

2018



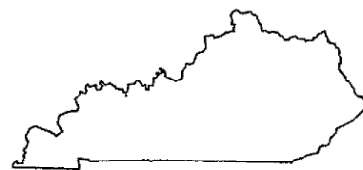
**FIELD HOCKEY REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



2018 KHSAA Field Hockey Region Tournament Instructions

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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing field hockey tournaments. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

KHSAA CONTACT LIST

The primary contact for field hockey is Assistant Commissioner Michael Barren. If Mr. Barren is for some reason not available, Assistant Commissioner Darren Bilberry is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in four regions as detailed in the competition rules. If a school not on the current alignment list desires to enter, contact Associate Commissioner Michael Barren.

ALLOWABLE COMPETITION DATES

- Oct. 15-18 Region Field Hockey Tournament dates (unless otherwise approved in advance by the KHSAA).

PRE-TOURNAMENT MANAGERS RESPONSIBILITIES

FORMS AND INFORMATION

Remind coaches to download all appropriate forms and materials from the KHSAA website.

PRE-TOURNAMENT MEETING

It is recommended that a meeting of all representatives of the competing schools be held no later than Oct. 10, 2018 at the tournament site for the purpose of drawing/seeding the region tournament.

- Notice of the region meeting shall be sent to the principal or designated representative of all schools in the region.

COMPETITION RULES

National Federation playing rules will be utilized.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

ROSTERS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season.

- This roster serves as the required eligibility listing for the team in any reference to such a list.

POSTSEASON ROSTERS

Only those players appearing on the school's postseason roster as of the Monday of the first playoff week (freshmen, JV or varsity roster marked as postseason participants), are eligible to participate in the region or state tournament.

SUBSTITUTIONS

There may be no additional players added to the team roster following the first day of the first week of the regional tournament.

- Member schools have until the first day of regional play to amend the playing roster.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

Contact all schools in your region and inform them of your region tournament schedule and other pertinent information.

- Designate someone to take minutes
- Call to order
- Discuss seeding



- A majority of the voting schools is required to change seeding or seeding method.
- Discuss tournament expenses (majority approval required)
- Public address announcer, official scorer and stats
- Security (must have plan in place)
- Medical/Emergency Action Plan
- Conduct draw and seed placements
- Send draw/bracket to all teams
- Other business

PROCEDURES FOR FUTURE REGION 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.

All sites shall comply with NFHS rules and requirements and any field standards and specifications are to be approved by the Board of Control.

PROCEDURES FOR REGION 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 to complete the seeding plan.

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 Michael Barren at the KHSAA (mbarren@khsaa.org) a copy of the meeting minutes.

Region Managers should remind all schools in a seeded region that all games to be used in calculating the seeds MUST be played prior to Oct. 10, 2018.

PROCEDURES FOR REGION TOURNAMENT DRAW AND REPORTING BRACKET

Review the competition rules for field hockey concerning regional drawings on the KHSAA website.

Region Tournament play shall begin no later than Monday of the week on the KHSAA Calendar for region tournaments.

- For 2018 those dates are Oct. 15-18.

The Region Manager is to send the bracket to the KHSAA immediately following the draw via email at brackets@khsaa.org.

INCLEMENT WEATHER PROCEDURES

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 on restarting or rescheduling in the event of stoppage or postponement. The manager shall ensure that all teams, media outlets and schools are properly notified.

The tournament manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy regarding lightning and thunder. Play shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.



Please review the Heat Index Program posted on the KHSAA website. The manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index and be aware of the policies.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee is charged, a policy of team party and participants admission should be finalized at the region tournament meeting.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Region Managers should develop an information document for participants to include the following:

- Schedule of Events
- On-site meeting (if necessary)
- Directions to sites
- Bench and locker room locations

POINTS OF EMPHASIS

TIEBREAKER

10 MINUTE, 7-VS.-7 SUDDEN VICTORY (SIX FIELD PLAYERS PLUS A GOALKEEPER)

- Five (5) minute intermission after regulation.
- Flip coin for pass back, teams keep same ends.
- Any seven (7) players may play, substitutions are unlimited during this overtime period.
- Three (3) defenders plus the goalkeeper may be back on corners during 7-vs.-7.
- A timeout is only allowed if the team has one left from regulation play.

FIRST SET OF PENALTY STROKES (NOT SUDDEN VICTORY)

- Five (5) minute intermission after 7-vs.-7.
- Flip coin for who will defend/stroke first.
- The five (5) stokers can come from any player on your roster.
- Coaches must turn in the order of their stokers which cannot change when play resumes.
- The teams will alternately stroke and defend.
- Strokes shall be terminated if one team has a goal advantage that cannot be overcome by the opposing team.
- The official shall first ask the goalkeeper, and then the stoker, to verbally verify that they are ready.
- A lack of response shall indicate readiness.
- The stroke begins with the official's whistle.
- The stoker must take the stroke within five (5) seconds of the whistle being blown.
- The stoker may take one step with either foot towards the goal.

SECOND SET OF PENALTY STROKES (NOT SUDDEN VICTORY)

- Five (5) minute intermission.
- The team that defended in the first set shall stroke first in this set.
- The stokers and/or their order may be changed for the second set and can come from any player on the roster.

THIRD SET OF PENALTY STROKES (SUDDEN VICTORY)

- Five (5) minute intermission.



- The team that defended in the first set shall defend first in this set.
- The stokers and/or their order may be changed for the third set and can come from any player on the roster.
- Each team gets an equal number of strokes until someone wins.
- If no one wins after five (5) stokers for each team, you repeat this until one team wins.

ALL PERIODS

- The officials will choose the goal that will be used for the strokes.
- All varsity games will go into overtime.

FIELD SPECIFICATIONS

The field must be regulation size of 100 yards long by 60 yards wide.

All lines shall be at least three (3) inches wide and be of contrasting color to other markings on the field.

OTHER KEY RULES

National Federation Playing Rules will be utilized.

A school may enter a team composed of 24 players in each postseason tournament game.

- Players MUST appear on the postseason roster submitted online.
- The 24 players shall be designated each game and no other players may be in uniform.

It is required that each participating team provide at least two ball chasers.

Please refer to the Competition Rules link that is listed at the end of this manual.

CONTEST COMPLETION REMINDER

MERCY RULE PROVISIONS

- If one team has a 10 goal lead at the end of the first half or at any point in the second half, the game will be terminated.
- 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.
- This rule is to be observed in regular season and postseason play.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast



highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee to the Association.

Participating teams in KHSAA events shall be allowed to record the contest if space is available, at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA 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.

- The sole exception is for schools participating in the School Broadcast Program of the NFHS Network.

The fee schedule will be published annually by the Commissioner's office.

EVENT MERCHANDISE

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the regional tournament. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

REPORTING 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 Region Tournament Manager.

TROPHIES

Region trophies will be shipped directly to your school from Riherd's.com.

- Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Riherd's Medal and Trophy Company at 1-800-274-4373).

Assume responsibility for the finances of the tournament to include the cost of trophies.

- The estimated cost can be calculated as \$144.92.
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament.

Your package should consist of the following:

- One Region Champion trophy
- One Region Runner-up trophy

PROCEDURE FOR GETTING OFFICIALS AND FEE AMOUNTS

Region 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 \$65.00 per game.

The assigning secretary, Erin Maguire, can be reached by email at eemaguire@gmail.com or by phone at 502-797-0261.

SECURITY

RESPONSIBILITY

It is the responsibility of the tournament manager to secure adequate police protection and other security precautions as necessary.

KHSAA REQUIREMENTS

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 PROVISIONS

ATHLETIC TRAINERS/AMBULANCE SERVICE

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, found in the 2018-19 KHSAA Handbook.
- Any fees associated are to be taken from gate receipts.

EMERGENCY ACTION PLAN

Each tournament manager is expected to have and maintain an emergency action plan for the regional meet.

- Emergency action plans shall be practiced and referred to prior to the meet.

FINANCES AND FINANCIAL REPORT

REGION TOURNAMENT FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of the tournament by filling out form GE53 (Region Financial Report) and submitting it to the KHSAA office.

- The form may be emailed to Michael Barren (mbarren@khsaa.org).

TOURNAMENT COSTS

As you plan for your event, be mindful of the cost of officials and trophies.

PROCEEDS

The participating schools shall adopt a plan for distribution of proceeds.

- If there is a 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 them.

IMPORTANT WEBSITE LINKS

- [KHSAA Field Hockey Competition Rules](#)
- [Regional Tournament Managers](#)
- [Current Field Hockey Alignment of Teams](#)
- [GE53 \(Region Financial Report\)](#)
- [GE58 \(Region Site Selection Plan\)](#)
- [Brackets](#)