

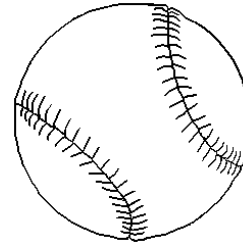
## **MANAGER INSTRUCTIONS BASEBALL DISTRICT AND REGIONAL TOURNAMENT**

### **DISTRICT TOURNAMENT MANAGER CHECKLIST**

- ▲ Read Instruction Manual Thoroughly and the contents of Appendix A, Appendix B and Appendix C.
- ▲ Print pages 4-10, Appendix A, Appendix B (all round forms and information) and Appendix C (District Manager Forms) from this manual, or directly from web site.
- ▲ Make any copies that need to be given to all schools at the meeting.
- ▲ Draw Meeting Announced to all schools and media and Meeting Conducted.
- ▲ Confirm Seeding / Non Seeding Decision (if changing) at meeting and immediately submit form.
- ▲ Bracket Form Completed and faxed to KHSAA (859) 293-5999
- ▲ Assigning Secretary for host school should be contacted immediately. Prepare checks for Game Umpires. Pay rate for district tournament is listed elsewhere in this manual. In addition, the KHSAA will inform you by letter or through the Assigning Secretary of the amount of money to be paid to the umpires for mileage.
- ▲ All Game Management Functions Completed and Tournament Enjoyed
- ▲ Contact Scoreboard with results (800) 453-6882 and follow the prompts.
- ▲ Other Media Contacted with Results
- ▲ Complete NFHS Baseball Stats Form (BA119) (send to KHSAA by June 1)
- ▲ Complete Financial Report (BA106) (send to KHSAA by June 6)

### **MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING**

- ▲ Call To Order
- ▲ Ensure that all seeded games have been played. If not, get consensus that the remaining games will be one-half win, one-half loss per tournament rules.
- ▲ If meeting is held before the published date on the Memorandum Calendar (May 11, 2008), ensure that no specific game discussion involving real or prospective opponents is concluded.
- ▲ Designate Someone To Take Minutes
- ▲ Discuss Seeding
- ▲ Requires Majority to Change Seeding or Seeding Method
- ▲ Report Seeding Decisions or Changes to KHSAA on Form BA112 (*send to KHSAA immediately following meeting*)
- ▲ Discuss Future Sites
  - ▲ Review Site Selection Criteria prior to any final decisions. This is contained in Appendix B.
  - ▲ Review Site Selection Plan and Ensure Accuracy
  - ▲ Make sure all schools in rotation actually WANT to host the tournament and meet site selection criteria
  - ▲ Complete Site Selection Plan Form Enclosed (BA102) (*send to KHSAA immediately following meeting*)
- ▲ Discuss Tournament Expenses (majority approval required)
  - ▲ PA, Official Scorer, Stats
  - ▲ Security (Must have plan in place)
  - ▲ Medical
  - ▲ Other
- ▲ Equipment, Ground Rules and Other Facility Notes
- ▲ Conduct Draw/Seed Placement
- ▲ Complete Bracket Form
- ▲ Copy Bracket for All Teams
- ▲ Fax or Email Bracket to KHSAA, 859-293-5999

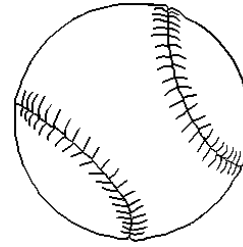


## REGIONAL TOURNAMENT CHECKLIST

- ▲ Read Instruction Manual Thoroughly and the contents of Appendix A, Appendix B and Appendix D.
- ▲ Print pages 3-10, Appendix A, Appendix B (all round forms and information) and Appendix D (Region Manager Forms) from this manual, or directly from web site.
- ▲ Make any copies that need to be given to all schools at the meeting.
- ▲ Draw Meeting Announced and Meeting Conducted. All schools in alignment must be given notice of the meeting so that regional site selection plan discussions can include all schools.
- ▲ Draw Form Completed and faxed to KHSAA (859) 293-5999.
- ▲ Umpires Contacted Immediately. Prepare checks for Game Umpires. Pay rate for region tournament is listed elsewhere in this manual. In addition, the KHSAA will inform you by letter or through the Assigning Secretary of the amount of money to be paid to the umpires for mileage.
- ▲ All Game Management Functions Completed and Tournament Enjoyed.
- ▲ Contact Scoreboard with results (800) 453-6882 EACH DAY
- ▲ Media Contacted with Results
- ▲ Complete Financial Report (BA107) (send to KHSAA by June 15)

## MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING

- ▲ Call To Order
- ▲ Designate Someone To Take Minutes
- ▲ Discuss Future Sites
  - ▲ Print and distribute site specifications from website. **Do not allow sites to be placed in rotation that do not currently meet specifications.**
  - ▲ Review Region Site Selection Plan (on website) for future years and ensure Accuracy. Double check compliance with KHSAA Tournament Rules. Be sure to check for new fields in area that need to be included in rotation.
  - ▲ **Review Desired Sites Capable of Hosting Semi-state when it is that region's turn again. Complete Form BA104 if desired.**
  - ▲ Complete Region Site Selection Form Enclosed (Form BA103) *(send to KHSAA immediately following meeting)*
  - ▲ Complete Semi-State Site Selection Form Enclosed (Form BA104) if region clarifies or changes order of hosting semi-state. *(send to KHSAA immediately following meeting)*
- ▲ Discuss Tournament Expenses (majority approval required)
  - ▲ PA, Official Scorer, Stats
  - ▲ Security
  - ▲ Medical
  - ▲ Other
- ▲ Equipment, Ground Rules and Other Facility Notes
- ▲ Conduct Draw including time schedule.
- ▲ **REGIONAL TOURNAMENT MUST START WITHIN THREE DAYS OF COMPLETION OF LAST DISTRICT OR TUESDAY AT LATEST. MUST SEEK PERMISSION TO START LATER THAN TUESDAY.**
- ▲ Complete Bracket Sheet (BR308)
- ▲ Copy Bracket for All Teams
- ▲ Fax or Email Bracket to KHSAA, 859-293-5999



April 16, 2008

## **KHSAA DISTRICT AND REGION BASEBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS**

Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing baseball tournaments. You should familiarize yourself with these rules, found in the KHSAA Tournament Rules (located at <http://www.khsaa.org/baseball/>) and re-printed in Appendix A of this manual.

The forms for your various reports should be self-explanatory, and are all located via the KHSAA web site, <http://www.khsaa.org/baseball>. Send your financial report to the Commissioner by the published deadline in the checklist. You must use the proper KHSAA Form as supplied for reporting the tournament finances. For your convenience, the following explanations are given. For good measure, all managers should also refer to the checklist for the particular round found at the first of this section.

### **DISTRICT PRE-TOURNAMENT MEETING**

- ▲ Invite member schools to your tournament meeting. An alignment of schools is included in this manual. Any current year alignment adjustments have been communicated directly with the member schools involved.
- ▲ The meeting of representatives of the competing schools is to start not later than 2:00 p.m. E.T. on May 11, 2008, at the tournament site for the purpose of drawing for the district tournament. *Remember that if the meeting is held early, all schools should concur so that seeded district games are not affected.*
- ▲ Announce the time of meeting in your letter and notifications.
- ▲ Check with the next round manager prior to your meeting and make certain to inform the teams in your tournament of the date and time of the regional meeting should they advance. A complete list of managers for the postseason is in Appendix B of this manual.

### **REGIONAL PRE-TOURNAMENT MEETING**

- ▲ The meeting of representatives of the competing schools is to start at 2:00 p.m. E.T. on May 25, 2008, at the tournament site for the purpose of drawing for the regional tournament. Permission to meet earlier may be granted if ALL districts within the region have completed play.

### **DISTRICT FUTURE SITES**

- ▲ The district manager should review the site selection schedule with all schools in the district at the meeting. A copy of all current listings is on the KHSAA web site, [www.khsaa.org/baseball](http://www.khsaa.org/baseball).
- ▲ If changes or corrections are made to the district tournament site selection plan, please use KHSAA Form BA102, which is included in Appendix C (Checklist and Forms for District Managers) of this manual and available on the KHSAA web site, and return it to the KHSAA immediately following the meeting.

### **REGIONAL FUTURE SITES**

- ▲ The manager should review the site selection schedule with all schools in the district at the meeting. A copy of all current listings is on the KHSAA web site, [www.khsaa.org/baseball](http://www.khsaa.org/baseball).

- ⤴ All schools in the region must be in this discussion even if that particular school is not competing in this particular year.
- ⤴ No site is to be placed in the site selection plan until it meets all of the field specifications.
- ⤴ If changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form BA103, which is enclosed in Appendix D (Checklist and Forms for Region Managers) of this manual and available on the KHSAA web site, and return it to the KHSAA immediately following the meeting.

### **SEMI-STATE FUTURE SITES**

- ⤴ The regional manager should review the site selection schedule with all schools in the tournament meetings. While the selection is left to the discretion of the Commissioner and Board of Control, it is based heavily on recommendations from the Baseball Advisory Committee and it is important that each region have a schedule for alternating the semi-state tournament. Please keep the office informed as to sites which meet the standards established by the committee. These specifications are contained on the KHSAA web site, <http://www.khsaa.org>.
- ⤴ All schools in the region must be in this discussion even if that particular school is not competing in this particular year.
- ⤴ If changes or corrections are made to the semi-state tournament site selection plan, please use KHSAA Form BA104, which is enclosed in Appendix E (Checklist and Forms for Semi-State Managers) of this manual and available on the KHSAA web site, <http://www.khsaa.org/baseball>, and return it to the KHSAA immediately following the meeting. A copy of all current listings is on the KHSAA web site, [www.khsaa.org/baseball](http://www.khsaa.org/baseball).

### **DISTRICT SEEDING**

- ⤴ All decisions regarding seeding of a tournament must be made prior to the start of the regular season, including but not limited to, seeding method and criteria.
- ⤴ Seeding methods shall be file in writing with the KHSAA. Use form BA112 that is enclosed in Appendix C (Checklist and Forms for District Managers) in this manual.
- ⤴ Seeding decisions and the method used shall remain in place until a majority vote of the participating schools rescinds the seeding decisions prior to an upcoming season. If vote is made to seed, the manager is to send the KHSAA a copy of the meeting minutes. A copy of all current listings is on the KHSAA web site, [www.khsaa.org/baseball](http://www.khsaa.org/baseball).
- ⤴ District tournament managers should ensure that all schools in seeded districts are reminded that all games to be used in calculating the seeded position **MUST** be played prior to the second Sunday prior to the start of post-season play (May 11 for 2008, May 10 for 2009).

### **DISTRICT TOURNAMENT DRAW**

- ⤴ Each district tournament shall draw (or place if seeded) teams into the appropriate bracket in Appendix C depending upon how many teams are in the district and whether or not it is seeded. Complete brackets are also available on the KHSAA web site, <http://www.khsaa.org/baseball>.
- ⤴ The district manager is to fax the bracket to the following outlets / agencies -
- ⤴ KHSAA at (859) 293-5999 immediately following the draw.
- ⤴ The team in the upper half of the bracket in a non-seeded tournament will be the home team, and will wear light colored jerseys. If a tournament is seeded, the highest seed shall be the home team.
- ⤴ District tournament play shall **begin not later than Monday** of the week on the KHSAA Calendar for district tournaments. This year those dates are May 19 through May 24. **You must get permission from the KHSAA office to start later than May 21, and only in the event of facility conflicts. You may however, begin on the weekend prior if the schools concur and it alleviates facility conflicts. For the 2008 playing season, as May 20 is a statewide school holiday to service the primary election, schools**

**may opt by majority vote to start on Tuesday, provided that all first round games are completed by Tuesday night.**

### **REGIONAL TOURNAMENT DRAW AND GAME SCHEDULE**

- ⤴ Please review the tournament rules concerning regional drawings. This rule makes it impossible for a winner and corresponding runner-up in a district to meet before the final regional game.
- ⤴ Each region shall draw teams into the appropriate bracket in Appendix D of this manual. All bracket forms are available on the KHSAA web, [www.khsaa.org/baseball](http://www.khsaa.org/baseball).
- ⤴ Region tournament play **shall begin not later** than Tuesday of the week on the KHSAA Calendar for region tournaments. This year those dates are May 28-June 2. **You must get permission from the KHSAA office to start later than May 27, and only in the event of facility conflicts.**
- ⤴ The region manager is to fax the bracket to the KHSAA at (859) 293-5999 immediately following the draw.

### **PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)**

- ⤴ National Federation Playing Rules will be utilized without exception.
- ⤴ The KHSAA Pitching Limitations, as listed in the Tournament Rules, shall be utilized throughout postseason play. A form, KHSAA BA101 is to be distributed to the coaches at the meeting (district, region and semi-state). Use of this form and maintaining it in the scorebook can prevent any problems with the pitching rule.
- ⤴ Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest during the six-hour school day. Therefore no Baseball Tournament may be scheduled at a time that would violate any part of the six-hour academic school day. Due to this action and regulation, tournaments should not start prior to 3:30 p.m. each school day.
- ⤴ THE TOURNAMENT RULES STATE THAT NOT MORE THAN TWENTY-ONE PLAYERS MAY BE IN UNIFORM FOR ANY ONE TOURNAMENT GAME. **NO MANAGER OR GROUP OF SCHOOLS MAY VOTE TO WAIVE THIS REQUIREMENT.**

### **SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS**

- ⤴ In accordance with National Federation Baseball Rule 4-2-2, the game shall end when the losing team is behind ten or more runs and has had at least five turns at bat. No manager or group of schools may vote to waive this requirement.
- ⤴ The speed-up rules provisions, allowing for a courtesy runner for the pitcher and catcher when they reach base, WILL be used in all post season games.

### **GAME BALLS**

- ⤴ Rawlings brand baseballs are the only ball allowed to be used in the district, region, semi-state or state tournament. Use of any other baseball is a violation of KHSAA tournament rules and will subject the tournament and its participants to possible penalties.

### **ELIGIBILITY LISTS, ROSTERS AND TEAM PICTURES**

- ⤴ A plan for getting our material to the tournament manager at each level of play in a timely fashion has been devised. Please read the following instructions carefully to each team:
- ⤴ The sole method for entering the roster of a competing team is a link on the KHSAA web site (<http://schools.khsaa.org/>). This roster may also be viewed by any school by being properly logged in to the member schools web site (<http://schools.khsaa.org/>)
- ⤴ Remind each coach to have that tournament's copy of the roster form checked by the coach of each competing team, before the team plays each game, for the twenty-one players to be used in each game.

### **DISTRICT FINANCES AND FINANCIAL REPORT**

- ▲ The participating schools shall adopt a plan for distribution of proceeds. If there is dispute, contact the Commissioner's office.
- ▲ In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participants, shall be divided among the participating teams.
- ▲ The district manager shall complete KHSAA Form BA106, District tournament financial report, following the tournament and return it to the KHSAA by the published deadline in the checklist.

### **REGION FINANCES AND FINANCIAL REPORT**

- ▲ All schools in a region (not just the participating teams in the regional tournament) shall adopt a plan for distribution of proceeds. If there is dispute, you may contact the KHSAA.
- ▲ In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participants, shall be divided among the teams in a region based on a plan approved by majority vote.
- ▲ The region manager shall complete KHSAA Form BA107, Region tournament financial report, following the tournament and return it to the KHSAA by the published deadline in the checklist.

### **NFHS PLAYING STATS REPORTS (DISTRICT ONLY)**

- ▲ The National Federation has again asked the states to collect data regarding playing statistics. This is being used by the playing rules committee as they study potential changes for the future. The form is provided. Please complete the form and return it back to the KHSAA by the published deadline in the checklist so it can be included in our report to the National Federation.

### **UMPIRES**

- ▲ In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the three assistants will assign all umpires.
- ▲ For the district tournaments, 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.
- ▲ For the region tournament, 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.

#### *DISTRICT TOURNAMENT UMPIRE FEES*

- ▲ The following regulations for 2008 have been set by the Board of Control: Each district tournament official shall receive a fee of \$46.00 per game for a crew of three or more umpires and each game shall have a minimum of three umpires. In addition, if an official is being assigned from outside of the local association area of the host school, the fee shall be increased by \$5 per game. The crew of umpires is to be paid a mileage allowance of .30 (30 cents) per mile for all necessary mileage based on the mileage submitted to the manager by the association staff member in charge of the sport through the Assigning Secretary. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office.

#### *REGION TOURNAMENT FEES*

- ▲ The following regulations for 2008 have been set by the Board of Control: Each district tournament official shall receive a fee of \$51.00 per game for a crew of four umpires and each game shall have four umpires. In addition, if an official is being assigned from outside of the local association area of the host school, the fee shall be increased by \$5 per game. The crew of umpires is to be paid a mileage allowance of .30 (30 cents) per mile for all necessary mileage based on the mileage submitted to the manager by the association staff member in charge of the sport through the Assigning Secretary. Additional postseason allowances for lodging, etc. shall be at the discretion of the

tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office.

- ⤴ IT IS THE RESPONSIBILITY OF THE DISTRICT AND REGIONAL TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE UMPIRES!

### **TROPHIES**

- ⤴ The Board of Control has contracted with Conference Medal & Trophies, Pocasset, Massachusetts, to supply the official KHSAA district, region and semi-state first place and second place trophies for the 2008 tournaments, each trophy complete with the Association seal and engraving.
- ⤴ Your trophies will be shipped to you approximately the first week of May. You will be billed directly by the trophy company.
- ⤴ For the district tournament budgeting purposes, the runner-up trophy will be \$54 plus applicable shipping.
- ⤴ For the region tournament budgeting purposes, the runner-up trophy will be \$58.45 plus applicable shipping.
- ⤴ You will only be billed for the runner-up trophy as the championship trophy is being provided as part of the Corporate Partnership with Forcht Bank and will be paid by the KHSAA.

### **SECURITY**

- ⤴ It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.

### **MEDICAL COVERAGE**

- ⤴ A physician and/or ambulance and all other emergency plans should also be in place in the event of an emergency.

### **INCLEMENT WEATHER**

- ⤴ While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified. In accordance with the playing rules, after the contest has begun, the umpires shall make such determination.
- ⤴ Schools who are hosting the tournaments should be especially sensitive to the postponement of games especially given the KHSAA Pitching Limitations and make decisions in the best interest of all concerned, not simply one school, team or player.