



2017 Field Hockey State Tournament Instructions



2017 KHSAA FIELD HOCKEY STATE CHAMPIONSHIP TEAM INSTRUCTIONS

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BRIEF WELCOME

- Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on advancing to the state championships
- It is hoped that these instructions answer most questions about participation in the 2017 KHSAA State Field Hockey Championship

STAFF CONTACTS

- Assistant Commissioner Michael Barren (mbarren@khsaa.org), along with Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) and Administrative Support Staff Assistant Larrecia Williams (lwilliams@khsaa.org) will be on sight through the event to answer any questions and assist you
- Media and Statistics (Inquiries should be directed to Communications Director Joe Angolia at the KHSAA offices (jangolia@khsaa.org))
- Inquiries may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party

PRE-EVENT LOGISTICS

PRE-TOURNAMENT CONFERENCE CALL

- A conference call will be held among all participating teams on Thursday, October 19
- Schools will be sent via email, additional instructions regarding the call following the regional championship games
- Participating schools will be required to participate at 10:00 a.m. ET
- Participants can call from any location to join in the conference

DIRECTIONS

- Quarterfinal play will be held at Assumption outdoor Athletic facilities known as "The Green"
- The GPS address for The Green is 4500 Champions Trace, Louisville, KY, 40218
- There is a site map provided on our website, a direct link is listed under important links
- The Semifinal and Final games will be played at Centurion on the campus of Christian Academy-Louisville
- The GPS address for the facility is 700 South English Station Road, Louisville, KY 40245, (502) 244-3225
- There is a site map provided on our website, a direct link is listed under important links at the end of these instructions

PARKING

- Please review the site map for parking locations at The Green, additional parking is located across the street at the Louisville Collegiate High School Athletic facilities
- There will be an officer there to assist pedestrians with traffic
- When entering the campus of Christian Academy-Louisville, parking is available adjacent to the stadium

LODGING

- Each School can arrange for lodging for their contestants, if needed
- There is no assigned lodging for the school or tournament Headquarters Hotel

BYLAW 22

- 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
- See Bylaw 22 in the KHSAA Handbook if you have any questions

COMPETITION DATES/SCHEDULE

- Quarterfinals: Saturday, October 21st (Assumption Green)
 - 10:00 am (Eastern)
 - 12:00 pm (Eastern)
 - 2:00 pm (Eastern)
 - 4:00 pm (Eastern)
- Semifinals: Monday, October 23rd (Christian Academy-Louisville)
 - 6:00 pm (Eastern)
 - 7:45 pm (Eastern)
- State Championship: Wednesday, October 25th (Christian Academy-Louisville)
 - 6:00 pm (Eastern)

ADMISSION INTO VENUE

TEAM ENTRY

- Team check-in will be at the KHSAA tent at the main admission gate
- There will be a packet for coaches and this is where armbands for coaches will be available for field access
- Coaches must be listed on the KHSAA school page and have completed all of the coaching requirements
- Teams, coaches and media will be permitted field access with the proper credentials
- No additional persons will be allowed on the field or near the playing area

TICKETS

- General admission gates will open one (1) hour prior to the start of each contest and there will be NO RE-ENTRY
- General admission will be \$10 per session (3 sessions: quarterfinals, semifinals and finals)
- Children 10 and under are admitted FREE
- Proof of admission is a ticket
- Once entered there will be no re-admittance without the purchase of a new ticket
- Everyone must enter and exit through the admission gate
- Only event staff and the media will be admitted to the press box

FIELD LEVEL ADMINISTRATOR

- Each team has been issued a maximum of two (2) Field/Court Level Administrator passes for administrators to assist with cheering section crowd control as needed
- This is to allow for senior administration to be on the field to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections)
- This pass will include contest admission

VENUE LOGISTICS

DRESSING FACILITIES

- There will be no dressing facilities at either site

SIGNAGE/BALLOONS/NOISEMAKERS

- Signs/banners are permitted inside both championship sites but must be of good taste and sportsmanship
- The covering of any corporate signage is not permitted
- Signs must be hand-held or taped using masking tape
- Balloons are not permitted in the facility

SCHEDULE OF EVENTS

- Teams will be admitted to the stadium 40 minutes prior to their start time
- For example, if your contest starts at 10:00 a.m., your team will be admitted at 9:20a.m. into the stadium with field access being granted at approximately 30 minutes prior to game time

- Each team will be granted 20 minutes of warm-up time and then 10 minutes prior to the start time, the game introductions will begin

KHSAA STATE FIELD HOCKEY CHAMPIONSHIP PRE-GAME SCHEDULE

- 60:00 Begin clock 60 minutes prior to game starting time (First Game)
- 20:00 Begin clock 20 minutes prior to game starting time (Following games)
- 20:00 Teams may begin warm-up
- 15:00 Head coaches, captains and officials meet for coin toss
- 15:00 Game rosters submitted and exchanged
- 10:00 Teams clear field
- 10:00 Public address welcome, introduction of officials, coaches and players
 - Intro visiting team starters
 - Intro home team starters
 - National anthem (before First Game)
 - Reading of NFHS Sportsmanship Statement (before First Game)
- 0:00/30:00 Center Pass • First half
 - Halftime 10:00 Start immediately as teams exit field
- 0:00/30:00 Center Pass • Second half

CONDUCT OF EVENT

BRACKETS

- The 2017 KHSAA State Field Hockey tournament bracket can be found on the field hockey web page under State Tournament Info and Result, and a link at the end of these instructions

INCLEMENT WEATHER

- If a game is interrupted in tournament play, it will be reset at the same point, same time period in either half (the game will not be restarted)

RULES POINTS OF EMPHASIS/CLARIFICATIONS

- National Federation Playing Rules will be utilized without exception
- 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
- Please refer to the Competition Rules attached to this manual
- It is required that each participating team provide at least two ball chasers

ROSTERS AND SUBSTITUTIONS

- Member schools have until the first day of region play to amend their playing roster
- Only those players appearing on the school postseason roster on the online system as of the Monday of the first postseason week are eligible to participate in the playoffs in any round
- There may be no additional players added to the team roster following the first day of the first week of the playoffs, including for those teams that advance to the state tournament

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
- Three (3) defenders plus the goalkeeper may be back on corners during 7-A-Side
- A timeout 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 five (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 stroker to verbally verify that they are ready
- A lack of response shall indicate readiness
- The stroke begins with the official's whistle
- The stroker must take the stroke within 5 seconds of the whistle being blown
- The stroker 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 five (5) stokers for each team, you repeat this until one team wins

HEALTH INFORMATION

ATHLETIC TRAINERS

- The staff of Ellis & Badenhausen Orthopedics, PSC will provide training assistance
- They will be available beginning one hour prior to the first contest of each session and remain available throughout the event
- Schools are reminded that they are responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant
- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose, as this form contains appropriate language and should bring that form for each athlete to the finals

VENUE SAFETY/EMERGENCIES

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged
- Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved
- Ambulance services will be on call/on site for this event
- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop and Emergency Action Plan for this event
- This plan will be available upon arrival on site from the Athletic Training Staff
- Trainers will be available for one hour before each game for assistance as well as during and after each game

STATE EVENT OFFICIALS

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will all assign all referees
- Three officials shall be used for each post season match
- Officials presiding over the event are licensed and assigned by the Kentucky High School Athletic Association
- In team sports, officials will be assigned based upon performance review and advancement of teams within the event

- No official will be assigned a contest from the region in which they reside for the team sports competitions

SPORTSMANSHIP

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High School Athletics emphasize positive values
- All parties have worked hard to create a sense of teamwork, respect, responsibility, and perspective
- We remind you that officials expect good behavior and will quickly penalize misconduct
- We encourage and appreciate your help
- Let this competition reflect mutual respect among all participants and officials

MEDIA

SCHOOL MEDIA

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass
- This pass must be requested in advance of the start of the event through the online system

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

MEDIA RIGHTS FEE

- Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event, are subject to a media rights fee
- Information regarding the media rights fee for each event is available through the online credentialing system

TEAM BROADCASTS

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game in which its affiliated school participates
- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system
- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events

VIDEOTAPING

- External power sources may not be used by patrons
- Patrons may videotape any portion of this competition from the confines of their defined spectator area but may not in any manner transmit video live through any resource, including personal social media accounts
- Violators are subject to removal

NFHS NETWORK AND WEBSTREAMING

- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network.

- The fee schedule will be published annually by the Commissioner's office and is available by contacting the Communications Director.

EVENT MERCHANDISE

- KHSAA State Championship apparel will be available for sale at the event and online post-event
- TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility

POST EVENT

TROPHIES AND AWARDS

- After completion of each match there will be an awards presentation
- Both teams will remain for these presentations
- We expect both teams, regardless of outcome, to respectfully acknowledge the recipients of these awards
- The State Champion Team will receive a Team Trophy and 27 Medals
- The State Runner-Up Team will receive a Team Trophy and 27 Medals
- Each of the Semifinalist Teams will receive a Team Trophy and 27 medals
- Each Quarterfinalist team will have one member named to the All-Tournament Team
- Each Semifinalist team will have two members named to the All-Tournament Team
- The Runner-up Team will have three members named to the All-Tournament Team
- The Championship Team will have two members named to the All-Tournament Team and one named "Most Valuable Player"

MIDWAY AWARD

- Coaches have previously nominated candidates for this sport/sport-activity for the Midway University/KHSAA Female Student-Athlete of the Year Award
- KHSAA staff will make every effort to contact the coach and/or parents of the winner to have them present for this award

NFHS COACH OF THE YEAR

- The National Federation of High Schools' Coaches Association recognizes the Coach of the Year Award in each of the Sports Sanctioned by the KHSAA
- The KHSAA staff will make every effort to contact the coach to have them present for this award

EXPENSE REIMBURSEMENT GENERAL POLICY

- An expense allowance will be paid for lodging and meals shall be paid for a traveling squad per the competition rules, to include players, cheerleaders, coaching and support staff, and administration

LODGING

- A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association
- The lodging allowance shall be as published in the tournament instructions, for a maximum of the number specific in the tournament instructions and will only be paid provided the lodging is utilized
- Schools inside a forty mile one-way radius from the event site will not receive a lodging allowance
- Schools are responsible for all bills for lodging, and will be reimbursed the lodging allowance
- Please have your school or Board of Education's Sales Tax Exempt number with you at check-in to allow the hotel to deduct the sales tax from the room bill
- For 2017-18, the rate of allowance is \$13 per permitted night per individual

MEALS

- A meal allowance shall be paid for teams traveling to the Field Hockey, Soccer, Volleyball, Football, Basketball, Baseball and Softball tournaments, which shall be paid corresponding to the approved length of lodging stay (breakfast following elimination)

- For commuting teams (not using housing), two meals per day will be paid at the approved meal rate on each competition day
- For teams approved to stay one night, three meals will be reimbursed
- For teams approved to stay two nights, five meals will be reimbursed
- For teams approved to stay three nights, eight meals will be reimbursed
- For teams approved to stay four nights, 11 meals will be reimbursed
- For teams approved to stay five nights, 14 meals will be reimbursed
- For teams approved to stay six nights, 17 meals will be reimbursed
- Your school is responsible for all meal arrangements for your team
 - For 2017-18, the rate of allowance is \$5 per permitted meal per individual

MILEAGE

- Each school is reimbursed per mile as published in the tournament instructions, round trip from the school location to the host city, in accordance with mileage numbers provided by the Google maps
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added
- For 2017-18, the rate of allowance is \$1 per permitted vehicle, per mile, round trip

RECEIVING YOUR REIMBURSEMENT

- The expense check will be mailed from the KHSAA offices not later than 30 days following the finals
- Expense reimbursements will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school and by requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying any stadium property including fences, gates and barriers

IMPORTANT WEB LINKS

- Competition Rules for Field Hockey - <http://khsaa.org/handbook/competitionrules/fhcompetitionrules.pdf>
- State Tournament Bracket - <http://khsaa.org/fieldhockey/2017/fhbracket.pdf>
- School Media Request Form - <http://khsaa.org/school-media-request-form/>
- Christian Academy of Louisville - <https://khsaa.org/fieldhockey/calsitemap.pdf>
- Assumption High School- "The Green" Stadium Map - <https://khsaa.org/fieldhockey/assumptionsitemap.pdf>