



# **2009 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION FAST PITCH SOFTBALL CHAMPIONSHIP**



## **KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DISTRICT/REGIONAL FAST PITCH SOFTBALL INSTRUCTIONS FOR PARTICIPATING TEAMS**

COPIES SHOULD BE PROVIDED FOR EACH PARTICIPATING TEAM

*KHSAA  
2280 Executive Drive  
Lexington, KY 40505  
(859) 299-5472 (859) 293-5999 (fax)*



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

TO: District/Regional Tournament Manager  
FR: Darren Bilberry, Assistant Commissioner  
DATE: May1, 2009  
RE: District/Regional Tournaments

Please let me express our appreciation to you for agreeing to serve as the manager for a KHSAA postseason Fast Pitch Softball tournament. It would be impossible for this Association to conduct successful programs for the boys and girls enrolled in our member schools without the cooperation and support rendered by people like yourself.

In this manual, you will find a list of instructions to follow in managing your tournament along with a copy of various reports to be filed with this office both prior to and following your tournament. It is **imperative** that each district and regional manger submit a copy of the district site selection plan. District managers are also **required** to submit a copy of their seeding procedure. Please submit this information along with your tournament bracket.

Please also note special instructions in this manual as it relates the tournament manager in scheduling contests in case of inclement weather or other unforeseen problems.

Again, we appreciate your assistance and if you have any questions or if we can help you in anyway, please don't hesitate to call.

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## DISTRICT TOURNAMENT MANAGER CHECKLIST

Read Instruction Manual Thoroughly, paying particular attention to pages 3-10 and the contents of Appendix A, Appendix B and Appendix C.

Print pages 3-10, 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 at meeting and **immediately** submit form.

Draw 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.

Contact Scoreboard with results (800) 453-6882

All Game Management Functions Completed

Other Media Contacted with Results

Complete Financial Report (send to KHSAA by May29)

Player Rosters are available on the "Members Schools" Link. **Please remind your participating schools that once postseason play starts the Rosters are locked and no changes are permitted to be made.**

## MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING

Call To Order

Designate Someone To Take Minutes

Discuss Seeding Procedure (If Necessary)

Requires Majority to Change Seeding or Seeding Method

Report Seeding Decisions or Changes to KHSAA on Form SB101 (*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

Complete Site Selection Plan Form Enclosed (SB104) (**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 Enclosed Draw Sheet (appropriate form)  
Copy Draw to All Teams

## REGIONAL TOURNAMENT CHECKLIST

Read Instruction Manual Thoroughly, paying particular attention to pages 3-10 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

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

Contact Scoreboard with results (800) 453-6882

Media Contacted with Results

Complete Financial Report (send to KHSAA by June 5)

Player Rosters are available on the KHSAA website "Members Schools" Link. **Please remind your participating schools that once postseason play starts the Rosters are locked and no changes are permitted to be made.**

## MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING

Call To Order

Designate Someone To Take Minutes

Discuss Future Sites

Review Site Selection Criteria prior to any final decisions. This is contained in Appendix B.

Review Region Site Selection Plan 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.

Complete Region Site Selection Form Enclosed (SB 105) (**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.

Complete Enclosed Bracket Sheet (BR308)

Copy of Draw for All Teams

Complete Financial Report (send to KHSAA by June 5)

April 28, 2009

## **KHSAA DISTRICT AND REGION FAST PITCH SOFTBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS**

Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing fast pitch softball tournaments. You should familiarize yourself with these rules, found in the KHSAA Tournament Rules (located at [http://www.khsaa.org/fast\\_pitch\\_softball/tournamentrules.pdf](http://www.khsaa.org/fast_pitch_softball/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/fast\\_pitch\\_softball](http://www.khsaa.org/fast_pitch_softball). Send your financial report to the Commissioner by Friday, May 29, 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 beginning of this section.

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

Invite member schools to your tournament meeting, reminding each school to send or bring you FOUR copies of a final list of players one week prior to the district tournament. An alignment of schools is included in this manual.

The meeting of representatives of the competing schools is to start not later than 2:00 p.m. E.T. on **May 10, 2009**, at the tournament site for the purpose of drawing for the district tournament.

Announce the time of drawings in your letter. Read Tournament Rule IV, especially if there are only three teams in your district.

Each district manager is required to submit a copy of the district seeding procedure.

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 29, 2009**, 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/fast\\_pitch\\_softball](http://www.khsaa.org/fast_pitch_softball).

If changes or corrections are made to the district tournament site selection plan, please use KHSAA Form SB104, 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.

The district manager is required to submit a copy of the site selection plan.

### **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/fast\\_pitch\\_softball](http://www.khsaa.org/fast_pitch_softball).

If changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form SB105, 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.

Regional managers are **required** to submit a copy of their site selection plan. This information should be submitted along with your tournament bracket.

#### **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 must be filed in writing with the KHSAA. Use form SB101 that is enclosed in Appendix C (Checklist and Forms for District Managers) in this manual. Confirm Seeding Decision at meeting and **immediately** submit form to KHSAA. It is **imperative** that each district manager submit a copy of the district seeding procedure.

Seeding decisions and the method used shall remain in place until a majority vote of the participating schools rescinds the seeding decisions. 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/fastpitchsoftball](http://www.khsaa.org/fastpitchsoftball).

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 18 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/fastpitchsoftball>.

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 18 through May 23. **You must get permission from the KHSAA office to start later than May 18, and only in the event of facility conflicts.**

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

Please review V. (Tournament Meetings and Parings (Section D) Region 1 c) 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. The district winners will wear the light colored jerseys and occupy the third base dugout. **A coin flip at the regional tournament meeting or at the pre-game conference will determine the home team.**

Region tournament play **shall begin no later** than Monday of the week on the KHSAA Calendar for region tournaments. This year those dates are May 25 through May 30. **You must get permission from the KHSAA office to start later than May 25, and only in the event of facility conflicts.**

The region manager is to fax the bracket to the following outlets / agencies - KHSAA at (859) 293-5999 immediately following the draw.

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

National Federation Playing Rules will be utilized without exception.

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 Fast pitch softball 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 Fast Pitch Softball 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 Optic Yellow softball (.47 COR 375 lb. COMPRESSION) is the only ball allowed to be used in the district, region, or state tournament. All balls must display the National Federation Authenticating Mark. Use of any other fast pitch softball is a violation of KHSAA tournament rules and will subject the tournament and its participants to possible penalties.

### **TEAM ROSTERS AND PICTURES**

A plan for getting our material to the tournament manager at each level of play in a timely fashion has been devised. One of the greatest Tournament problems each year is the securing of tournament program information and team pictures. A plan for getting the material to the KHSAA-in a timely fashion has been devised. The district tournament manager is not involved in this process other than reminding the schools to have submitted the requested information. Please read the following instructions carefully:

1. Each tournament manager should remind all competitors in a district or regional tournament to make certain that their school representatives have submitted the proper materials to the KHSAA. The participating schools should have submitted their information by using their password to enter the "Members Only" link on the KHSAA website. If they have not submitted their team photo along with photo ID, they need to do so no later than April 17, 2009. Email it directly to [mmitchell@khsaa.org](mailto:mmitchell@khsaa.org) or by using the upload feature on the KHSAA website. They should have their Rosters entered by going to the "Members Only" link on the KHSAA website prior to April 19, 2009. **Once postseason play starts the online rosters are locked and changes are not permitted.**
2. District managers should use only one list for checking players on each team they
3. The regional managers will receive further forms and information from the KHSAA Sports Information Director to be used for gathering final information about the teams.
4. The use of the KHSAA eligibility lists is not required during the post season, as the use of the roster will be allowed to substitute.

### **DISTRICT FINANCES**

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 SB106, District tournament financial report, following the tournament and return it to the KHSAA by the published deadline.

### **REGION FINANCES**

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 SB107, Region tournament financial report, following the tournament and return it to the KHSAA by the published deadline.

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the three assistants will assign all umpires. In order that this may be carried out, it will be necessary for each manager to send a copy of the bracket, giving the date and time of each game to the Commissioner immediately if this has not been done already.

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.

For the region tournament, the KHSAA will notify the manager as to the assignments.

### **UMPIRES**

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the three assistants will assign all umpires. In order that this may be carried out, it will be necessary for each manager to send a copy of the bracket, giving the date and time of each game to the Commissioner immediately if this has not been done already.

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.

For the region tournament, the KHSAA will notify the manager as to the assignments.

### *DISTRICT TOURNAMENT UMPIRE FEES*

The Board of Control has established minimum fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance of .35 (35 cents) per mile for all necessary travel based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances shall be at the discretion of the tournament manager and must be approved by the Commissioner.

The following regulations for 2009 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 two umpires and a fee of \$41.00 per game for a crew of three or more 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. **It is strongly recommended that three officials be used in each district tournament 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. Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office.

IT IS THE RESPONSIBILITY OF THE DISTRICT TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE UMPIRES!

### *REGIONAL TOURNAMENT UMPIRE FEES*

The Board of Control has established minimum fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance of **.35 (35 cents)** per mile for all necessary travel based on the mileage submitted to the manager by the association staff

member in charge of the sport or his/her designee. Additional postseason allowances shall be at the discretion of the tournament manager and must be approved by the Commissioner.

The following regulations for 2009 have been set by the Board of Control: Each regional tournament official shall receive a fee of \$51.00 per game for a crew of two umpires and a fee of \$46.00 per game for a crew of three or more 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. **It is strongly recommended that three officials be used in each district tournament 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. Please refer all conflicts with regards to mileage or other payments to umpires to the KHSAA office.

IT IS THE RESPONSIBILITY OF THE 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 and region first and second place trophies for the 2009 tournaments. State trophies will be supplied for first, second, third (Loser of G29), and fourth (Loser G28) place trophies for the 2009 tournaments. Each trophy will be complete with the Association seal and engraving. Your trophies will be shipped to you during the first week of May. **You will be billed directly by the trophy company.**

#### **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 should also be in place in the event of an emergency.

#### **REPORTS**

After each game, the results shall be reported to the following outlets / agencies -  
Contact Scoreboard with results (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. If a game is interrupted in tournament play, it will be reset at the same point, same inning, same out or outs, same balls and strikes, same batter or number of batter in the batting order.



## **Appendix A**

### **RULES AND REGULATIONS**

Governing the Fast pitch softball Championships of the KHSAA

(Adopted by Board of Control, Reprinted from 2002-2009

Handbook)

## **Appendix B**

### **INFORMATION AND FORMS FOR MANAGERS OF ALL ROUNDS**

2009 Tournament Managers

    District Tournament Managers

    Region Tournament Managers

KHSAA Site Selection Plans on File

    District Tournament Site Selection Plans

    Region Tournament Site Selection Plans

KHSAA District Tournament Seeding Plans on File

    District Tournament Seeding Plans on File

2009 Fast Pitch Softball Assigning Secretaries

2009 State Tournament Draw

**INSERT FORMS**  
**District Manager List**  
**Region Manager List**  
**District Site Selection Plans**  
**Region Site Selection Plans**  
**Assigning Sec List**  
**2009 State Tournament Draw**

## **Appendix C**

### **CHECKLIST AND FORMS FOR MANAGERS OF DISTRICT TOURNAMENTS**

District Tournament Site Selection Form (**SB104**)

District Tournament Financial Report Form (**SB106**)

District Tournament Seeding Plan Form (**SB101**)

KHSAA Forms **BR103 through BR108**  
Brackets (3 to 8 Teams)

INSERT FORMS

**SB104-District Site Selection**  
**SB106 District Tournament Financial**  
**SB101 District Tournament Seeding**  
**BR103-Three Team District Bracket**  
**BR104-Four Team District Bracket**  
**BR105-Five Team District Bracket**  
**BR106-Six Team District Bracket**  
**BR107-Seven Team District Bracket**  
**BR108-Eight Team District Bracket**

## Appendix D

### CHECKLIST AND FORMS FOR MANAGERS OF REGION TOURNAMENTS

Region Tournament Site Selection Form (**SB105**)

Region Tournament Financial Report Form (**SB108**)

Region Bracket Form (**BR308**)

**INSERT FORMS**

**SB105-Region Site Selection  
SB108 Region Tournament Financial Report  
BR308 Region**