional practice time.

Teams will be given an 10-minute timed infield prior to their game. There will be no infield practice while field maintenance is taking place.

Should you need a practice facility, contact Fayette County Public Schools Athletic Director Robbie Sayre (robbie.sayre@fayette.kyschools.us).

### 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.

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

A representative of the school and the KHSAA event staff will inspect the dugout before and after each game.

It is expected that dugouts will be left in the same condition as they are found.





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There are to be no sunflower seeds on site.

The KHSAA will take whatever action is necessary, including issuing a fine to the particular school and assessing the cost for cleanup, to those schools leaving the dugouts in unsatisfactory condition or damaging any stadium property.

All team members and coaches shall adhere to NFHS playing rules and remain in the dugout unless occupying a fielding position, base, batter's box, on-deck circle, coaching box or warming up in the bullpen.

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

### POINTS OF EMPHASIS

In order to best utilize the opportunity to play in such a great facility, teams are advised of the following requests regarding field access.

- Players and coaches should remain off the "hip" areas (grass in foul territory in front of the dugouts.)
- Teams are also asked to warm-up at least 10 feet off of the foul line and edges of the grass, including the back arc of the infield.

### 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.

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 ball is not in play.

The admission of school pep bands is a host site decision.

### WATER - COVID-19 GUIDANCE

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

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.

## CONDUCTING THE EVENT

### FORMAT OF EVENT

The semi-state round is single-elimination and NFHS playing rules will be utilized without exception.

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

### FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Softball Rules Book.

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.

### REQUIRED BALL TYPE

The Dudley Softball (Optic Yellow) is the required ball for district, regional, semi-state and state tournament play. Softballs must



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include the NFHS authenticating mark (this is different from the KHSAA logo).

The state adopted Dudley ball that will be used at the KHSAA State Tournament is the Thunder-Heat Poly-core Softball (4K-147). Failure to adhere to this policy subjects both the tournament host and site to penalties within Bylaw 27.

### 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.

### INFIELD PRACTICE

Teams will be given an 10-minute timed infield prior to their game.

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

There will be no infield practice while field maintenance is taking place.

Only the 21 individuals dressed should participate in any on-field warm up/infield.

### 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.

### 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.

### UMPIRE ASSIGNMENTS AND FEES

Umpires will be assigned by the KHSAA.

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.

For this year, the KHSAA will pay the officials through ArbiterSports.

No additional mileage expenses will be added for any official.

### 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 encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

We remind you that officials expect good behavior and will quickly penalize misconduct.

No one outside of the team is to come onto the playing field. Fans are to stay in the stands before, during and after each contest.

Please make announcements to this effect to the student body during the week before play.



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In the event this occurs, a school will be fined.

Damage to the facility directly attributed to the fans of a particular school will result in a reduction to team reimbursement as well.

### VENUE SPECIFIC INFORMATION

#### COVID-19 GUIDELINES

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

#### SECURITY

It is the responsibility of the Tournament 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 as the coach needs to devote full attention to the team.

Unsporting conduct by spectators is a growing concern and 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.

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.

### MEDICAL PROVISIONS

The host site 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 reported on the GE88 Financial Report Form.

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

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 tournament 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 Site Manager, in consultation with the KHSAA and officials, 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



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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

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

Tournament administration 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.

## VIDEOTAPING, MEDIA AND INTELLECTUAL PROPERTY RIGHTS

### KHSAA.TV

All eight (8) semi-state games will be streamed on the NFHS Network, available at [KHSAA.tv](https://www.khsaa.tv).

Subscription plans for the NFHS Network are available for \$10.99 a month.

A monthly subscription entitles users to every broadcast by the KHSAA and the more than 45 participating state associations.

### SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events for school internal publications.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

### TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system. A link to the credential application is included at the end of these instructions.

The deadline to apply is Wednesday, June 9 at 5 p.m. ET.

Applications should be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

**Media outlets will be limited to three (3) credentials.**

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

**Media members will follow all local/state/federal requirements when it comes to PPE, health screening, physical distancing, capacity, etc.**

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

### 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.

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



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Control of media access and location at all levels of postseason play is with the KHSAA.

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

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.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

A 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**

No host manager of a semi-state round or school may approve a live broadcast (radio or online) of a contest, such requests shall be referred to the Communications Director of the KHSAA.

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

A rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

### **MEDIA RIGHTS FEE**

Freelance/commercial photographers as defined in these instructions and radio stations interested in originating a broadcast of a KHSAA State Tournament event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

### **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.

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



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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 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 and Periscope (via Twitter®).

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

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.

### 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.

### EVENT MERCHANDISE

KHSAA State Championship apparel will be available on-site and online at the following link - <https://bit.ly/3wVln9G>.

TeamIP is the exclusive vendor of championship apparel.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

### POST EVENT

#### REPORTING RESULTS

Upon completion, Tournament Managers are to report scores by calling the Rihards.com/KHSAA Scoreboard at 1-800-453-6882 or via web link if provided by email.

Failure to report the results could result in a fine to the host school.

#### TROPHIES AND AWARDS

No trophies will be awarded to either team during the semi-state rounds.

#### FINANCIAL REPORT FORM (GE88)

Each Tournament Manager is to complete and submit Form GE88 (Semi-State Game Financial Report) to the KHSAA, including itemized expenses, within one (1) week of the tournament using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Game Managers are reminded not to pay any team's expenses or officials.

Officials should be paid via ArbiterPay and the amounts reported through Form GE88.

Upon receipt of Form GE88, the KHSAA will send checks to the permitted game staff, whose names, email addresses and current mailing addresses must be included for each worker.

#### EXPENSE REIMBURSEMENT

At this time, there are no reimbursements planned for travel that will be distributed to participating schools in KHSAA championship events for the 2020-2021 school year.



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### INSTRUCTIONS FOR TEAMS ADVANCING

The eight (8) winning teams advance to the state softball tournament quarterfinals on Friday, June 18 at John Cropp Stadium.

State Tournament instructions for participants and fans will be released for those advancing.

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

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

### TEAM INFORMATION FORM (GE63)

By Thursday, June 17, the Athletic Director or Designated Representative from all teams advancing to the quarterfinals must submit form GE63 (Team Information Form), which is included as a link at the end of these instructions.

### 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](#)
- [SI115 - Spring KHSAA Championship Media Credentials](#)
- [SI103 \(School Media Credential Request Form\)](#)
- [Competition Rules](#)
- [Timetable](#)
- [Semi-State Umpire Rotation](#)
- [GE63 - Team Information Form](#)
- [GE88 - Semi-State Financial Report](#)
- [GE93 - Semi-State Tournament Manager Form](#)
- [Heat Index Program](#)
- [GoFan Ticket Training](#)