



2016 Field Hockey Regional Tournament Instructions



KHSAA FIELD HOCKEY REGIONAL TOURNAMENT INSTRUCTIONS

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DUTIES SUMMARY STATEMENT

- In an effort to assist you in your role as Regional Field Hockey Manager, please refer to the Kentucky High School Athletic Association Handbook for rules and regulations governing Field Hockey tournaments. You should familiarize yourself with these rules, which can be found in the KHSAA Competition Rules.

COMPETITION DATES

- The Regional Field Hockey tournament dates are Monday, October 17, 2016 through Thursday, October 20, 2016 (unless otherwise approved in advance by the KHSAA)

PRE-TOURNAMENT RESPONSIBILITIES

- Invite member schools to your tournament meeting
- The meeting of representatives of the competing schools should be held no later than October 12, 2016 at the tournament site for the purpose of drawing/seeding for the region tournament

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call To Order
- Designate someone to take minutes and maintain copies
- Discuss seeding

- Requires majority of the voting schools to change seeding or seeding method
- Discuss future sites
- Review Site Selection Plan and ensure accuracy
- Complete Site Selection Plan Form GE58 (send to KHSAA immediately following meeting)
- Discuss Tournament expenses (majority approval required)
- PA, Official Scorer, Stats
- Security (Must have plan in place)
- Medical and plan for Emergency Action
- Other
- Conduct Draw/Seed placement
- Copy Draw/Bracket to all teams

PROCEDURES FOR REGIONAL FUTURE SITES

- The regional manager should review the site selection schedule with all schools in the region at the meeting
- A copy of all current listings is on the KHSAA website
- If changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form GE58, which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting
- All sites shall comply with NFHS rules and requirements and any field standards and specifications are to be approved by the Board of Control

PROCEDURES FOR REGIONAL 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 on file at the KHSAA. Use form GE54 that is available on the KHSAA website
- 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
- Regional 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 October 12, 2016

PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKET AND ENTRIES

- Please review the Competition Rules concerning regional drawings
- Regional tournament play shall begin no later than Monday of the week on the KHSAA Calendar for regional tournaments
- For 2016 those dates are October 17 through October 20
- The regional manager is to send the bracket to the KHSAA immediately following the draw. The bracket is to be sent to brackets@khsaa.org.

FIELD SPECIFICATIONS

- The field must be regulation size that is 100 yards long by 60 yards wide
- All lines shall be at least 3 inches wide and be of contrasting color to other markings on the field

PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS

- Regional 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

- Each Official shall receive a fee of \$61.00 per game
- Mileage (.35 cents per round trip mile) shall be paid to one car per match and you should receive the appropriate mileage distance from the field hockey assigning secretary. Only one mileage fee should be paid for the same officials who work two games in one night. The assigning secretary, Erin Maguire, can be reached by email at eemaguire@gmail.com or by phone at 502-797-0261.

TROPHIES

- Regional Trophies will be shipped directly to your school from Rihherds.com of Smiths Grove, KY
- Open trophy boxes immediately and inspect them, and report any breakage or missing items directly to the company (Rihherds Medal and Trophy Company at 1-800-274-4373 or khsaa@riherds.com)
- Assume responsibility for the finances of the tournament to include the trophy and medal cost of awards. The estimated cost can be calculated as \$135.92.
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament
- Your package should consist of the following:
 - One Region Champion Trophy
 - One Region Runner-up Trophy

SECURITY

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- The KHSAA requires a game administrator, other than the coach, at the game site. Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

MEDICAL COVERAGE

- The host school is responsible for securing medical coverage for the event including 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, beginning on page 17 of the 2016-2017 KHSAA Handbook
- Any fees associated are to be taken from gate receipts

MEDIA INFORMATION AND REGULATIONS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition.
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating

teams in KHSAA events shall be allowed space, for the purpose of recording the contest. Such broadcast may not be re-broadcast in any form including internet and social media.

- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

INCLEMENT WEATHER PROCEDURES

- Schools who are hosting the Regional games should be especially sensitive to the postponement of games. It is imperative that the tournament managers adhere to the scheduled postseason dates.
- In accordance with the playing rules, 15 minutes prior to the contest beginning, and during the contest, the officials shall make determinations as to stoppage of play
- It is the duty of the tournament manager in consultation with the officials, participating teams and the KHSAA, to make decisions with regards to re-start or re-scheduling in the event of stoppage or postponement and ensure that all teams, media outlets and schools are properly notified

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 participating teams shall be divided among the participants
- The manager shall complete KHSAA Form GE53, tournament financial report, following the tournament and return it to the KHSAA by the published deadline. The may be emailed to Michael Barren via mbarren@khsaa.org or may be faxed to 859-293-5999.

BYLAW 22 REMINDER

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school. Please refer to the KHSAA Handbook if you have any questions.

CONTEST COMPLETION REMINDERS

- Mercy Rule Provisions:
 - If one team has a ten (10) goal lead at the end of the first half or at any point in the second half, the match will be terminated
 - If one team has a five (5) goal lead at any point in the game, the game clock will not stop when additional goals are scored
 - This rule is to be observed in regular season and postseason play

POINTS OF EMPHASIS

- National Federation Playing Rules will be utilized without exception. Please also refer to the KHSAA Competition Rules attached to these instructions.
- A school may enter a team composed of twenty-four (24) players in each postseason tournament game that shall be players who appeared on the Team Roster submitted online. The twenty four (24) players shall be designated each game, and no other players may be in uniform.
- No manager or group of schools may vote to waive this requirement

- A minimum of two ball chasers must be used for each game. It is recommended that each participating team provide at least one ball chaser.
- Please be familiar with the Field Hockey Tie Breaker Procedure in case it is necessary during your regional tournament (See Appendix 2)

FIELD HOCKEY TIEBREAKER

10 MINUTE 7-A-SIDE SUDDEN VICTORY (6 FIELD PLAYERS PLUS A GOALKEEPER)

- 5 minute Intermission after Regulation - Flip Coin for Pass back - Teams Keep Same Ends
 - Any 7 players may play - Unlimited substitutions during this overtime period
 - 3 defenders plus the goalkeeper may be back on corners during 7-A-Side
 - A time-out is only allowed if the team has one left from regulation play
- 1ST SET PENALTY STROKES (NOT SUDDEN VICTORY)*
- 5 minute intermission after 7-A-Side - Flip Coin for who will defend/stroke first
 - The 5 stokers can come from any player on your roster
 - Coaches must turn in the order of their stokers and stokers must stroke in order
 - The teams will alternately stroke and defend
 - Strokes shall be terminated if one team has a goal advantage that cannot be overcome by the opposing team.
 - The official shall ask first the goalkeeper and then the stoker to verbally verify that they are ready
 - A lack of response shall indicate readiness
 - The stroke begins with the official's whistle
 - The stoker must take the stroke within 5 seconds of the whistle being blown
 - The stoker may take one step with either foot towards the goal
- 2ND SET PENALTY STROKES (NOT SUDDEN VICTORY)*
- 5 minute intermission
 - The team that defended in the first set shall stroke first in this set
 - The stokers and/or order of the stokers may be changed for the second set and can come from any player on the roster
- 3RD SET OF PENALTY STROKES (SUDDEN VICTORY)*
- 5 minute intermission
 - The team that defended first in the first set of strokes will defend first
 - The stokers and/or order of the stokers may be changed for the second set and can come from any player on your roster
 - Each team gets an equal number of strokes until someone wins
 - If no one wins after 5 stokers for each team, you repeat this until one team wins
- ALL PERIODS*
- The officials will choose the goal that will be used for the strokes
 - Freshman and JV games will end in a tie
 - All varsity games will go into overtime
 - If the game is called for weather and the game is tied, the varsity game will continue if it can be rescheduled

REPORTING SCORES/RESULTS

- After each game, the results shall be reported immediately to the KHSAA/Riherds.com Scoreboard (800) 453-6882
- Other media outlets

WEBSITE LINKS

- Regional Tournament Managers - <http://khsaa.org/fieldhockey/2016/regionalmanagers.pdf>
- Regional Current Alignment of Teams - <http://khsaa.org/current-alignment-field-hockey/>
- GE 53 (Regional Financial Report) - <http://khsaa.org/forms/ge53.pdf>
- GE58 (Region Site Selection Plan) - <http://khsaa.org/forms/ge58.pdf>
- Bracket Forms - <http://khsaa.org/general/bottom-tab-pages/general-forms>
- Field Hockey Competition Rules - <http://khsaa.org/handbook/competitionrules/fhcompetitionrules.pdf>