



2017 Boys' and Girls' Soccer Postseason Tournament Instructions



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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 with a link available at the end of this document

REFERENCE TO TEAM ALIGNMENT AND ONLY ENTER THOSE SQUADS

- Teams are aligned into 64 districts within 16 regions as detailed in the Competition Rules

ALLOWABLE COMPETITION DATES

- The district soccer tournament dates are Monday, October 9 through Saturday, October 14 (changes must be approved in advance by the KHSAA)
- The region soccer tournament dates are Monday, October 16 through Saturday, October 21 (changes must be approved in advance by the KHSAA)

INSTRUCTIONS FOR TOURNAMENT ENTRY

- All eligible teams participate in the District Tournament
- For Region, the winner and runner-up from each District Tournament advance to the Regional Tournament

ROSTER REQUIREMENTS AND SUBSTITUTIONS

- Roster are entered online through the KHSAA website
- Roster entry is locked and closed the first date of the postseason
- Schools must go in and designate their postseason roster (this is separate from the regular season varsity roster)
- Up to 24 people may be active and dressed for each game, but each person must be listed on the roster

PROCEDURE FOR REVISIONS OF ENTRIES/ROSTERS

- On the first date of the postseason, online rosters are closed and considered final

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- The District Tournament meeting shall be held not later than Wednesday, Oct. 4, 2017
- 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
- 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. 15, 2017 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
- 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/EAP (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 4, 2017

PROCEDURE FOR REGION SEEDING PLANS

- Details for bracket placement for Regional Tournaments is published within the Competition Rules
- There are no changes permitted at the local level to the procedure

PROCEDURES FOR DISTRICT TOURNAMENT DRAW

- 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 via email to brackets@khsaa.org or fax to (859) 293-5999 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 9 through October 14
- You must get permission from the KHSAA office to start later than October 9, and only in the event of facility conflicts

PROCEDURES FOR REGION TOURNAMENT DRAW

- 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 16 through October 21
- You must get permission from the KHSAA office to start later than October 16, and only in the event of facility conflicts
- The region manager is to send the bracket to the KHSAA via email to brackets@khsaa.org or fax to (859) 293-5999 following the draw

FORMAT FOR EVENTS

- District and Regional Tournaments are single elimination events
- District Tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw
- Regional Tournament pairings are conducted as outlined in the competition rules
- Schools who are hosting the district/regional games should be especially sensitive to the postponement of games
- Prior to the start of the contest, the tournament manager should identify himself/herself and establish a designated area where they can be reached in the event of an emergency
- The tournament manager should ensure the supervision of fans, watching for inappropriate fan behavior
- During your sportsmanship announcements, remind fans that foul language and harassment of officials is inappropriate
- Ensure fans are not allowed to be within 10 yards of the soccer field unless there is a fence or other natural barrier
- Ensure that the necessary auxiliary workers have been secured, such as ticket sellers, ticket takers, program sellers, concession workers, appropriate security, parking attendants, etc.
- After the game, have the officials escorted to the locker room and/or parking lot

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

- For postseason play, teams may dress up to 24 individuals per match
- The 24 selected may rotate between matches from those eligible members as noted on the school's postseason online roster
- East school shall be allowed 18 passes for team personnel (coaches and players not playing)

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 Competition Rules

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

POINTS OF EMPHASIS

- National Federation Playing Rules will be utilized without exception
- 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
- Bands are not permitted to perform while the ball is in play

MUSIC COPYRIGHT

- Schools are reminded to adhere to music copyright laws

MEDIA

- 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

POST EVENT

RESULTS

- Match scores should be reported to the Riherd's.com/KHSAA Scoreboard following each contest at 1-800-453-6882

TROPHIES AND AWARDS

- Trophies will be awarded to the runner-up and champion team

FINANCES AND EXPENSES

- Finances and expenses are handled by the host school within policies adopted by the member schools

EVENT MERCHANDISE

- The Tournament manager, through approval of the member schools, will schedule event novelties
- TeamIP, KHSAA state event provider of event merchandise, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

FIELD SPECIFICATIONS

- Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Soccer Rules Book
- Ensure the site is compliant with the Minimum Facility Requirements, as set by the Board of Control, for each level of the state tournament (i.e. district or region)

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 a District contest, each Official shall be paid a flat fee of \$65 with no additional amount added for mileage
- For a Region contest, each Official shall be paid a flat fee of \$75 with no additional amount added for mileage
- The tournament may choose to use and compensate a 4th Official for each contest as long as they are a licensed official

TROPHIES

- The KHSAA Board of Control has contracted with Riherd's.com of Smiths Grove, KY to supply the official KHSAA district, region, and state trophies/awards for the 2017 tournaments
- Payment should be sent to Riherd's.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 correct 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 a.m. and 4:30 p.m.
- 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 \$132.56 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 \$139.50 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

ATHLETIC TRAINERS

- The host school is responsible for securing medical coverage for the event including athletic trainers and 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
- Any fees associated are to be taken from gate receipts

EMERGENCY ACTION PLAN

- The host school is required to have and maintain a site specific emergency action plan for the event
- Emergency action plans shall be practiced and referred to prior to the event

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

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
- In the event of inclement weather, the tournament manager shall report the revised schedule to the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882 accordingly

REPORTING SCORES/RESULTS

- Following each contest, the score 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

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

INSTRUCTIONS FOR TEAMS ADVANCING

- District Tournament managers should contact schools to attend the tournament planning meeting
- Region Tournament managers should contact the district and runner-up from each district to attend the tournament planning meeting

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/ge57-district-tournament-site-selection-plan/>
- GE58 – Region Site Selection Form – <http://khsaa.org/ge58-region-tournament-site-selection-plan/>

- KHSAA Brackets - <http://khsaa.org/general/bottom-tab-pages/blank-brackets/>