



## **MANAGER INSTRUCTIONS**

### Baseball Semi-State Tournament

## **SEMI-STATE TOURNAMENT CHECKLIST**

- ▲ Read Instruction Manual Thoroughly and the contents of Appendix A, Appendix B and Appendix E.
- ▲ Print pages 11-17, Appendix A, Appendix B (all round forms and information) and Appendix E (Semi-State Manager Forms) from this manual, or directly from web site.
- ▲ Make sure through communication with the schools, that the two participating schools have a copy of all relevant instructions and forms.
- ▲ Complete Schedule Form and fax to KHSAA (859) 293-5999 (BA120) or email to jtackett@khsaa.org
- ▲ Contact Umpires Immediately Upon Receipt of Assignments from KHSAA. KHSAA to pay umpires, but local sites much confirm start times, etc. with the umpires
- ▲ Open and Inspect Trophies Immediately
- ▲ Contact Scoreboard with results (800) 453-6882 AFTER EACH GAME
- ▲ Contact Other Media with Results
- ▲ Complete Financial Report (BA108) (send to KHSAA by June 15) as well as submission of gross gate check and unsold tickets

## **MODEL AGENDA FOR SEMI-STATE TOURNAMENT CALL OR MEETING WITH SCHOOLS**

- ▲ Discuss Tournament Logistics (majority approval and KHSAA approval required for exceptions as all schools, host and both participants, and Association are effected)
  - ▲ Collectively, set game times by mutual agreement (dates are specified by rule)
  - ▲ Discuss rain schedule, specified by rule
- ▲ Basic allowable expenses for host school
  - ▲ PA and Official Scorer within published limitations for payment.
  - ▲ Security and documentation of necessary payment.
  - ▲ Manager Fee within published limitations.
  - ▲ Medical coverage, emergency plan and documentation of necessary payment.
  - ▲ Other and documentation of necessary payment.
  - ▲ Equipment, Ground Rules and Other Facility Notes
- ▲ **SEMI-STATE TOURNAMENT MUST PLAY AT DESIGNATED SITE AND DATES. TIMES ARE ADJUSTABLE PER PARTICIPATING TEAM DECISION BUT MUST BE PLAYED AT OPTIMUM TIMES FOR ATTENDANCE OF BOTH SCHOOLS.**
- ▲ Send schedule to the KHSAA immediately after confirmation and KHSAA will distribute.

April 15, 2009

## KHSAA SEMI-STATE BASEBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS

Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing baseball tournaments. All managers should be familiar with these rules, found in the KHSAA Tournament Rules (located at <http://www.khsaa.org/baseball/tournamentrules.pdf>) 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 June 15, 2009. 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.

### SEMI-STATE PRE-TOURNAMENT MEETING

- ⤴ Due to the format of the event, no pre-tournament meeting is necessary. However, the manager is to coordinate a conference call with the participants if it is mutually agreed not to meet in order to ensure that both sides have input into the items to be decided.

### SEMI-STATE TOURNAMENT GAME SCHEDULE

- ⤴ The schedule for all semi-state series is the same, and dates of play may not be altered unless weather issues force a change that particular day.
- ⤴ Each semi-state tournament will be a best of three series, between the regional champions from two pre-determined regions.
- ⤴ The first game of the semi-state tournament **shall be played on Monday, June 1 and only one game shall be played.**
- ⤴ The second game of the tournament **shall be played on Wednesday, June 3.**
- ⤴ If the winner of game one (Wednesday) and the winner of game two (Thursday) are different, the two teams **shall play a final game on Friday, June 5.**
- ⤴ If rain forces complete postponement of Monday play, the tournament shall be moved to a Tuesday-Thursday-Friday format, one game per day.
- ⤴ If rain forces complete postponement on Wednesday after having played Monday, then the games shall be played with one game on Thursday and the finals on Friday.
- ⤴ If rain forces complete postponement on both Monday (including makeup day on Tuesday), and Wednesday, then the tournament shall have the first game played on Thursday, the second game on Friday, and this third game on Saturday.
- ⤴ If rain forces complete postponement of all possible week day dates, the teams shall play all three games on Saturday.
- ⤴ If any game is interrupted after it has begun and unable to be completed by a mutually agreed reasonable hour, it shall be played the following day at a time earlier than the originally scheduled contest, and the regular game will follow. A complete admission (equivalent to ticketing for second day) shall be charged.
- ⤴ The semi-state manager is to fax the schedule of games to the KHSAA at (859) 293-5999 immediately following the agreement of the participating teams.
- ⤴ If there are issues with scheduling, contact Julian Tackett, KHSAA Assistant Commissioner, at (859) 229-3916.

## **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 enclosed in the general section of Appendix B that is to be distributed to the coaches at the semi-state meeting or faxed between schools if no meeting is held. 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**

- ⤴ The Rawlings brand baseball is 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.
- ⤴ Each semi-state manager will be provided with three dozen baseballs approximately four weeks before play begins.

## **HOME / VISITING TEAM DESIGNATION**

- ⤴ The team that is in the region hosting the semi-state tournament will be the home team for the opening game of the semi-state series, and shall also be the home team for the third (if necessary) game. The other team shall be the home team for the second game of the series.

## **SEMI-STATE FINANCES**

- ⤴ The semi-state manager shall complete KHSAA Form BA108, Semi-state tournament financial report, following the tournament and return it to the KHSAA by the published deadline.
- ⤴ The proceeds of the tournament, following minimal allowed expenses, are being divided in four parts. One part is for the host, one for each team, and one for the Association to help defray the cost of the four additional state tournament teams from the new format.
- ⤴ Upon submission of the form BA108, the school shall send a first line gross revenue check equal to the gross ticket receipts, less the allowable expenses detailed in this manual.
- ⤴ Following the receipt of this report, the Association shall pay all bills, divide the proceeds, and remit the amounts back to the three effected schools (two if one is both a participant and host).

## **TICKET SALES**

- ⤴ Advance tickets for sale by the semi-state hosts will be mailed to each site.
- ⤴ Additional tickets, if necessary, are available by contacting Julian Tackett at the KHSAA.
- ⤴ Ticket prices at the gate will be \$7 for all persons (age 6 and over).
- ⤴ A traveling party of forty (40) persons may be admitted at no charge from each of the participating schools to each game. This includes players, parents, coaches, statisticians, trainers, managers, etc.
- ⤴ There are to be no other comp tickets for the semi-state series, and only those involved in managing the games may be admitted without charge.
- ⤴ Pre-school children (age 6 or below) will be admitted free.
- ⤴ Unsold tickets shall be returned to Julian Tackett at the KHSAA with the financial report by June 15, 2009.
- ⤴ A form to reconcile your advance sales was in the packet with the tickets when they were mailed, and is to be submitted.

## **OTHER REVENUE**

- ⤴ Radio stations are to be charged a fee of \$50 to broadcast the games in a semi-state tournament.
- ⤴ Any other revenue shall be included on the financial report and remitted with the gross ticket sales check.

## **UMPIRES**

- ⤴ The KHSAA will handle all payments of umpire fees, and these will be paid upon receipt of the semi-state financial report. PLEASE INCLUDE UMPIRE MILEAGE AMOUNTS ON THE FINANCIAL REPORT.
- ⤴ IT IS THE RESPONSIBILITY OF THE TOURNAMENT MANAGER TO MAKE THE NECESSARY FINAL CONTACTS WITH THE UMPIRES!
- ⤴ In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the three assistants will assign all umpires.
- ⤴ For the semi-state tournament, the KHSAA will notify the manager as to the assignments.
- ⤴ For the semi-state series, the manager is to record the mileage for each umpire for each day on the financial settlement form.
- ⤴ The following regulations for 2009 have been set by the Board of Control: Each semi-state tournament official shall receive a fee of \$61.00 per game and four umpires shall be assigned to each game.
- ⤴ The crew of umpires is to be paid a mileage allowance of .35 (35 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 in advance and must only be if the umpire is more than 100 miles from home. It would be helpful if the manager helped secure the lodging for umpire(s) if approved to help get the best possible rate, but this payment is to be made by the umpire, and then reimbursed by the Association when they are paid. Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office.

## **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 2009 tournaments.
- ⤴ There is no All-Tournament Team due to the small number of schools involved.
- ⤴ There is an MVP Award to be given. This award should be selected from the winning team. Past practice has been to allow 1) the official scorer or 2) the coach of the winning team to select this individual.
- ⤴ Trophies will be shipped around May 1.
- ⤴ The KHSAA will pay all bills related to the trophies.
- ⤴ No Other Trophies (all Tournament, etc) may be purchased for the semi-state series. Any additional trophy cost will be borne by the host school.

## **PAYMENTS**

### ⤴ GENERAL

- ⤴ Several standard items are permissible to be paid from gate receipts by the host school.
  - ⤴ Manager Fee – Maximum \$75 per day, less if agreeable to all parties.
  - ⤴ Maintenance Fee – If a different individual than the manager works outside of their normal scope of duties to prepare the field, Maximum \$75 per day, less if agreeable to all parties.
  - ⤴ Electronic Scoreboard Operator – Maximum \$30 per day, less if agreeable to all parties.
  - ⤴ Electronic or Manual Official Scorer – Maximum \$30 per day, less if agreeable to all parties.
  - ⤴ Public Address Announcer – Maximum \$30 per day, less if agreeable to all parties.
  - ⤴ Gate Workers - – Maximum \$25 per day per gate worker, less if agreeable to all parties.
- ⤴ Other non-standard items must be considered by the participants and agreed by all parties.

### ⤴ FACILITY RENTAL

- ⤴ Only if documented by invoice billing and not on school owned property.
- ⤴ Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.

### ⤴ SECURITY

- ⤴ It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- ⤴ Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.

### ⤴ MEDICAL COVERAGE

- ⤴ A physician and/or ambulance should also be in place or on call in the event of an emergency.
- ⤴ If payment to a Certified Trainer or Medical Staff is necessary, such shall be documented and the documentation included with the financial report, and shall be taken from gate receipts.
- ⤴ No other expense item may be taken from the gate. The cost of such items as chalk, diamond-dry, etc. as considered as coming from the home site portion of the receipts and may not be broken out as a separate expense.

## **REPORTS**

- ⤴ After each game, the results shall be reported to KHSAA/Riherds Scoreboard (800) 453-6882.

## **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 with scheduling issues should contact Julian Tackett at the KHSAA, (859) 299-5472 (w) or (859) 229-3916 (c) for assistance with resolution.
- ⤴ 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.

## **STATE TOURNAMENT INFORMATION FOR SEMI-STATE CHAMPION**

- ⤴ Please advise the teams participating in your tournament series that all information needed for the teams participating in the state tournament will be posted on the KHSAA web site prior to the start of the semi-state series (<http://www.khsaa.org/baseball>).