

# **SOFTBALL**

## **2021 STATE TOURNAMENT UMPIRE INSTRUCTIONS**

***DRAFT***

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



# 2021 KHSAA State Softball Tournament Umpire Instructions

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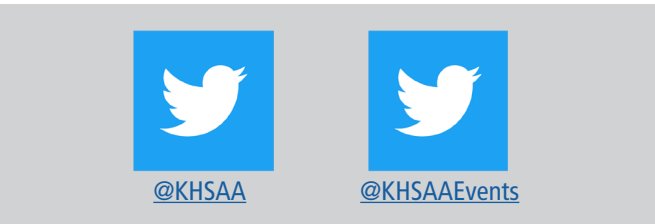
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



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

### KHSAA Staff

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Mike Barren
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
General Counsel	Chad Collins
Communications Director	Joe Angolia
Information Technology Director	Rob Catron
Event Management Specialist	Dan White
Administrative Assistant/Office Manager	Marilyn Mitchell
Administrative Assistant	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	Jeanie Molloy
Physical Plant Director	Roy Tatum





## 2021 KHSAA State Softball Tournament Umpire Instructions

### BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for being assigned to umpire at the 2021 KHSAA State Softball Tournament.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

### KHSAA CONTACTS

The primary contact for softball is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is not available, Assistant Commissioner Michael Barren ([mbarren@khsaa.org](mailto:mbarren@khsaa.org)) is the backup contact.

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

### COVID-19 GUIDANCE

#### BASIC COVID-19 STANDARDS

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport-Activities" document for softball can be found at the following link: <https://bit.ly/3eYswzG>

In addition to softball specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form.

The information in this document should be thoroughly reviewed by all umpires working a state tournament contest.

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

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

#### ATTENDANCE LIMITATIONS

Attendance shall be at 100% of capacity due to the Governor's limits being lifted, unless individual facilities hosting an event have specific limits in place. Ticket availability from the KHSAA will be set accordingly in those instances.

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

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

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

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

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

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

- Trouble breathing



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

### **MASKS, FACE COVERINGS**

All non-participants entering a venue before, during, and after a contest, whether or not fully vaccinated as defined by the CDC, should consider wearing a mask/face covering.

### **SOCIAL DISTANCING (REQUIRED WHERE PRACTICAL AND FEASIBLE)**

Social distancing should be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times by sitting apart from individuals from other households, unless all are vaccinated.

### **CROSS-REFERENCE TO OTHER GUIDANCE**

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is an ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

## **GENERAL INFORMATION**

### **ADMINISTRATIVE AND FIELD SETUP**

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

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

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

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

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

Exercise social distancing within the dugout. (RECOMMENDED)

### **OFFICIATING (MECHANICS) (ADOPTED FOR 2020-21)**

No sharing of equipment. (RECOMMENDED)

There are no color restrictions to face coverings for umpires. (REQUIRED)

Umpires must bring their own water bottles. (REQUIRED)

Umpires should arrive dressed and ready to work. (RECOMMENDED)

Use three-part line-up cards so that each coach and the umpire has their own copy. (CONSIDER)

Keep the catcher and batter at a 6-foot distance when dusting off the plate. (RECOMMENDED)

Base umpires should maintain six (6) feet from any player as a starting position when rotated and/or counter rotated. (RECOMMENDED)

The pregame conference is to be limited to one (1) coach from each team plus the umpires and utilize social distancing principles and all should wear masks/face coverings unless fully vaccinated. (RECOMMENDED)

10-2: Umpire in chief should wear a face covering or splash shield behind the plate. (RECOMMENDED)

10-2-1: Plate umpire should stand deeper than normal to call balls and strikes. (CONSIDER)

### **OFFICIATING (RULES) (ADOPTED FOR 2020-21)**

Limit the players dressed in the dugout to 21. (REQUIRED)

Face coverings should be worn and social distancing utilized when discussions occur between head coach and umpire unless fully vaccinated. (CONSIDER)

Eliminate handshakes during the pregame conference and between teams following the contest. (RECOMMENDED)



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Disinfect players' personal equipment/uniform after each game/practice. (RECOMMENDED)

All conferences (charged, defensive, rule discussion or substitution reporting) shall require all participants to maintain at least 6-foot social distance spacing.

1-2-4: If the dugout is extended, it is to be in direction toward foul pole. (REQUIRED)

1-5-4: Plastic shields covering the entire face (unless integrated into the face mask and attached to a helmet or manufactured exclusively for wear during baseball and softball games) shall not be allowed during contests or in practice. (REQUIRED)

1-4-2: Athletes are permitted to wear gloves and/or masks/face coverings during competition with no restriction on color or type other than the pitcher who cannot wear a white glove. (REQUIRED)

1-8: Pitchers cannot wear white facial coverings while pitching. (REQUIRED)

3-5-2: Base coaches must stay six (6) feet from a runner at all times after suspension of play. (RECOMMENDED)

3-3-1a: Players are not permitted to leave the dugout area to congratulate players when scoring or after home runs. (RECOMMENDED)

6-2-1-b: Pitchers may not spit on the ball or glove. (REQUIRED)

### COMPETITION DATES, LOCATION AND SCHEDULE

The KHSAA State Softball Tournament will be held on June 18-20.

#### QUARTERFINALS - THURSDAY, JUNE 18

- 11 a.m., 2 p.m., 5 p.m. and 8 p.m. ET

#### SEMIFINALS - SATURDAY, JUNE 19

- 11 a.m. and 2 p.m. ET

#### STATE FINALS - SUNDAY, JUNE 20

- 2 p.m. ET

The complete bracket is included as a link at the end of these instructions.

No games will be started before their scheduled time.

#### VENUE AND ADDRESS

[John Cropp Stadium](#)

[University of Kentucky](#)

[570 Wildcat Ct.](#)

[Lexington, Ky., 40506](#)

### TICKETS

#### TICKETS

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

Each umpire will be sent a link with two (2) complimentary digital admission tickets to each game they are assigned to work. One for themselves and one for a guest.

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

Any on-site transactions will be digital using the personal devices of the customer.

### UMPIRE UNIFORM

The following will be the uniform for umpires working the state softball tournament in 2021:

Gray uniform pants.

Light blue pullover shirt with embroidered or sublimated KHSAA logo or approved logo patch (if visible, undershirt shall be



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white) with navy and white trim with or without a navy number, and white trim on right sleeve (3 inches preferred).

Navy hat with embroidered or sublimated KHSAA logo or approved logo patch, as per specifications to vendors.

Black shoes and socks and navy blue ball bag.

Jacket (pullover), if worn during contest, shall be the official KHSAA navy pullover with light blue/navy trim without numbers with embroidered KHSAA logo over heart as per specifications to vendors.

If jacket is worn, it shall be worn by all crew members.

### OTHER DETAILS/OPTIONS

All umpires in a given contest shall wear the same type of shirt.

No local association patches are allowed on hats (only the KHSAA embroidered logo).

Sunglasses are permissible for the field umpires, however, all should wear them and the style of glasses should not distract from the appearance of the umpires.

### PRE-EVENT LOGISTICS

#### CONFERENCE CALL

There will be a web conference for all umpires assigned to a state tournament game at 11:15 a.m. ET on Wednesday, June 16.

Additional instructions regarding the call will be sent via email.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information.

#### ARRIVAL TIME

You will be expected to be at the game site one (1) hour and 15 minutes before the start of the sessions.

Please be prepared to change on site, as it is our preference that you travel without the game uniform on so as to draw as little attention to yourself as possible upon arrival.

You will need to come to the front entrance of the stadium and enter through the pass gate.

An officials liaison will meet and escort you to the dressing rooms. You will be using the "Officials Locker Room" at the University of Kentucky and there are private changing quarters provided.

#### LODGING

Umpire housing for the baseball finals is arranged through the Lexington Convention and Visitors' Bureau and a corporate contract with Hyatt Place-Hamburg, 2001 Bryant Rd., Lexington, Ky., 40509 (859-296-0091).

Reservations have been made per your needs accordingly. You may check in on Thursday, June 17.

There will be two (2) umpires per double room. If you desire anything other than a double room, you are responsible for the difference in the cost of the room (approximately \$50/night).

The expense of your own room will be deducted from your expense report.

If you are not going to stay in the hotel, please let Mrs. Bridenbaugh know by June 16.

Once an umpire has been released from the tournament, the lodging will end following that day.

#### PARKING

Parking will be in the lot adjacent to the stadium. A parking pass can be picked up at team check-in.

### GAME ASSIGNMENTS

Assignments will be issued through Arbiter and are based upon the teams that advance and any conflicts, as you will not be assigned to work a game involving your home association.

There is no guarantee that you will be assigned to work the plate.



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We will utilize three-person mechanics and coverage as described in the National Federation Umpire's Manual. Make certain that you are familiar with this coverage and the position rotations. This will be reviewed at the umpires web conference. Friday's assignments will be distributed via Arbiter following Wednesday's web conference.

### VENUE LOGISTICS

#### WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used. (REQUIRED) Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3eYswzG>) for multiple references to water, hydration and food guidelines.

#### FIELD SPECIFICATIONS

The fence distances at John Cropp Stadium are 200 feet down the left field line, 200 feet down the right field line and 220 feet to straight away centerfield. The outfield walls are clearly bordered by a warning track.

#### HOME AND VISITING TEAM DUGOUTS

The team in the top half of the bracket will be the home team in all games and use the first base dugout. The team in the bottom half of the bracket will be the visiting team in all games and use the third base dugout. The home team will wear light colored jerseys and the visiting team will wear dark colored jerseys. All team members and coaches shall adhere to NFHS playing rules and remain in the dugout unless occupying a fielding position, base, batter's box, on-deck circle, coaching box or warming up in the bullpen. Each team is expected to help in the retrieval of foul balls down their side to make certain that the best possible balls are being used.

#### JERSEY COLORS

The home team will wear light colored jerseys and the visiting team will wear dark colored jerseys. KHSAA staff will resolve conflicts regarding these issues and both teams should be prepared to have both light and dark jerseys available.

#### INFIELD PRACTICE

Teams will be given a 10-minute timed infield prior to their game, per the time schedule.

- Warm-up time may be altered if weather delays occur.

Teams are restricted to their dugout area while the opposing team is taking infield practice. There will be no infield practice while field maintenance is taking place. Only the 21 individuals dressed should participate in any on-field warm up/infield.

#### POINTS OF EMPHASIS

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

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

### RULES POINTS OF EMPHASIS/CLARIFICATIONS

#### PLAYING RULES

National Federation (NFHS) playing rules will be utilized without exception.





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

### REQUIRED BALL TYPE

The Dudley Softball (Optic Yellow) is the required ball for postseason play. Softballs must include the NFHS authenticating mark (this is different from the KHSAA logo).

The state adopted Dudley ball that will be used at the KHSAA State Tournament is the Thunder-Heat Poly-core Softball (4K-147).

### BALL RETRIEVERS

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

The ball/bat person will be located inside the team dugout.

### LINE-UP CHANGES

The home plate umpire is to communicate all line-up changes to the press box via the home plate telephone.

### WARM-UP TIME

On the days of the tournament, the teams may not be on the field except as detailed in the timetable.

There will be no exceptions and schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27.

It is imperative that the grounds crew has adequate time to perform their functions.

### DUGOUT DECORUM

The KHSAA will instruct the umpires to enforce the rules of the game regarding dugout conduct and the coaching boxes.

With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel in the dugout, including actions, gestures and language.

In light of recent Board of Control emphasis on conduct, the umpires have been instructed to ensure that all rules are enforced within the NFHS Rules and other books.

### CONTEST COMPLETION REMINDERS

This is a reminder to umpires regarding interrupted games.

Postseason games must be played to completion or completed per run rule.

All 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.

### 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 10 or more runs and has had at least five (5) turns at bat or behind 15 runs after 2 1/2 or three (3) innings per the approved Board of Control game ending rules.

The speed-up rule 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 pitchers' warm-up area is in live-ball territory, only those individuals specified by NFHS playing rules (pitcher, catcher, personal protector) may be in the area during any warm-up period.





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Only members of the team and adult coaches may serve as the personal protector. All persons serving in that role shall wear a properly fitted helmet.

### USE OF ELECTRONIC DEVICES

Electronic devices may be used in accordance with NFHS playing rules.

### SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

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

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

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

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

In the event this occurs, a school will be fined or there will be a reduction in a team's expense reimbursement when applicable.

### HEALTH INFORMATION

#### ATHLETIC TRAINERS

The Association will use the services of UK Orthopaedics & Sports Medicine to provide trainers for the state softball tournament.

The trainers will be available one (1) hour prior to the first contest and remain available throughout the event.

Any team desiring admission of its own certified trainer shall coordinate that admission with Rob Ullery at UK Healthcare and teams will be given instructions during the conference call.

#### VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

Trainers from UK Orthopaedics & Sports Medicine will be on site with ambulance services on-call.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

#### EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, UK Orthopaedics & Sports Medicine trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.

#### INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility and umpires, to make decisions in regard to postponement, rescheduling or cancellation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates, as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants will be the most important factor in any decision.

Should it begin to rain, the games will continue on schedule unless there are signs of lightning, sounds of thunder, or the umpires, in consultation with tournament management, determine that it is unsafe to continue.



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Should weather conditions force a postponement or delay, you should immediately leave the bleacher area and heed any announcements made by tournament management.

Should evacuation become necessary, please observe the directions given by uniformed officers, as well as tournament officials.

In accordance with adopted KHSAA policy, if games are suspended, the minimum suspension will be 30 minutes after the last sight of lightning or sound of thunder.

Persons leaving the park should seek shelter in their mode of transportation.

In all circumstances, use prudent judgment in determining whether or not you should remain in the dugout or bleachers.

When the decision is made to resume the games, there will be announcements made throughout the park area, and prior to the resumption of play, a 15 minute warm-up period will be given to both teams.

The KHSAA pitching limitations are in force irrespective of weather conditions or cancellations.

The KHSAA staff may seek input in re-scheduling/resumption decisions, but the designated event manager shall serve as the final determinant for those decisions.

### HEAT INDEX PROGRAM

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

Tournament administration will be responsible for tracking and implementing the program's guidelines.

Should the heat index reach 95 degrees, mandatory 10-minute water breaks will be given every 30 minutes.

At 99 degrees, play shall stop, and the heat index will be monitored every 30 minutes.

### POST EVENT

#### GENERAL POLICY

An expense allowance will be paid to each umpire in the state tournament.

#### GAME FEE

Umpires assigned will be paid \$90.00 for each contest worked.

This fee includes mileage.

Should an official drive more than 100 miles, an additional \$20 will be added.

#### MEALS

Each umpire will be reimbursed \$20 per day for meals for each night of lodging utilized.

#### RECEIVING YOUR REIMBURSEMENT

Your expense check will be mailed from the KHSAA offices not later than 30 days following the finals.

### IMPORTANT WEBSITE LINKS

- [KHSAA Softball Site](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports and Sport-Activities - Softball](#)
- [Competition Rules](#)
- [Bracket](#)
- [Daily Tournament Schedule](#)
- [Heat Index Program](#)
- [GoFan Ticket Training](#)