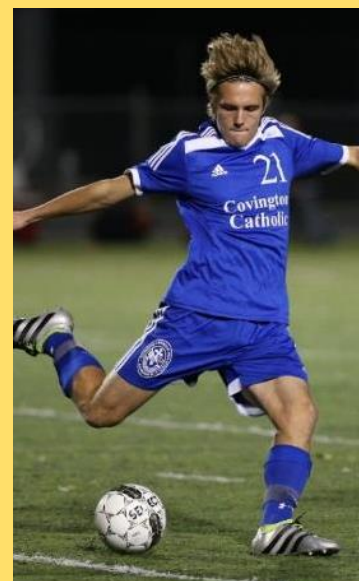




## 2017 Boys' and Girls' Soccer State Instructions



# KHSAA TOURNAMENT INFORMATION

## TABLE OF CONTENTS

BRIEF WELCOME .....	2
STAFF CONTACTS .....	2
QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP .....	2
PRE-EVENT LOGISTICS.....	2
CONFERENCE CALL .....	2
PRE-EVENT MATERIALS.....	2
AMENITIES AND OTHER FORMS.....	2
GPS COORDINATES/DIRECTIONS/PARKING.....	2
LODGING.....	2
BYLAW 22 REMINDER .....	3
COMPETITION DATES AND SCHEDULE.....	3
GAME TIMES .....	3
SCHEDULE OF EVENTS (QUARTERFINALS) .....	3
SCHEDULE OF EVENTS (SEMIFINALS AND FINALS) .....	3
PRACTICE .....	4
ADMISSION INTO VENUE .....	4
TEAM ENTRY .....	4
TICKETS .....	4
FIELD LEVEL ADMINISTRATOR .....	5
VENUE LOGISTICS.....	5
LOCKER ROOMS.....	5
TEAM BENCHES.....	5
SIGNAGE/BALLOONS/NOISEMAKERS .....	5
CONDUCT OF EVENT .....	5
BRACKETS .....	5
INCLEMENT WEATHER .....	5
RULES POINTS OF EMPHASIS/CLARIFICATIONS.....	5
ROSTERS AND SUBSTITUTIONS .....	6
REQUIRED BALL.....	6
FIELD SPECIFICATIONS .....	6
TIE BREAKER .....	6
HEALTH INFORMATION.....	6
ATHLETIC TRAINERS.....	6
VENUE SAFETY/EMERGENCY ACTION PLAN .....	6
STATE OFFICIALS .....	7
SPORTSMANSHIP.....	7
MEDIA .....	7
SCHOOL MEDIA.....	7
TRADITIONAL MEDIA .....	7
MEDIA RIGHTS FEE.....	7
TEAM BROADCASTS.....	7
VIDEOTAPING.....	7
NFHS NETWORK AND WEBSTREAMING.....	8
EVENT MERCHANDISE.....	8
POST EVENT .....	8
RESULTS .....	8

TROPHIES AND AWARDS.....	8
MIDWAY AWARD .....	8
NFHS COACH OF THE YEAR.....	8
CHAMPIONSHIP PHOTOS .....	8
EXPENSE REIMBURSEMENT GENERAL POLICY .....	8
MEALS .....	9
MILEAGE .....	9
RECEIVING YOUR REIMBURSEMENT .....	9
IMPORTANT WEBSITE LINKS .....	9

**BRIEF WELCOME**

- Congratulations to you on behalf of the KHSAA Board of Control and staff for advancing to the KHSAA State Soccer Tournament
- Please refer to this manual and the important website links listed at the end of this manual to guide you through preparation for your participation
- The Quarterfinal games will take place at Frederick Douglass High School and Lafayette High School in Lexington
- The Semifinals and Finals will take place at Lafayette High School

*STAFF CONTACTS*

- General Counsel Chad Collins ([ccollins@khsaa.org](mailto:ccollins@khsaa.org)), along with Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) will be on site through the event to answer any questions and assist you

*QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP*

- The winning team from each Semi-State contest advances to the State Tournament

**PRE-EVENT LOGISTICS**

*CONFERENCE CALL*

- A mandatory conference call will be held with the Coach/Athletic Director of each qualifying team on Thursday October 26, 2017
- The Boys’ conference call will take place at 10:00 a.m. EST
- The Girls’ conference call will take place at 11:00 a.m. EST
- Instructions will be emailed to participating teams once the field is set

*PRE-EVENT MATERIALS*

- Additional information (stats, forms, etc.) may be requested from you to assist in the promotion and coverage of the event

*AMENITIES AND OTHER FORMS*

- Upon arrival, each team will receive a packet containing event participation bag tags
- These amenities are strictly promotional in nature and do not provide admission access to the event

*GPS COORDINATES/DIRECTIONS/PARKING*

- Frederick Douglass High School is located at 2000 Winchester Road, Lexington, KY 40509
- The GPS Coordinates for Frederick Douglass High School are: Latitude 38.040292 / Longitude -84.435833
- Lafayette High School is located at 401 Reed Lane, Lexington, KY 40503
- The GPS Coordinates for Lafayette High School are Latitude 38.0686882 / Longitude -84.4546597
- Aerial views as well as parking maps can be found on the State Soccer page of the website as well as links at the end of this document

*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 specified 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
- 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 in the KHSAA Handbook if you have any questions

## **COMPETITION DATES AND SCHEDULE**

### *GAME TIMES*

- Quarterfinals will be played on Saturday, October 28
- Game times are noon, 2:00 p.m., 4:00 p.m., and 6:00 p.m. (EST)
- Quarterfinal games will take place at Frederick Douglass High School and Lafayette High School
- Quarterfinal matchups (with times) will be finalized and posted Wednesday, October 25
- Semifinal boys' games will be played on Wednesday, November 1 at 6:00 p.m. and 8:00 p.m. (EST)
- Semifinal girls' games will be played on Thursday, November 2 at 6:00 p.m. and 8:00 p.m. (EST)
- Girls' and boys' Finals will be played on Saturday, November 4 at 5:00 p.m. and 7:00 p.m. (EST)
- Semifinal and final games will take place at Lafayette High School
- Updated game times and locations can be found at the Important Website Links section at the end of this manual

### *SCHEDULE OF EVENTS (QUARTERFINALS)*

- 50:00 Referee pre-game meeting with KHSAA staff or representative
- Begin clock 30 minutes prior to game starting time
- Reading of NFHS Sportsmanship Statement before first game of the day during warm-ups
- 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
- 5:00 Teams clear field & line up for World Cup entry
- Public address welcome
- 2:00 Officials lead all players in World Cup entry from team bench area to near touchline
- Intro Visiting team starters only
- Intro Home team starters only
- National Anthem before first game
- 0:00/40:00 Kick-off of First half
- Timer shall count down last 10 seconds of each period
- Halftime 10:00 Start immediately as teams exit field
- 0:00/40:00 Kick-off of Second half
- Timer shall count down last 10 seconds of each period

### *SCHEDULE OF EVENTS (SEMIFINALS AND FINALS)*

- 50:00 Referee pre-game meeting with KHSAA staff or representative
- Begin clock 30 minutes prior to game starting time
- 30:00 Teams may begin warm-up
- Reading of NFHS Sportsmanship Statement before first game of the day during warm-ups
- 20:00 Head coaches, captains and officials meet for coin toss
- 20:00 Game rosters submitted and exchanged
- 10:00 Teams clear field & line up for World Cup entry
- Public address welcome
- 5:00 Officials lead all players in World Cup entry from team bench area to near touchline

- Intro Visiting team starters only (Nonstarters are introduced for final)
- Intro Home team starters only (Nonstarters are introduced for final)
- National Anthem before first game
- 0:00/40:00 Kick-off of First half
- Timer shall count down last 10 seconds of each period
- Halftime 10:00 Start immediately as teams exit field
- 0:00/40:00 Kick-off of Second half
- Timer shall count down last 10 seconds of each period

#### *PRACTICE*

- The facility is closed to participating teams other than their scheduled match time
- Staff members at Fayette County Public Schools have been advised that no team practice is permitted

### **ADMISSION INTO VENUE**

#### *TEAM ENTRY*

- Team members in uniform (up to 24 total) and pass holders will be the ONLY free admission groups to the participating schools
- Each school will be provided with eighteen (18) passes for personnel other than players in uniform
- The school will determine who should receive these passes
- All team personnel other than the 24 players in uniform (coaches, managers, trainers, non-uniform players) will need a pass
- It is up to the participating school to determine how to distribute passes (Coaching staff, Superintendent, Principal, Athletic Director, coaches' wives, etc.)
- Cheerleaders, in uniform, will be admitted free of charge provided they enter as a group with the team
- 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
- Upon the arrival of each team, a KHSAA representative will be at the bus unloading area to assist you in locating the locker room and to make arrangements for dressing room assignments
- The event staff will use the provided online roster
- Please be ready to assist with numerical adjustments or identifying problematic phonetic pronunciations of names to press box personnel upon arrival
- Prior to each match, head coaches must designate on the line-up card provided by the KHSAA, which twenty-four players will be used in that particular match

#### *TICKETS*

- General admission tickets will be priced at \$10 each per session (no re-entry)
- Session I – Saturday, October 28th at Frederick Douglass High School (Quarterfinals)
- Session II – Saturday, October 28th at Lafayette High School (Quarterfinals)
- Session III – Wednesday, November 1st (Boys' Semifinal)
- Session IV – Thursday, November 2nd (Girls' Semifinal)
- Session V – Saturday, November 4th (Finals)
- Children 10 and under are admitted FREE
- General admission gates will open one (1) hour prior to the start of each contest and there will be NO RE-ENTRY
- Proof of admission is a ticket
- There is no re-entry
- Everyone must enter and exit through the admission gate
- Only event staff and media members will be admitted to the press box

### *FIELD LEVEL ADMINISTRATOR*

- Each team has been issued a maximum of 2 (two) Field 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**

#### *LOCKER ROOMS*

- A representative of the school and the KHSAA playoff staff will inspect the locker rooms before and after the game
- It is expected that the locker rooms will be left in the same condition in which they are found
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for cleanup to those schools leaving the locker rooms in unsatisfactory condition or damaging any of the property

#### *TEAM BENCHES*

- The team in the top bracket of the tournament draw will be the home team in all matches and will occupy the bench nearest the scoreboard
- The home team will wear the white colored jerseys and white socks
- The team in the bottom bracket of the tournament draw will be the visiting team in all matches and will occupy the bench opposite of the scoreboard
- The visiting team will wear the dark jerseys and dark socks
- KHSAA staff will resolve conflicts regarding these issues and both teams should be prepared to have both white and dark jerseys and socks available
- Teams may have a maximum of 24 players per contest in uniform and in the bench area
- All bench personnel (including head coach, assistant coaches, managers, trainer, and non-dressing members) must be in uniform or pass holders

#### *SIGNAGE/BALLOONS/NOISEMAKERS*

- Signs/banners are permitted inside 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 at the facility
- No electronic amplified noisemakers or whistles are allowed within the facility

### **CONDUCT OF EVENT**

#### *BRACKETS*

- The 2017 KHSAA State Soccer Tournament brackets can be found on the soccer web page under State Tournament Info and Results
- A link to these brackets can also be found in the Important Website Links at the end of this document

#### *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)
- In the event of inclement weather, staff will utilize the KHSAA website, Facebook and Twitter to provide updates

### **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

- National Federation Playing Rules will be utilized without exception
- It is required that each participating team provide at least two ball chasers and provide them with a pass (from your 18) for access to the field

- Please provide the ball chasers “pennies” that will distinguish them from playing members of your squad

#### *ROSTERS AND SUBSTITUTIONS*

- 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
- Only those players appearing on the school postseason roster on the online system as of the first day of the postseason are eligible to participate
- 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)
- On the first date of the postseason, online rosters are closed and considered final

#### *REQUIRED BALL*

- 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

#### *FIELD SPECIFICATIONS*

- Each site meets the minimum field specifications set by the Board of Control
- A link to the Minimum Facility Requirements can be found in the Important Website Links at the end of this document

#### *TIE BREAKER*

- 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

### **HEALTH INFORMATION**

#### *ATHLETIC TRAINERS*

- Athletic Training services will be provided for participating teams during this event by the KHSAA
- They will be available one hour prior to the event
- They will be located on the field
- 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
- They should bring that form for each athlete to the finals

#### *VENUE SAFETY/EMERGENCY ACTION PLAN*

- 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/onsite for this event
- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop an Emergency Action Plan for this event
- This plan will be available upon arrival on site from the Athletic Training Staff

### **STATE OFFICIALS**

- In compliance with the Federal Court Decree, the Commission will assign all officials
- Four officials shall be used for each match, one Center Referee, two Assistant Referees, and one 4th Official
- 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 that involves a team from the region in which they reside

### **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**

##### *RESULTS*

- Live stats will be provided during the duration of the event
- Please refer to the Important Website Links Section of the manual for this information

##### *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

##### *CHAMPIONSHIP PHOTOS*

- Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event

##### *EXPENSE REIMBURSEMENT GENERAL POLICY*

- In order to receive KHSAA lodging expense reimbursement, teams must stay at their assigned hotel
- The Clarion Hotel is the team hotel for the 2017 event
- This property is located at 1950 Newtown Pike, Lexington, KY 40511, just off I-64 and I-75

- Schools (Principal, Athletic Director or Head Coach) must call NO LATER THAN NOON, WEDNESDAY, October 25th to secure their team's room allotment
- To make your lodging reservations, please contact the Clarion Hotel at 859-233-0512
- The team rate for lodging at the Clarion Hotel is a contracted rate of \$89 plus applicable taxes
- 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

#### *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 <http://www.google.com/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 WEBSITE LINKS**

- Girls' Bracket-<http://khsaa.org/soccer/2017/girlsstatebracket.pdf>
- Boys' Bracket-<http://khsaa.org/soccer/2017/boysstatebracket.pdf>
- Competition Rules-<http://khsaa.org/handbook/competitionrules/socompetitionrules.pdf>
- KHSAA State Soccer page-<http://khsaa.org/soccer/>
- Minimum Facility Requirements-<http://khsaa.org/soccer/soccersitespecifications.pdf>
- Site Directions, Frederick Douglass High School-<https://goo.gl/UBQc8T>
- Site Directions, Lafayette High School-<https://goo.gl/MbiMoE>
- Parking Map, Frederick Douglass High School-<http://khsaa.org/soccer/mapdouglasshs.pdf>
- Parking Map, Lafayette High School-<http://khsaa.org/soccer/maplafayettehs.pdf>
- Team Expense Reimbursement-<http://khsaa.org/ge74-request-for-team-reimbursement>
- School Media Request Form-<http://www.khsaa.org/school-media-request-form>
- Traditional Media Request Form-<http://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

- School Audio Broadcast Designation Form-<http://khsaa.org/si113-school-broadcast-designated-radio-form/>