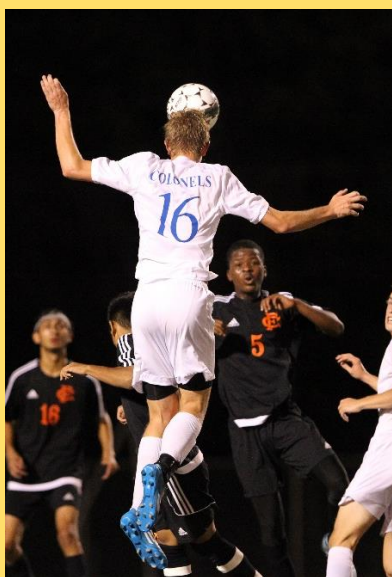




2016 Boys' and Girls' Soccer Postseason Tournament Instructions



2016 SOCCER DISTRICT AND REGION INSTRUCTIONS

CONTENTS

DUTIES SUMMARY STATEMENT	1
COMPETITION DATES	1
PRE-TOURNAMENT RESPONSIBILITIES	1
PRE-TOURNAMENT MEETING AND MODEL AGENDA	2
PROCEDURES FOR FUTURE DISTRICT SITES.....	2
PROCEDURES FOR FUTURE REGION SITES	3
PROCEDURES FOR DISTRICT SEEDING PLANS	3
PROCEDURE FOR REGION SEEDING PLANS	3
PROCEDURES FOR DISTRICT TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES	3
PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES	3
TOURNAMENT MANAGER RESPONSIBILITIES	3
FIELD SPECIFICATIONS	4
PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS.....	4
TROPHIES.....	4
SECURITY.....	5
MEDICAL COVERAGE	5
ADMISSION OF PARTICIPANTS/TEAMS/PARTY AND LIMITATIONS	5
REQUIRED BALL TYPE.....	5
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS.....	5
NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS	6
INCLEMENT WEATHER PROCEDURES.....	6
FINANCES AND FINANCIAL REPORT	6
BYLAW 22 REMINDER	6
CONTEST COMPLETION REMINDERS.....	6
POINTS OF EMPHASIS	6
BAND PERFORMANCES.....	7
REPORTING SCORES/RESULTS	7
TIED GAMES (REGULAR SEASON SEEDED DISTRICT AND ALL POST-SEASON ROUNDS).....	7
WEBSITE LINKS	8

DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing soccer tournaments. You should familiarize yourself with these rules, found in the KHSAA Competition Rules found in this document.

COMPETITION DATES

- The district soccer tournament dates are Monday, October 10 through Saturday, October 15 (changes must be approved in advance by the KHSAA).
- The regional soccer tournament dates are Monday, October 17 through Saturday, October 22 (changes must be approved in advance by the KHSAA).

PRE-TOURNAMENT RESPONSIBILITIES

- The District Tournament meeting shall be held not later than Wednesday, Oct. 5, 2016. To allow everyone ample time to travel to the meeting, a Sunday meeting should be held not earlier than 2:00 p.m. local time.
- The District Manager shall invite all District participating coaches by notifying them of the date, time and site of the District Tournament Meeting. Please review the district alignment of teams, listed in the Competition

Rules, to ensure that all teams are invited to the District Tournament Meeting. A link to the Competition Rules can be found in the Website Links at the end of this document.

- Should you know of a team that is participating in your district, but does not show in the alignment, please invite them to the meeting. At the published meeting time, the District Tournament Manager shall conduct an open meeting of all attending coaches (and attending media) for the purpose of discussion.
- The Regional Tournament meeting shall be held not later than Oct. 16, 2016 at 2:00 p.m. local time. All regional participating coaches should be notified of the date, time and site of the Regional Tournament meeting.
- Announce the time of drawings in your letter. Read Tournament Rule III, especially if there are only three teams in your district.
- Check with the potential 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 available on the KHSAA website.
- A reminder for the teams at your meeting: Please refer to the semi-state pairings chart in the Competition Rules as to who will be the semi-state host.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call To Order
- Designate Someone To Take Minutes
- Discuss Seeding - Requires Majority to Change Seeding or Seeding Method
- Report Seeding Decisions or Changes to KHSAA on Form GE54 (send to KHSAA immediately following meeting)
- Discuss Future Sites
- Review Site Selection Criteria before Any Final Decisions
- Review Site Selection Plan and Ensure Accuracy
- Complete Site Selection Plan Form GE57 (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, Facility Rules and Other Facility Notes
- Conduct Draw/Seed Placement
- Complete Draw Form
- Brackets
- Copy Draw to All Teams
- Report Draw to KHSAA
- Report Draw to Local Media

PROCEDURES FOR FUTURE DISTRICT SITES

- The manager should review the site selection schedule with all schools in the district at the meeting. A link to the current listings is located in the Website Links at the end of this document.
- If changes or corrections are made to the site selection plan, please use KHSAA Form GE57(district), which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.
- Ensure potential sites under consideration meet minimum facility requirements.

PROCEDURES FOR FUTURE REGION SITES

- The manager should review the site selection schedule with all schools in the region at the meeting. A link to the current listings is located in the Website Links at the end of this document.
- If changes or corrections are made to the site selection plan, please use KHSAA Form GE58 (region), which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.
- Ensure potential sites under consideration meet minimum facility requirements.

PROCEDURES FOR DISTRICT SEEDING PLANS

- 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 a vote is made to seed, the manager shall send the KHSAA a copy of the meeting minutes. A copy of all current listings is on the KHSAA website, www.khsaa.org/soccer.
- 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 on or before October 5, 2016.

PROCEDURE FOR REGION SEEDING PLANS

- Details for bracket placement for Regional Tournaments is published within the Competition Rules. A link to the Competition Rules can be found in the Website Links at the end of this document.
- There are no changes permitted at the local level to the procedure.

PROCEDURES FOR DISTRICT TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES

- Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district and whether or not it is seeded. Please review the Competition Rules.
- The district manager is to send the bracket to the KHSAA by fax (859) 293-5999 or email brackets@khsaa.org 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 white jerseys and socks. If a tournament is seeded, the highest seed shall be the home team.
- District tournament play shall begin no later than Monday of the week on the KHSAA Calendar for district tournaments. This year those dates are October 10 through October 15. You must get permission from the KHSAA office to start later than October 10, and only in the event of facility conflicts.

PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES

- Please review the Competition Rules concerning regional drawings.
- Region tournament play shall begin no later than Monday of the week on the KHSAA Calendar for region tournaments. This year those dates are October 17th through October 22nd. You must get permission from the KHSAA office to start later than October 17th, and only in the event of facility conflicts.
- The region manager is to send the bracket to the KHSAA by fax (859) 293-5999 or email brackets@khsaa.org following the draw.

TOURNAMENT MANAGER RESPONSIBILITIES

- Prior to the start of the contest, identify yourself and establish a designated area where you can be reached in the event of an emergency. The administrator should supervise fans, watching for inappropriate fan behavior. During your sportsmanship announcements, remind the fans that foul language and harassment of officials is inappropriate.

- Ensure that the necessary auxiliary workers have been secured, such as ticket sellers, ticket takers, program sellers, concession workers, appropriate security, parking attendants, etc.
- Ensure the fans are not allowed to be within 10 feet of the soccer field.
- After the game, have the officials escorted to the locker room and/or parking lot.

FIELD SPECIFICATIONS

- Prepare the facility for tournament play, making sure to use the proper specifications according to the National Federation Soccer Rule Book.
- Additionally, there are minimum field specifications set by the Board of Control that are different for each level of the state tournament (i.e. district or region). Ensure site is compliant with these specifications. A link to the Minimum Facility Requirements can be found in the Website Links at the end of this document.

PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS

- The officials will be assigned by the regional/local soccer officials' association that services the District Tournament host school for District and the Region Tournament host school for Region. District Tournament Managers shall work with the regional/local Soccer Assigning Secretary to schedule officials for the tournament.
- A listing of Assigning Secretaries who will make these assignments can be found on the KHSAA website. A link to the current Assigning Secretaries can be found in the Website Links at the end of this document. Please contact them immediately with tournament information, schedules and needs.
- For District, Officials shall be paid \$50 per match. Only one official shall be paid mileage and should be calculated at \$0.35 (thirty-five cents) per round trip mile. Ask the Assigning Secretary which official is to receive the mileage and amount.
- For Region, Officials shall receive \$55 per match. Only one official shall be paid mileage and should be calculated at \$0.35 (thirty-five cents) per round trip mile. Ask the Assigning Secretary which official is to receive the mileage and amount.

TROPHIES

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA district, region, and state trophies/awards for the 2016 tournaments. Payment should be sent to Rihards.com, PO Box 459, Smiths Grove, KY 42171. An invoice will be included in the box with the trophies.
- The awards will be shipped via UPS. The afternoon Rihards ships the awards you will receive an email with the UPS tracking number.
- Once you receive your awards, please inspect each and every one for correctness or any other issues. If you have any issues, please call Terrena in Customer Service at Rihards' (1-800-274-4373 or 1-270-563-5133) between the hours of 9:30 am and 4:30 pm. You may also email Rihards at khsaa@riherds.com.
- In the email with the tracking number you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition. If Rihards doesn't hear from you after a reasonable time confirming you received your awards they will contact you, your Athletic Director or Principal by phone to verify you received your awards in good condition.
- Trophies are to be paid for by the tournament manager on behalf of the tournament.
- The total cost for district items is \$129.50 per gender and your package should consist of the following:
 - One district champion trophy
 - One district runner-up trophy
- The total cost for region items is \$135.92 per gender and 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. Unsporting conduct by spectators is a growing concern. The presence of a contest supervisor sends the message that unsporting behavior will not be tolerated. The KHSAA recognizes the added burden this places on school districts, but requests it to improve the environment at the game for the players and coaches.

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, page 18 of the document at <http://khsaa.org/handbook/20152016/policies.pdf>.
- Any fees associated are to be taken from gate receipts.

ADMISSION OF PARTICIPANTS/TEAMS/PARTY AND LIMITATIONS

- For postseason play, teams may dress up to 24 individuals per match. The 24 selected may rotate from those eligible members as noted on the school's postseason online roster.

REQUIRED BALL TYPE

- The Select ball model that will be used in the postseason is the Royale (district, region, or state tournament). All balls must display the National Federation Authenticating Mark. Use of any other game ball is a violation of KHSAA tournament rules and will subject the tournament and its participants to possible penalties.
- Schools may bring their own balls or the site may provide balls for warm-up (may be a brand other than Select). Once play begins, game balls must be the Select brand with the NFHS authenticating mark.

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- 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.
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level. 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.
- 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 and regional competition.
- At all levels of competition, including district, regional, 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 re-broadcast 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.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

- 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.

INCLEMENT WEATHER PROCEDURES

- Schools who are hosting the district/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

- Each manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA. See the Website Links section at the end of this document for the proper form.

BYLAW 22 REMINDER

- 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 as published in the KHSAA Handbook if you have any questions.

CONTEST COMPLETION REMINDERS

- Postseason Tournaments are single elimination. The District Winner and Runner-up advance to the Regional Tournament.
- Every contest must have a winner. Games tied at the completion of regulation time will continue with two sudden victory overtime periods. There shall be a two minute period between the overtime periods. If the score still remains tied, the contest will be decided by kicks from the mark. A detailed copy of the Tie Break Procedure can be found in the Website Links at the end of this document.

POINTS OF EMPHASIS

- 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 soccer 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.
- 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.
- 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.
- Rosters are printable online through the members' login page as the valid listing of available players.

BAND PERFORMANCES

- It is a local decision with regard to band admission. Bands are permitted to play during warmups and timeouts between sets. Bands are not permitted to perform while the ball is in play.

REPORTING SCORES/RESULTS

- Upon completion, email the bracket to brackets@khsaa.org. Following each contest, the score (including scores by sets) should be reported by calling the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882. Failure to report the bracket or results could result in a fine to the tournament manager.

TIED GAMES (REGULAR SEASON SEEDED DISTRICT AND ALL POST-SEASON ROUNDS)

- There shall be two five-minute sudden-victory overtime periods. If a team scores in those periods, the match shall end
 - A coin toss shall be held-as in Rule 5-2-2d
 - At the end of the first sudden-victory period, if no team has scored teams shall change ends
 - There shall be a two-minute interval between periods
- If the score remains tied, all coaches, officials and team captains shall assemble at the halfway line to review the procedure as outlined below:
 - The head referee shall choose the goal at which all of the kicks from the penalty mark shall be taken
 - Each coach will select any five players, including the goalkeeper, on or off the field (except those who may have been disqualified) to take the kicks
 - A coin toss shall be held as in Rule 5-2-2d
 - The team winning the toss shall have the choice of kicking first or second
 - Teams will alternate kickers
 - There is no follow-up on the kick
 - The defending team may change the goalkeeper prior to each penalty kick
 - Following five kicks for each team, the team scoring on the greatest number of these kicks shall be declared the winner
 - Add one goal to the winning team score and credit the team with a victory
 - An asterisk (*) may be placed by the team advancing to indicate the advancement was the result of a tiebreaker system
- If the score remains tied after each team has had five kicks:
 - Each coach will select five different players than the first five who already have kicked to take the kicks in a "sudden victory" situation, wherein if one team scores and the other team does not score, the game is ended without more kicks being taken
 - If a team has fewer than ten available players at the end of the first set of kicks from the penalty mark due to either injuries or disqualification, the coach shall use all players who have not participated in the first five kicks

- The coach may choose additional players from the first five kickers to ensure that five different players participate in the second set of kicks.
- If the score remains tied, continue the “sudden victory” kicks with the coach selecting any five players to take the next set of alternating kicks
- If a tie still remains, repeat the procedure
- During all tiebreaker penalty kicks, the ball remains alive until its momentum is spent, it goes out of bounds or it is retouched by the kicker

WEBSITE LINKS

- Current Alignment: <http://khsaa.org/current-soccer-alignment/>
- Minimum Facility Requirements: <http://khsaa.org/soccer/soccersitespecifications.pdf>
- Competition Rules: <http://khsaa.org/handbook/competitionrules/socompetitionrules.pdf>
- District tournament sites: <http://khsaa.org/soccer/districtsiteselectionplans.pdf>
- Boys’ district tournament managers: <http://khsaa.org/soccer/boysdistrictmanagers.pdf>
- Girls’ district tournament managers: <http://khsaa.org/soccer/girlsdistrictmanagers.pdf>
- Region tournament sites: <http://khsaa.org/soccer/regionsiteselectionplans.pdf>
- Boys’ region tournament managers: <http://khsaa.org/soccer/boysregionalmanagers.pdf>
- Girls’ region tournament managers: <http://khsaa.org/soccer/girlsregionalmanagers.pdf>
- Assigning Secretaries: <http://khsaa.org/officials/soassigningsecretaries.pdf>
- Soccer Website - <http://khsaa.org/sports/fall/soccer/>
- GE52 - District Tournament Financial Report – <http://khsaa.org/forms/ge52.pdf>
- GE53 - Regional Tournament Financial Report - <http://khsaa.org/forms/ge53.pdf>
- GE57 - District Site Selection Form - <http://khsaa.org/forms/ge57.pdf>
- GE58 – Region Site Selection Form – <http://khsaa.org/forms/ge58.pdf>
- KHSAA Brackets - <http://khsaa.org/general/bottom-tab-pages/blank-brackets/>