



2014

KHSAA

Field Hockey

Postseason

Instructions

Kentucky High School Athletic Association
2280 Executive Drive | Lexington, KY 40505
859-299-5472 | www.khsaa.org



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

TO: Field Hockey Tournament Managers

FROM: Angela Passafiume, KHSAA Assistant Commissioner

DATE: October 6, 2014

SUBJECT: Region Field Hockey Tournament Information

Field Hockey postseason will be here soon! Thank you for being the Tournament Manager for your Region. With this communication, you will find information regarding the Regional Field Hockey Tournaments.

Please make note of the Tournament Manager's Checklist. All Region Tournament Managers should review this "checklist". In addition, feel free to print off the KHSAA Webpage any information or forms you might need for postseason play.

Please feel free to give me a call (859-299-5472) or email me (apassafiume@khsaa.org) if you have any questions.

IMPORTANT LINKS

Competition Rules: <http://khsaa.org/handbook/competitionrules/fhcompetitionrules.pdf>

Region Tournament Managers: <http://khsaa.org/fieldhockey/2014/regionalmanagers.pdf>

Forms (& Brackets): <http://khsaa.org/general/bottom-tab-pages/general-forms/>

TOURNAMENT MANAGER CHECKLIST

- Complete Field Hockey Tournament Manager Information request from the KHSAA.
- Read Instruction Manual thoroughly
- Rosters are printable online through the members' login page at www.khsaa.org and serve as the valid listing of available players.
- Rosters are locked the first day of the region tournament. No changes can be made after that point.
- Make any copies of the instructions that need to be given to all schools at the meeting.
- Region Draw Meeting Announced to all schools and media.
- Tournament Bracket Form Completed and emailed to brackets@khsaa.org
- Submit Form **(GE58)** to the KHSAA (Site Selection Plans for your region) and **(GE54)** Seeding Plan
- Assigning Secretary for host school should be contacted immediately. (See pay rate information under Officials)
- Inspect Region Tournament trophies (which will be sent to you by the KHSAA trophy vendor)
- Contact Scoreboard with results at (800) 453-6882 EACH DAY
- Other Media Contacted with Results
- Complete Financial Report **(GE53)** for Region (send to KHSAA by October 24, 2014)

MODEL AGENDA FOR TOURNAMENT MEETING

- 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 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
- Conduct Draw/Seed Placement
- Copy Draw/Bracket to All Teams

KHSAA FIELD HOCKEY TOURNAMENT REGULATIONS AND INSTRUCTIONS

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

REGION PRE-TOURNAMENT MEETING

- Invite member schools to your tournament meeting. <http://khsaa.org/current-alignment-field-hockey/>
- The meeting of representatives of the competing schools should be held no later than October 15, 2014 at the tournament site for the purpose of drawing/seeding for the region tournament.

REGION FUTURE SITES

- The region manager should review the site selection schedule with all schools in the region at the meeting. A copy of all current listings is on the KHSAA website.
- If changes or corrections are made to the region tournament site selection plan, please use KHSAA **Form GE58**, which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.

REGION SEEDING

- All decisions regarding seeding of a tournament must be made prior to the start of the regular season, including but not limited to, seeding method and criteria.
- Seeding methods shall be on file at the KHSAA. Use form GE54 that is available on the KHSAA website.
- Seeding decisions and the method used shall remain in place until a majority vote of the participating schools rescinds the seeding decisions. If vote is made to seed, the manager is to send the KHSAA a copy of the meeting minutes.
- Region tournament managers should ensure that all schools in seeded districts are reminded that all games to be used in calculating the seeded position MUST be played prior to October 15, 2014.

REGIONAL TOURNAMENT DRAW AND GAME SCHEDULE

- The meeting of representatives of the competing schools in the Regional Tournament is to start at 7:00 p.m. E.T. on October 23, 2014 (time may change if region tournaments are still in progress).
- 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 20 through October 23rd.
- The region manager is to send the bracket to the KHSAA by fax (859) 293-5999 OR email brackets@khsaa.org following the draw.

FINANCES AND FINANCIAL REPORT

- The participating schools shall adopt a plan for distribution of proceeds. If there is dispute, contact the Commissioner's office.
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants.
- The manager shall complete KHSAA Form GE53, tournament financial report, following the tournament and return it to the KHSAA by the published deadline.

OFFICIALS

- Regional tournaments managers are to contact the Assigning Secretary who normally services the games of the host school to obtain your officials' names and game assignments.
- Each Official shall receive a fee of \$61.00 per game.
- (If needed) Mileage (.35 cents per round trip mile) shall be paid to **ONLY ONE** car per match and you should receive the appropriate mileage distance from the soccer assigning secretary. Only one mileage fee should be paid for the same officials who work two games in one night. The assigning secretaries are listed elsewhere in these instructions.

BALL CHASERS

- 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.

PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)

- 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.
- NO MANAGER OR GROUP OF SCHOOLS MAY VOTE TO WAIVE THIS REQUIREMENT.

TROPHIES

- The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, KY to supply the official KHSAA district, region, and state trophies/awards for the 2014 tournaments. Payment should be sent to Riherds.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 Riherds 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 damage, correctness or any other issues. If you have any issues, please call Terrena in Customer Service at Riherds' (1-800-274-4373 or 1-270-563-5133) between the hours of 9:30 am and 4:30pm. You may also email Riherds at khsaa@riherds.com.
- In the email with the tracking number you'll also have a special link to the Riherds.com website which will let you confirm with a mouse-click that you received your awards in good condition. If Riherds 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.

SECURITY

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

MEDICAL COVERAGE

- A physician and/or ambulance should also be in place in the event of an emergency.

REPORTING SCORES

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

INCLEMENT WEATHER

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

STATE TOURNAMENT

- The draw will be held on Thursday, October 23 at 7:00pm as long as there are no games conflicting (if so a later time will be set).

STATE TOURNAMENT SITE AND DATES

- The state tournament will be held at Bellarmine University.
The dates are as follows:
Quarterfinals: Saturday, October 25th - 2:00pm, 3:45pm, 5:30 pm, 7:15pm
Semifinals: Monday, October 27th - 5:30pm, 7:15pm
Finals: Wednesday, October 29th - 7:00pm

Parking

- When entering the campus from Newburg Road, parking is available in lots A, B, and C. There is additional parking across Newburg Road in lot P. There will be an officer there to assist pedestrians with traffic. See map on the field hockey page of the website.

Team Check-in

- 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.

Admission

- General admission will be \$10 per session (3 sessions' quarterfinals, semifinals, and finals). There will also be an all session pass available at the quarterfinals for \$20. Children 10 and under are FREE. **Proof of admission is a ticket. Once entered there will be no passes out. If an all session pass is purchased the recipient will receive three (3) tickets (one for each session (Saturday, Monday, Wednesday)). These tickets must be presented at the gate each session for admission.** Everyone must enter and exit through the admission gate.

Trophies

- Team trophies will be awarded to the winner, runner-up, and both semifinalist. There will also be an all-tournament team with those presentations made at the end of each game.

Dressing Facilities

- There will be no dressing facilities at the site.

Facility Safety and General Information

- A trainer will be provided by the association at all games. They will be available for 45 minutes before each game for assistance as well as during and after each game.
- State Field Hockey and KHSAA State Championship apparel will be available for sale at the event and online. Look for the tent near the concession area marked Teamip.
- 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. Ball chasers will be admitted by designation of the coach (one per team).
- Event staff and the media only will be admitted to the press box. Coaches, participants, officials and fans must remain in the stands.
- In order for a school photographer to be allowed field access the school must fill out the SI103 form to be approved.

KHSAA COMPETITION RULES

Governing Field Hockey

*(Adopted by the Board of Control for all play in this sport)
(Where these rules refer to the Commissioner, they shall refer to the Commissioner of the KHSAA. Sports specific duties may be appropriately delegated to a member of the Commission for the implementation of these rules. See Case Situations for specific rulings and interpretations used to administer these provisions)*

I) ASSIGNMENT OF SCHOOLS AND SEEDING

A) Alignment of Teams for Postseason Play

The Kentucky High School Athletic Association shall sponsor postseason competition in field hockey for girls, provided that there is sufficient interest of the membership and such is approved by the Board of Control. The Commissioner shall divide the state into geographic sections with the approval of the Board of Control. The entire alignment shall be reviewed when the Board of Control conducts a realignment related to basketball. In the interim, newly added or deleted programs will be handled on a case by case basis by the Commissioner's office.

As of July 15, 2014, the alignment in field hockey is as follows —
REGION 1 - Ballard, Christian Academy, Kentucky Country Day, North Oldham, South Oldham
REGION 2 - Eastern, Fern Creek, Mercy, Sacred Heart, Seneca
REGION 3 - Assumption, Atherton, Collegiate, Male
REGION 4 - Butler, Dupont Manual, Holy Cross, Presentation, St. Francis

B) Region Seeding

1) For region tournaments that for whatever reason, fall to where only two teams enter the following shall govern:

- a) The head to head results from the regular season shall determine the host team and number 1 seed for postseason play. (Wording for Seeded vs. Non-Seeded) ...tiebreaking ...blind draw....are we saying #1 or schools vote (wording)
- b) The number 1 seed shall host the region tournament and shall be the designated home team, even if unable to host the game at their home site due to facility requirements in the sport.

2) For region tournaments with three teams, the region tournament shall be seeded in accordance with the following three-team seeding rules:

- a) The competing teams within a region shall, by majority vote, determine if the schools are required to play each other once or twice during the regular season. These games will produce a uniform means of ranking the teams by seed within these regions.
- b) The team with the highest seed (one seed) receives a bye in the region tournament, and advances to the championship game.
- c) The remaining two teams would play in the first round of the region tournament with the loser of that game being eliminated.
- d) In the case of a two-way tie for the region winning position, the tie-breaking mechanisms (in order) shall be:
 - (1) In regions that have decided to play each other only once in region play, the winner in the game played between the tied region opponents would have the higher finishing position.
 - (2) In regions that have decided to play each other twice in region play, the winner in the second game played between the tied region opponents would have the higher finishing position.
- e) In the case of a three-way tie for the region winning position, the tie would be resolved in the following manner. If any of the tie-breakers results in one of the teams being ahead of the other two, the tie is broken. If any of the tie-breakers result in two teams remaining ahead of the third, then the two-way tie breaker shall be used to determine the winner between those two.
 - (1) In regions that have decided to play each other only once in region play, the tie shall be broken by blind draw. The team drawn first in the draw shall be considered the highest seed (one seed).
 - (2) In regions that have decided to play each other twice in region play, the tie-breaking mechanisms (in order) shall be:

- a. If the tie remains between all three teams, the record in the second game played against all region opponents involved in the tie.
- b. If the tie remains between all three teams, the record in the first game played against all region opponents involved in the tie.
- c. If the tie remains between all three teams, then the total points allowed in all seeded games shall be the next tie-breaker.
- d. If the tie remains between all three teams, then the total points allowed in the second of each of the seeded games shall be the next tie-breaker.
- e. If the tie is still unbreakable, then a blind draw among the three teams shall break the tie. In this case, the team drawn first in the draw shall be considered the highest seed (one seed)
- f. Additional tie-breaking mechanisms could be added, and would be uniform for all three-team regions.

f) In the event of game re-scheduling or cancellation, the original game schedule shall determine which game is "second" for tie-breaking purposes.

3) For region tournaments with four or more teams, the region tournament brackets may be drawn by random lot or placed into the bracket using a seeding system. A majority vote (recorded in writing) of the Principals, Athletic Directors or Designated Representatives of the schools in the region is required in order to make or change seeding decisions. In the absence of any documentation, minutes or other verification, the regions shall not be seeded. The rules concerning the seeding of a region with four or more teams are as follows:

- a) The decision to seed and the method used in seeding (including all tie-breakers) shall be determined by majority vote of the participating teams in the region and the manager shall record this vote in writing and submit it to the Association. The representatives making the written declaration shall decide all issues related to seeding,
- b) Seeding methods shall be determined prior to the start of the regular season, recorded in writing with a copy provided to the KHSAA, and shall remain in place until a majority vote of the participating schools rescinds or changes the seeding decisions. Such changes to the region seeding plan may not be made for the current year once play has begun in the regular season.
- c) In the event of dispute, the current copy on file with the KHSAA shall prevail in determining resolution.
- d) Seeding plans may, at the discretion of the majority vote of the schools, stipulate a particular team to a particular seeded position.
- e) It shall be the region tournament manager's responsibility to update the Association with respect to any changes to the seeding decision or method being used and any relevant tiebreakers. In the absence of this documentation, consultation with, and written verification and documentation from, prior year tournament managers, will be utilized by staff to assist with interpretation and clarification.
- f) There are no statewide rules on a seeding method once the determination has been made to seed. A recommended point system for seeded region play has been adopted by the Board of Control following a recommendation from the Commissioner's Advisory Committee on Field Hockey.
 - (1) Each team shall play each region opponent at least once during the regular season.
 - (2) Each team is awarded three (3) points for a win
 - (3) Each team is awarded one (1) point for a tie
 - (4) Each team is awarded zero (0) points for loss
 - (5) The team that has the highest point total will be awarded the number one (1) seed. The team with the second highest point total will be the number two seed. The team with the third highest point total will be the number three seed. The team with the fourth highest point total will be the fourth seed. The team with the fifth highest point total will be the fifth seed. Etc.
 - (6) Tie breaker Procedures

- a. In the event of a two way tie after point calculations and each team plays each other once, the winner of the regular season contest will be the higher seed in the tournament bracket.
 - b. In the event of a two way tie after point calculations and region teams choose to play each other more than once, the winner of the last game will be awarded the higher seed.
 - c. In the event there are multiple ties, a region could choose an alternative method for determining the highest seed.
 - d. a blind draw would determine the higher seed winner
 - e. the team that allowed the fewest goals in region play would be awarded the higher seed.
- g) If win-loss records are used for seeding, the records used shall be the records as of the date of the pre-tournament meeting as published on the KHSAA memorandum calendar. Teams and school representatives may meet during the regular season to discuss tournament operations (i.e. dates, times, sites, tournament personnel needs, etc.). However if an organizational meeting is held prior to the published date on the calendar, no discussions may be held regarding the bracketing or pairings of specific teams unless all mandated seeded games have been played prior to the meeting. Games played after the published meeting date SHALL NOT factor into the seeded position.
- h) Seeded games unable to be played for any reason (with the exception of verified forfeited contests) prior to the published date for the region tournament meetings will be recorded as a win and a loss for both teams in computing seeded position.
- i) If a change in the alignment of teams moves a single new team into a previously seeded region during the current school year, the previous decision as to seeding shall prevail. If the new team enters the alignment following the completion of all game contracts and the new team is unable to schedule all required opponents, the new team shall be seeded in the last position for the current season, and shall be included in seeded game scheduling for the subsequent seasons. If a single change in the alignment occurs prior to the end of the previous school year, the region teams will conduct a new vote as to seeding.
- j) If a change in the alignment of teams moves more than one team into a seeded region, the region teams shall conduct a new vote as to seeding. A tie vote will result in the seeding decision being not seeded.
- k) If the Board of Control approves a total realignment of teams within a region, the teams in the region shall conduct a new vote as to seeding. A tie vote in this situation shall result in the region being not seeded.
- l) Once a vote has been conducted for the region to be seeded, all required contests shall be considered to be contracted for the seeding requisite number of contests. If school representatives do not notify all schools in the region of their intent NOT to participate by the first day of practice, the contest shall be played or a forfeit declared. Where a fee is not specified, a \$1000 default forfeiture fee will be assessed for non-played contests
- II) DATES AND SITES FOR POSTSEASON COMPETITION
- A) Dates for Play
- 1) Region tournament play shall begin not later than Monday of the week on the KHSAA Calendar for region tournaments. Permission may be obtained from the KHSAA office to start later than that date only in the event of facility conflicts.
 - 2) All tournaments shall be held on or as near the dates indicated on the Memorandum Calendar as local conditions permit. Any exceptions shall be approved by the Commissioner.
- B) Sites for Play
- 1) Region tournament sites shall be selected by a site selection plan approved by a unanimous vote of the schools eligible to compete in each region tournament.
 - 2) If a region is unable to resolve conflict over the plan, the Board of Control shall establish a plan.
 - 3) Only schools which are members of the Association prior to January 1 of the year in which the tournament is held, shall be allowed to vote for the region tournament location or participate in the tournament.
- 4) The Commissioner shall determine region tournament sites. Schools interested in hosting a region tournament shall submit their request through the defined site selection process at prior year tournaments. The applicant shall supply information relating to seating and parking facilities and such other information as may be requested by the Commissioner. The Commissioner's office may use this site selection plan as a guide, but is not bound by this plan in determining the sites.
- 5) A two-thirds vote is necessary to adopt any plan for recommending the region tournament sites and voting shall include all schools within a region, not simply the schools playing in a particular year's event. Criteria to be considered by the schools include but are not limited to- satisfactory capacity within the facility to safely accommodate past (five years) and expected attendance numbers; an officials dressing room; and adequate parking for projected attendance. In addition, all sites shall meet the published site selection criteria baseball as posted on the KHSAA website.
- 6) The schools in the region shall agree on the amount of proceeds (if any) that is to be kept by the host school as well as limitations on expenses by the host school; determining the fixed amount or percentages to be given to each school that participates; the fixed amount or percentages to be given to each team in the region not competing in the tournament; and the disbursement of any proceeds from commissions, parking, advertising and any other revenue related to the tournament but not directly related to ticket, program or novelty sales. Resolution as to disputes on any of these issues may be facilitated by the Commissioner's office and if agreement cannot be reached, may be considered by the Board of Control.
- 7) The Board of Control shall determine the site of the state tournament after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.
- III) TOURNAMENT MANAGERS, MEETINGS AND PAIRINGS
- A) Selection of Tournament Manager
- 1) The principal of the host school shall designate an official of the school to serve as the manager for each region tournament.
 - 2) The Commissioner will appoint a manager for each of the region tournaments.
 - 3) It is the duty of each region tournament manager to invite representatives of the participating teams in the tournament to a meeting held for the purpose of making tournament plans.
 - 4) It is an explicit duty of each tournament manager to inform the association IMMEDIATELY as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. In addition, it shall be the duty of the manager of each contest in soccer, volleyball, football, field hockey, basketball, baseball and softball to contact the KHSAA Scoreboard with the final results following each contest. This is in addition to fulfilling local media requests. The receipts of a tournament can be assessed a fine (levied against the manager) for failure to comply with these provisions.
 - 5) The Commissioner shall serve as the manager for the state tournament. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event.
- B) Tournament Meeting
- 1) The representatives of the schools participating in each tournament, by majority vote, shall set the dates and times of the games, and make all other arrangements necessary to conduct the tournament.
 - 2) The region meetings shall be held in the school designated as the tournament host not later than the Wednesday prior to the week of the tournament as specified on the KHSAA Calendar. These meetings may be held earlier by mutual agreement of all teams.
- C) Tournament Pairings
- 1) The principal or his/her representative shall conduct the drawing for each school in the region tournaments.
 - 2) Region (non-seeded). The principal or his/her representative shall conduct the drawing for each school. The pairings for the region tournament shall be made in accordance with the

following procedure, with all byes being arranged to be in the first round:

- a) The number of places to be considered shall be four, eight, sixteen, thirty-two, etc. Of the above numbers, the one that is next greater than the number of teams in the drawing shall be considered in the drawing. The teams shall be placed in the proper position of the appropriate single elimination bracket.
 - b) If the number of teams in the drawing is less than the number of places to be considered, the even number 2 shall be designated as the first bye; the largest even number as the second bye; number 4 as the third bye; the next largest even number as the fourth bye; and so on until the number of places not so designated equals the number of teams in the drawing. The places shall be determined by drawing by lot, the numbers assigned to the "byes" having been first taken from the numbers to be drawn.
 - c) The teams which pair with "byes" shall have a rest period during the first round of the playing of games in the tournament.
 - d) The winner of the No. 1 and No. 2 games shall play the winner of the No. 3 and No. 4 game. The winner of the No. 5 game and No. 6 game shall play the winner of No. 7 and No. 8 game. The two winners shall play for the championship. The same general procedure shall be used in the case of more than eight places or teams.
 - e) The region champion and the runner-up of each single elimination tournament shall advance to the state tournament.
- 3) Region (seeded). After seeding positions have been determined, the seeded bracket pairings shall be observed. The teams shall be placed in the proper position of the appropriate single elimination bracket.
- 4) State. The pairings for the state tournament shall be made in accordance to the following procedure.
- a) In a state tournament with participants from four regions, the region winners will draw for positions 1, 3, 5 and 7 in a standard eight-team bracket. Each corresponding runner-up team will draw for a position in the opposite bracket.
- IV) ELIGIBILITY TO ENTER TOURNAMENT PLAY AND SUBSTITUTIONS
- A) Roster Requirement
- 1) Each school shall enter an unlimited number of contestants on an electronic roster via the KHSAA website and online participation tracking system by the published deadlines.
 - 2) This roster may be revised throughout the regular season and shall serve all roster purposes in these rules.
 - 3) On the first day of postseason play, these rosters shall be locked so that no additional players may be added, deleted or revised following this date, thereby creating the final eligibility list for tournament play.
 - 4) After this time, the only revision allowed will be to correct a documented clerical error as approved by the Commissioner.
- B) Withdrawal after draw
- 1) No school which enters a region or state tournament (draws for place) shall withdraw from the tournament or forfeit any of its games, but shall play its entire tournament schedule.
 - 2) If a school withdraws from a region or state tournament at any time following the draw for region tournament positions or after the pairings have been determined in a seeded region, that school shall be penalized in accordance with Bylaw 27.
- C) Photo Requirement
- Each school shall submit a properly identified team photograph in compliance with published deadlines and directives.
- D) Per Game Roster/Substitutions
- 1) A school may enter a team composed of twenty-four (24) players in each postseason tournament game from the roster submitted online.
 - 2) The twenty four (24) players shall be designated each game, and no other players may be in uniform and tournament management may limit the total number of individuals in the bench area.
- V) UMPIRES / OFFICIALS
- A) Officials for all KHSAA sponsored championship competition shall be assigned by the Commission in compliance with the Federal Court Decree of 1971 (1987, 2007).
- B) Officials assigned for championship play shall comply with the

published provisions of the KHSAA Officials Guidebook.

VI) CHAMPION, TROPHIES AND AWARDS

A) Champion

- 1) The champion of each region tournament will be the team undefeated in a single elimination tournament.
- 2) The champion of the state tournament will be the winning team in a single elimination tournament.

B) Trophies and Awards

- 1) Trophies will be given to each region tournament winner and runner-up.
- 2) The trophies at the region shall be paid from the gate receipts of that tournament.
- 3) The state tournament champion, runner-up, and semi-finalists shall receive a trophy and twenty-seven (27) individual medals.
- 4) An All-Tournament team will be selected at the state tournament along with a Most Valuable Player.
- 5) The Association will bear the costs of all trophies at the state tournament.

VII) FINANCES, PASSES

A) Region

- 1) The proceeds of each of the region tournaments shall be used to defray the expenses of the participating teams, officials, trophies and other necessary expenses. Net profit or loss shall be shared based on the revenue distribution plan approved by a vote of the schools in the classification in accordance with the KHSAA Constitution.
- 2) If no agreement can be reached on payment of expenses for the region tournament, a mileage fee of \$1.00 per team per mile for each necessary trip should be allowed for travel expense and an allowance for one meal at \$5.00 per team member per trip to the tournament should be allowed.

B) State

- 1) The Association will finance the state tournament.
- 2) Each participating team will receive an expense allowance for twenty-four (24) players and one coach.
- 3) If the Association makes motel/hotel assignments, teams failing to stay in the motel/hotel assigned by the Association shall forfeit their lodging allowance.
- 4) The rate to be reimbursed for state championship play is \$1 per mile (round trip), \$5 per meal per person, and a maximum of \$13 per person per night for lodging as approved.

VIII) SPECIAL TOURNAMENT AND REGULAR SEASON RULES

A) Playing Rules

- 1) All games shall be played using the NFHS Field Hockey Rules as published by the NFHS in Indianapolis. Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in contests played in Kentucky and will be distributed to the membership when relevant.
- 2) Detailed and binding instructions, both for managers and participating teams, shall be published on the KHSAA website.

B) Specifications of Fields and Game Balls

- 1) The specifications for recommended and required standards for fields to be used in tournament play may be developed by Association staff and Advisory Committees and approved by the Board of Control.
- 2) To be eligible to host a region the facility must be equipped with lights that adhere to the KHSAA lighting standards.
- 3) The Association may enter into a contract to restrict the use of a ball in tournament play to a specific brand or model.

C) Tied games (Regular Season and Postseason)

- 1) When a game is tied at the end of a regular season contest a 10 minute 7-A-Side Sudden Victory will be played.
 - a) Teams will play with six (6) field players plus a goalkeeper with unlimited substitution during the overtime period and three defenders (3) plus the goalkeeper may be back on corners.
 - b) A five (5) minute intermission a coin flip will be conducted for a passback.
 - c) Teams will keep the same ends of the field as the end of regulation.
 - d) A timeout is only allowed if the team has one left from regulation.
 - e) If teams are still tied at the end of the sudden victory period,

penalty strokes will break the tie.

- (1) Five (5) stokers will be chosen from the roster. Coaches must turn in a lineup and an order of stokers.
- (2) A five (5) minute intermission a coin flip will be conducted for team order of strokes.
- (3) Subsequent penalty strokes will continue if still tied with the team going first in strokes alternating . Additional five (5) minute intermissions will be granted and coaches may turn in new stokers and/or a new order of stokers.

F) Mercy Rule Provisions

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

G) Heat Index

All play shall adhere to the KHSAA Heat Index Program. For postseason play, it is the responsibility of the host site manager to ensure and track the heat index and report it accordingly to the KHSAA.

H) Deadline to Start Contest

No contest shall be started in a postseason contest after 11:00 p.m. local time at any contest site.

CASE SITUATIONS RELATED TO THE COMPETITION RULES of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made by the Commissioner in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

Case CR-1- What is the purpose of the Competition Rules of the KHSAA?

In many sports and sports activities, there are decisions that have to be made to establish a framework for competition. These rules (different than the Playing Rules) establish alignments, bracketing provisions and championship arrangements. In all cases, the Board of Control has final jurisdiction over the Competition Rules.

Case CR-2- What are the current championships of the KHSAA?

The KHSAA sponsors (sanctions) sports championship events in the fall, winter and spring seasons. Fall championships are considered to be cross country (boys and girls), field hockey, golf (boys and girls), soccer (boys and girls), volleyball (girls), and football (combined); winter championships are basketball (boys and girls), wrestling (combined) and swimming and diving (boys and girls); spring championships are baseball (boys), softball (fastpitch for girls), tennis (boys and girls) and track and field (boys and girls)

In addition, the KHSAA sponsors (sanctions) a state championship in the Sport Activities of Archery (combined), Bass Fishing (combined), Bowling (Boys and Girls) and Cheer (All Girl and Coed divisions).

Case CR-3- What sports and sport activities are insured by the KHSAA?

The KHSAA Board of Control will purchase Catastrophe Insurance, using the member dues and tournament receipts, to insure the student-athletes who compete in the sanctioned sports and sport activities of the KHSAA. In addition, students serving in a support capacity at those sponsored events (managers, trainers, sideline cheerleaders (providing they comply with the NFHS rules restrictions).

Such insurance coverage shall be in force from the first day of the Bylaw 23, Limitation of Seasons in a sponsored sport or sport activity, through the last day, provided such competition complies with all parts of the Bylaw and its individual competitors comply with all applicable KHSAA bylaws. The deductible for this policy shall be published in a timely manner to ensure that the school and student-athletes have adequate opportunity to comply with Bylaw 12.

The KHSAA Board of Control will purchase General Liability Insurance, using the member dues and tournament receipts, to provide for General Liability coverage for the Association and its agents and assignees, in all KHSAA sponsored competition in all sports (postseason) for which the Association sponsors a championship. The Commissioner shall ensure through all forms of due diligence, that all levels of these sponsored championships are conducted in accordance with applicable KHSAA Competition Rules in order to maintain the integrity of the policy.

Case CR-4- How many schools are required to agree to participate in KHSAA sponsored postseason competition in order for the Association to hold a championship in that sport or sport-activity?

Fifty (50) member schools located in at least three (3) different basketball regions shall agree to field a team in order that

the Association consider sponsoring a championship. The achievement of this percentage is no guarantee of the development of a championship as the Board of Control must consider fiscal and legal consequences such as the Association budget, the budget of the member schools and the impact on such things as Title IX.

Twenty-five member schools located in at least three (3) different basketball regions shall participate each year in order that the Association maintains a championship.

These criteria may be waived by the Board of Control in order to sponsor a championship in any sport that does not conflict with state or federal law and which provides additional participation opportunities exclusively for females.

The Association shall survey the membership every three years to determine interest in new offerings.

Case CR-5- Who is in control of the media and press at KHSAA sponsored competition?

1) The intellectual property, corporate, broadcasting and media rights to the State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

2) 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, semi-state) without agreement between the schools and approval of the KHSAA Office.

3) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, but are assigned to the Principal of each institution for management and control. No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.

4) 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, region and sectional (semi-state) competition.

5) At all levels of competition, including district, region, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are to make allowances for members of the media to tape portions of the contests at no charge to the media outlet, as long as the taping is for the sole purpose of news highlights.

6) Outlets desiring to tape the contest for broadcast or telecast shall seek the permission of the event manager, and the manager has the right to set and collect any fee which may be deemed appropriate as an offset to any perceived lost ticket revenue.

7) At the state level, all negotiations for rights to broadcast or telecast shall be initiated with the Communications Director and the Commissioner, and shall be approved by the Commissioner.

Case CR-6- Who is empowered to make decisions at KHSAA tournaments when inclement weather forces postponement of contests or events?

While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified.

Case CR-7- Is it possible for a winner and corresponding runner-up in baseball, basketball, field hockey, soccer, softball or volleyball district tournament to meet before the final region game?

No, because they are to be placed in opposite brackets.

Case CR-8- Is there a mandatory brand of game ball to be used in postseason play in baseball, basketball, football, softball?

Yes, the Association has a long-term agreement with Rawlings Sporting Goods and Worth Sports to provide specific balls for the state championship tournament, and the Commissioner's office can provide specifications upon request.

In all postseason contests in these sports, a Rawlings brand ball (or Worth brand in softball) with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that all balls except for these specific models be disallowed.

For 2014-2015, those ball numbers are:

Boys Basketball - CNTR295-KY

Girls Basketballs - CNTR285-KY

Baseball - R100KY and RKHSAA

Softball - Worth PX2RYL-KY

Football - ST5H-KY-B Hybrid and PRO5-KY-B PRO5.

Case CR-9- Is there a mandatory brand of game ball to be used in postseason play in soccer?

Yes, the Association has a long-term agreement with Select Sports America to provide specific balls for the state championship tournament, and the Commissioner's office can provide specifications upon request.

In all postseason contests in these sports, a SELECT brand ball with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that all balls except for these specific models be disallowed.

For 2014-2015, those ball numbers/identifiers are:

Boys and Girls Soccer - ROYALE

Case CR-10- Is there a mandatory brand of game ball to be used in postseason play in volleyball?

Yes, the Association has a long-term agreement with Baden to provide specific balls for the state championship tournament, and the Commissioner's office can provide specifications upon request.

In all postseason contests in these sports, a Baden brand ball with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that all balls except for these specific models be disallowed.

For 2014-2015, those ball numbers/identifiers are:

Volleyball - Perfection VXSEC-210 Leather or Composite

Case CR-11- Are there any restrictions on the scheduling and playing of games in a "seeded district" in baseball, basketball, soccer, softball, or volleyball?

Yes. Principals, Athletic Directors and Coaches should consult the Competition Rules related to each of these sports for more specific dates for tournament meetings and allowances for scheduling of these meetings. All games involved in the calculation of a seed position SHALL be played on or before the Wednesday prior to the start of postseason play. Games played after that time SHALL NOT factor into the seeded position.

Case CR-12- How are the tournament sites selected for district tournament sites for baseball, basketball, soccer, softball in the event that agreement cannot be reached on a site selection plan?

If a site selection plan cannot be reached on first round (normally district) tournaments, the Commissioner will intervene and establish a rotation plan subject to appeal to the Board of Control. The site selection plan shall be confirmed by annual balloting during the season and reported to the Association along with seeding decisions. Rotating the tournament sites does not necessarily mean that each school shall host the tournament at that school's home site, but that each school, with available proper and adequate facilities, shall have the opportunity to host the tournament, even if an alternative site is required due to site requirements within a given sport.

Case CR-13- Is there a deadline for a district host school in baseball, basketball, soccer, softball or volleyball to select a playing site if the school home site doesn't meet the requirements for holding the tournament?

Yes. Through various rules and rulings in past years, every school

in a specific district alignment shall have an opportunity to serve as the host for the tournament. Each school may, of course, decline that opportunity. However, this requirement ensures that on a periodic basis, all schools get to share in the concession and parking proceeds, host share of the ticket receipts and other benefits that come from serving as the host. It is recognized that all schools in a given alignment grouping will not meet the tournament specifications.

For this reason, the following steps shall be taken by the schools in the district-

- 1) The schools shall meet and decide what facilities can hold the attendance of the last five years of the tournament based on the fan followings of the schools, and satisfy other logistical needs such as accessibility, parking, etc. (agreed sites). In addition, all sites must meet any adopted site criteria for the sport that has been approved by the Board of Control. If there is a disagreement, the Board of Control can serve as the final resolution and KHSAA staff shall assist in that determination.
- 2) The discussion on site applicability is separate from the ability to "host", that is being the tournament manager, operating concessions, etc. as all schools shall be given that opportunity to host, just not necessarily at a site that cannot accommodate the event.
- 3) From that list of agreed sites, the rotation of sites is to be considered, factoring in of course, that all schools shall be given a chance (if they want) to host, even if it isn't played at the host school's home playing facility.
- 4) In a year when the designated host's home facility does not meet the specifications for holding the tournament, the final selection as to the playing site rests with the designated host school. That school has sole discretion to make that decision, but is compelled to choose only from the list of agreed facilities as mentioned in (1) above.
- 5) In a year when the designated host school's home facility does not meet the specifications for holding the tournament, the designation shall be made by September 20 in volleyball and soccer; January 1 in basketball; and April 15 for baseball and softball.

Case CR-14- How are the contest sites selected for region tournaments/meets/contests?

The Commissioner establishes all regional sites. The Commissioner shall be generally guided by a site selection plan approved by a 2/3 vote of themember schools in the region, but is not compelled to assign the event to that site specified in the plan, and shall only assign to the sites meeting specified sports specific criteria.

Changes to a requested site selection plan shall be confirmed by balloting of the Principals or Designated Representatives of the member schools.

Case CR-15- May a name be added to the roster or entry form after the first day of postseason competition?

No, changes cannot be made unless otherwise provided in the competition rules for a specific sport. The principal shall check the online roster in all sports and sport-activities to ensure that all players are on the list as the rosters are locked after postseason play begins. For individual sports using the published entry list and/or forms, the specific sport tournament rules will address any options for substitution or correction, if such options exist.

Case CR-15- How is it determined that a meet counts against the four meet minimum in Track and Field or Cross Country?

In order to count as a meet for the four meet minimum a meet shall be a meet which rises to the standard of counting as a meet towards the interpretations of Bylaw 23. In addition, in Cross Country, the distance would be a minimum of 2500 meters and a maximum of 5000 meters and involved entries from two or more schools. To count towards the minimums, the meets may be at the varsity or nonvarsity level in terms of meet structure. It shall be counted in the same manner for all competitors (varsity, JV or freshman). The school approved or provided uniform shall be worn in this competition. In accordance with Bylaw 22, a school representative shall

accompany the team.

Case CR-16 - If a Cross Country Meet is interrupted by weather, can other races be run that day?

Yes. The particular interrupted race is considered complete and counts both towards meet limits and participation minimums. If other competition can resume after required delays, that is permissible. Only races actually started can count towards meet limits or participation minimums.

Case CR-17 - Are there policies on participation by boys on girls' teams and vice-versa?

Yes. See the Board of Control policies for complete details on page 26 of <http://khsaa.org/handbook/20142015/policies.pdf>.

Case CR-18 - Are there policy statements or recommendations from the Commissioner's office on postgame activity by teams and individuals?

Yes. Several sports have "traditions" regarding postgame handshakes, etc. by team members (both en masse and as individuals), but none of them have such action dictated by playing rules. While it is an obvious sign of sportsmanship and civility, many incidents have occurred both in Kentucky (more than two dozen in the last three years in Kentucky alone) and throughout the country, where fights and physical conflicts have broken out during these postgame handshakes. And this is not restricted to specific sports.

Unfortunately, the adrenaline and effort required to participate in the sport sometimes seems to deplete the supply of judgement available to participants. And this can be particularly problematic when there is a lack of an appropriate level of adult supervision, or counterproductive actions by the adults involved with the team.

During 2013-14, the following directors were issued by the Commissioner to the membership for all of the schools and officials regarding post game in baseball, basketball, football, soccer, softball, volleyball and wrestling:

Following the contests, officials are to quickly and efficiently leave the playing facility following all rules mandated duties and ensure that the rules book mandated jurisdiction ends promptly. There is no need for officials to secure the game balls, shake hands with the coaches or players, or stick around the playing area for any other reason.

Officials have no role in what goes on in postgame, including handshakes, etc. after jurisdiction has ended. Officials also have NO role in administering this time period. Officials choosing to involve themselves in postgame activities will be penalized appropriately;

Game management and the administration of the participating team(s) are solely responsible for what happens after the contest is concluded.

Certain interaction is required by the NFHS playing rules (i.e. the awarding of a bout winner in wrestling). Other postgame rituals such as handshakes, etc. must be closely monitored by school officials and are not a part of the game regulated by game officials. However, any unsportsmanlike conduct occurring during this time will subject the coach/player to penalties and discipline; and

The coaches and administration of the teams are always responsible for the individual conduct of the members of the team following the contest and shall be held accountable for such.

Henceforth, any incidents by an individual squad member (including coaches) or group of squad members that results in unsporting acts immediately following the contest will result in a penalty against the member school athletic program, and additional penalties against the individuals or schools as deemed appropriate following investigation.

Case CR-19 - Who pays for the trophies for KHSAA postseason Competition?

In all sports and sport-activities, with the exception of Bass Fishing, Golf and Tennis, the host of the event is responsible for the payment of trophies and is permitted to take that amount for the standard trophies ordered by the Association from gate receipts. Those not charging a fee for admission are permitted to assess each member school for entry into the event to help

cover these and other costs, but such assessment shall be included in any financial settlement published for the event.

Case CR-20 - Are financial reconciliation reports required to be submitted to the KHSAA after KHSAA postseason events?

Yes. All levels of KHSAA postseason event require a financial reconciliation.

Case CR-21 - Has the Board of Control adopted a position statement or policy on the realignment / alignment of teams?

Yes. On a perpetual basis, the Commissioner shall ensure that staff maintains a current alignment of teams in each sport with the following review points considered:

If a single school adds a team (or individuals) or deletes a team (or all individuals), the alignment may be revised on an ongoing basis by the Commissioner;

The Board of Control may, at its own discretion, choose to realign all teams participation in a sport or sport activity based on input from the Commissioner;

A realignment may also be caused by a previously adopted alignment having an expiration of its valid period. This is especially important in the enrollment based sports (classified sports). Cross Country/Track and Field and Football are aligned on a four-year alignment period;

Cross Country and Track and Field shall have the same alignment;

Football shall be aligned based on the average four-year enrollment of boys in the school, including the year in which the realignment project is completed, and the final alignment shall attempt to result in a final product being adopted at least twelve (12) months notice to the member schools for scheduling;

Cross Country/Track and Field shall be aligned on a not less than every four year basis, using the average four-year enrollment of total students in the school, including the year in which the realignment project is completed; and Specific parameters about each sport alignment shall be contained in the Competition rules for the Sport or Sport Activity.

Whenever a sport or sport activity is to be realigned, the Board shall direct the Commissioner to produce the necessary information as to seed discussion by the Board of Control. The criteria and factors to be used in developing a draft alignment shall adhere to the following steps:

Identification as to whether or not enrollment classifications will be used;

Plot/Diagram the location of all competing schools; Begin by looking at geographic clusters of schools. Geography (including specific travel route information) is an important criteria for placement in groups (regions, districts, etc.), but is not the sole determinant for placement;

Travel routes must be reviewed as a potential factor, as well as the identification of the existence of multiple travel routes; In the non-classified team sports (baseball, basketball, soccer, softball, volleyball), the basketball alignment should be an initial framework, specifically the region boundaries;

If possible in the non-classified team sports, the district boundaries should be important element, but the level of participation of the schools in the district must be factor;

The unique factors of each sport, particularly the individual sports, must be reviewed including facilities; and

The participation and alignment history, both individual and teams, is a factor in consideration, but not the final determinant;

When reviewing alternative suggestions for alignments, the Board shall prioritize the requests from the membership that effect the requesting school over those suggestions that result from suggestions about other schools without effecting the suggesting school.

The following factors are NOT to be considered:

Past success or failure;

Enrollment (in a non-classified sport);

Socio-economic status and student body composition;

*Type of school (A1, D1, F1, J1, M1, R1); and
Specific desires of coaches (input must be from administrative
level).*