



# ***SOFTBALL***

## **2022 REGIONAL COMPETITION INSTRUCTIONS**

### **FOR MANAGERS AND PARTICIPATING TEAMS**





## 2022 Softball District/Regional Tournament Instructions

### Table of Contents

<b>Covid-19 Guidance</b> .....	<b>3</b>
Masks/Face Coverings .....	3
Public Health Protocols .....	3
<b>Duties Summary Statement</b> .....	<b>3</b>
<b>KHSAA Contact List</b> .....	<b>3</b>
<b>Reference To Team Alignment</b> .....	<b>4</b>
<b>Allowable Competition Dates</b> .....	<b>4</b>
<b>Pre-Tournament Manager's Responsibilities</b> .....	<b>4</b>
Complete Tournament Manager's Form .....	4
Contact Participating Schools .....	4
Tickets .....	4
Pre-Tournament Meetings .....	4
Future District/Regional Sites .....	4
District Seeding Plans .....	5
Region Seeding Plans .....	5
Admission of Participants/Team Party and Limitations .....	5
Development of Info Document for Participants .....	5
Host Site Administrator .....	5
<b>Venue Logistics</b> .....	<b>5</b>
Signage, Balloons, Noisemakers and Band Performances .....	5
<b>Pre-Tournament Meeting Model Agenda</b> .....	<b>5</b>
<b>Entry, Rosters, Limitations and Draw</b> .....	<b>6</b>
Tournament Entry .....	6
Postseason Rosters .....	6
Players in Uniform and in Dugout .....	6
Procedure For District Tournament Draw .....	7
Procedure For Regional Tournament Draw .....	7
<b>Points of Emphasis</b> .....	<b>7</b>
Format of Event .....	7
Field Specifications .....	7
Playing Regulations .....	7
Required Ball Type .....	8
Infield Practice .....	8
Speed-Up Rules - Run Rules and Courtesy Runners .....	8
Pitcher Warm-Up Area .....	8
Use of Electronic Devices .....	8
Deadline to Start Contest .....	8
Contest Completion Reminder .....	8
<b>Procedure for Getting Umpires and Fees</b> .....	<b>8</b>
Tournament Umpires, Fees and Requirements .....	8
District Tournament Umpires .....	8
Region Tournament Umpires .....	9
<b>Bylaw 22 Reminder</b> .....	<b>9</b>
Requirement to Accompany Team Members .....	9
<b>Security</b> .....	<b>9</b>
<b>Medical Provisions</b> .....	<b>9</b>
<b>Emergency Action Plan</b> .....	<b>10</b>
<b>Inclement Weather Procedures</b> .....	<b>10</b>
Stoppage/Postponement .....	10
Heat Index Program .....	10
Lightning/Thunder Policy .....	10
<b>Media and Intellectual Property Rights</b> .....	<b>10</b>
General Media Rights .....	10
Radio Broadcasts .....	11
Telecast/Webcast Including NFHS Network Restrictions .....	11
Music Copyright .....	12
Event Merchandise .....	12
<b>Post Event</b> .....	<b>12</b>
Reporting Results .....	12
Trophies .....	12
COVID Awards Presentation Protocol .....	12
<b>Instructions for Teams Advancing</b> .....	<b>12</b>
<b>Finances</b> .....	<b>13</b>

Tournament Financial Report .....	13
Tournament Costs .....	13
<b>Important Website Links</b> .....	<b>13</b>

**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 .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
General Counsel .....	Chad Collins
Information Technology Director .....	Rob Catron
Media Relations and Publications Director .....	Connor Link
Event Services and Social Media Director .....	Jenny Elder
Administrative Assistant/Office Manager .....	Kara Howard
Administrative Support Specialist .....	Jeremy Ison
Administrative Support Specialist .....	Jeanie Molloy
Physical Plant Director .....	Roy Tatum



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## 2022 Softball District/Regional Tournament Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" document can be found at the following link: <https://bit.ly/3jvElu7>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Guidance is broken 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. In a few cases, these will be **STRONGLY RECOMMENDED**.
- **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.

All items in the document should be interpreted as "CONSIDER" for local consideration unless otherwise noted.

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

### MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific masking ordinance should also include a requirement for managers to post signage and make regular announcements.

#### COMPETITORS

- Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

#### NON-COMPETITORS

- Non-Competitors, in compliance with current KDPH and CDC guidelines are recommended to wear masks in all indoor settings unless otherwise exempted (e.g., cannot wear a mask due to disability), regardless of COVID-19 vaccination status.
- In compliance with [current KDPH K-12 education guidance](#), "In general, people do not need to wear masks when outdoors, though mask use may be considered in outdoor settings that involve sustained close contact with other people who are not fully vaccinated."

### PUBLIC HEALTH PROTOCOLS

- Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.
- The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

### 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 Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) is the backup contact.



## 2022 Softball District/Regional Tournament Instructions

Media related questions should be directed to the Media Relations and Publications Director, Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)).

### REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions 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

District Tournaments: May begin as early as May 16, but no change from prior schedule is required. In addition, districts can vote by majority to play the earlier permitted weekend should they choose to do so and must simply notify the Association.

Region Tournaments: May begin as early as May 23, but no change from prior schedule is required. Region Tournaments should be concluded no later than June 2. In addition, regions can vote by majority to play prior to May 23rd should they choose to do so and must simply notify the Association.

### 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.

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 use of a virtual meeting is permitted and strongly recommended.

The pre-district tournament meeting shall be held no later than Wednesday before starting the district tournament. The pre-regional tournament meeting shall be held no later than the Sunday prior to the regional tournament.

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.

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



## 2022 Softball District/Regional Tournament Instructions

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 the Wednesday prior to the district tournament.

For games that are not able to be played by the Wednesday prior, the winner/loser of the contest will be determined by the RPI as of that Thursday.

### 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.

### 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.

## VENUE LOGISTICS

### 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.

## PRE-TOURNAMENT MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes





## 2022 Softball District/Regional Tournament Instructions

- Discuss "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" (<https://bit.ly/3jvElu7>)
- Discuss team party and participant admission
- Remind coaches that all participants must be designated on the postseason roster
- 2022 district seeding discussion (if applicable) – changes to seeding and/or method require a majority vote
  - o 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
- 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 to the postseason roster 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



## 2022 Softball District/Regional Tournament Instructions

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 23 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.

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 Thursday, May 26 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.



## 2022 Softball District/Regional Tournament Instructions

Due to this regulation, tournaments shall not start prior to 3:30 p.m. on a school day.

### REQUIRED BALL TYPE

The official softball 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).

In collaboration with Spalding, and for 2022 ONLY, the requirement of the use of a Dudley ball is suspended due to continued issues in the supply chain of getting balls delivered.

Participating teams shall use any legally approved Dudley brand softball in all playoff games if inventory is available.

The game balls used must contain the NFHS authenticating mark and must be a Dudley brand softball if inventory is available.

Violations of this policy will result in penalties under Bylaw 27 including but not limited to, a maximum fine for the school in noncompliance.

There is no requirement that the ball contain a KHSAA logo, however all NFHS rules must be complied with regardless of brand.

### 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.

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, and State) must be played to completion or competed per run rule.

All seeded district, district tournament, region tournament, and 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.





## 2022 Softball District/Regional Tournament Instructions

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.

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.



## 2022 Softball District/Regional Tournament Instructions

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 Event Services and Social Media Director Jenny Elder ([jelder@khsaa.org](mailto:jelder@khsaa.org)) to ensure the [Riherds.com/KHSAA](https://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.

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

For 2022, television media and other media outlets are subject to denial for entry primarily due to COVID-19 restrictions.

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)



## 2022 Softball District/Regional Tournament Instructions

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.

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 Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)) 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.



## 2022 Softball District/Regional Tournament Instructions

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](https://riherd.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](https://riherd.com) of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2021-22 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).

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 [Riherds.com](https://riherd.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 \$144.16, not including shipping.
- The estimated total cost for regional tournament trophies is \$152.76, not including shipping.

### COVID AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies at the district and regional tournaments:

#### Alternative One

- Teams should remain in separate areas on each side of the field and remain there throughout the presentation.
- Have clearly defined protocols for social distancing between the team groups and the presenters during the presentations.
- Awards should be placed at a "neutral" location away from the teams.
- The trophy presenter should deliver the trophies and other awards to the team representatives in the gathering area and not permit teams to gather near the original awards location.

#### Alternative Two

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time as they leave the facility.
- Have any photos or gatherings outside of the facility.

## INSTRUCTIONS FOR TEAMS ADVANCING

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



## 2022 Softball District/Regional Tournament Instructions

Region champions advance to the First Round of the State Tournament on Friday, June 3 or Saturday, June 4.

### 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 [fp@khsaa.org](mailto:fp@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 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports](#)
- [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](#)
- [GE55 - District Tournament Manager Form](#)
- [GE56 - Regional Tournament Manager Form](#)
- [GE57 - District Site Selection Form](#)
- [GE58 - Regional Site Selection Form](#)
- [KHSAA Brackets](#)