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**KHSAA Staff**

- Commissioner .................................................. Julian Tackett
- Associate Commissioner ................................. Butch Cope
- Assistant Commissioner ................................. Mike Barren
- Assistant Commissioner ................................. Darren Bilberry
- Assistant Commissioner ................................. Sarah Bridenbaugh
- General Counsel ................................................ Chad Collins
- Communications Director ............................... Joe Angolia
- Information Technology Director .................... Rob Catron
- Event Management Specialist ......................... Dan White
- Administrative Assistant/Office Manager .......... Marilyn Mitchell
- Administrative Assistant ............................... Kara Howard
- Administrative Support Specialist .................. Jeremy Ison
- Administrative Support Specialist ................. Jeannie Molloy
- Administrative Support Specialist .................. Marsha Day
- Administrative Support Specialist .................. Ginger Gilbert
- Physical Plant Director ................................. Roy Tatum

@KHSAA
@KHSAAEvents

Kentucky High School Athletic Association | KHSAA.org
BRIEF WELCOME

Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on advancing to the state tournament.

It is hoped that these instructions answer most questions about participation in the 2018 KHSAA State Field Hockey Championship.

KHSAA CONTACTS

Administrators and coaches should contact Assistant Commissioner Michael Barren (mbarren@khsaa.org), Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) or Event Management Specialist Dan White (dwhite@khsaa.org) at the KHSAA offices should they have any questions. They will also be on site throughout the event to assist you as needed.

Media and statistics inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

Regional team champions and runners-up are eligible to enter the KHSAA State Field Hockey Tournament.

PRE-EVENT LOGISTICS

CONFERENCE CALL

A video webconference will be held among all participating teams on Thursday, Oct. 18. Schools will be sent via email additional instructions regarding the call following the regional championship games. Participating schools will be required to join at 10 a.m. ET from a computer. Coaches can set up from any location to join the conference call.

DIRECTIONS

Located at 700 South English Station Road, Louisville, Ky., 40245 | (502) 244-3225

All games will be played at Centurion on the campus of the Christian Academy of Louisville. There is a site map provided on the KHSAA website and a direct link is listed under important links at the end of these instructions.

PARKING

When entering the campus of the Christian Academy of Louisville, parking is available adjacent to the stadium.

LODGING

Each school can arrange lodging for their contestants if needed. There is no assigned lodging for the schools or tournament headquarters hotel.

BYLAW 22 - 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. See Bylaw 22 in the KHSAA Handbook if you have any questions, a segment of the bylaw is available below.

“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.”

COMPETITION DATES AND SCHEDULE

QUARTERFINALS - SATURDAY, OCT. 20

• 10 a.m. ET
2018 KHSAA State Field Hockey Tournament Instructions

• 12 p.m. ET
• 2 p.m. ET
• 4 p.m. ET

SEMIFINALS - MONDAY, OCT. 22
• 6 p.m. ET
• 7:45 p.m. ET

STATE CHAMPIONSHIP - WEDNESDAY, OCT. 24
• 6 p.m. ET

ADMISSION INTO VENUE

TEAM ENTRY
Team check-in will be at the KHSAA tent at the main admission gate. There will be a packet for coaches that will contain credentials for all participants.

Coaches must be listed on the KHSAA website 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.

TICKETS
General admission gates will open one (1) hour prior to the start of each contest and there will be NO RE-ENTRY.
General admission tickets will be $10 per session (quarterfinals, semifinals and finals). Children 10 and under are admitted free.
An advance all-session pass will also be available to purchase online at KHSAA.org.
Each ticket serves as proof of admission. Once entering the stadium, there will be no readmittance without the purchase of a new ticket.
Everyone must enter and exit through the admission gate.
Only event staff and media will be admitted into the press box.

FIELD LEVEL ADMINISTRATORS
Each team will be issued a maximum of two (2) Field Level Administrator Passes for administrators to assist with cheering section crowd control as needed.
This allows 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

DRESSING/Locker Rooms
There will be no dressing facilities at the site. Participants will instead be required to be dressed prior to arriving at the stadium.

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 white colored jerseys.
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 dark colored jerseys.
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, trainers and non-dressing members) must be in uniform or have proper team credentials.
SIGNAGE, BALLOONS AND NOISEMAKERS

Signs/banners are permitted inside the tournament site, 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 in the facility.

CONDUCTING THE EVENT

BRACKETS

The 2018 KHSAA State Field Hockey Tournament bracket can be found on the field hockey page of the KHSAA website under State Tournament Information/Instruction following the draw. It is also provided as a link at the end of these instructions.

INCLEMENT WEATHER PROCEDURES

It is the duty of the KHSAA, in consultation with the officials, to make decisions with regards to postponement, rescheduling or cancelation, including ensuring all teams, media outlets and schools are properly notified.
If a game is interrupted, it will be reset at the same point and same time period in either half. The game will not be restarted from the beginning.

Competition must be delayed at the first sight of lightning or sound of thunder and the site should be cleared of all persons immediately by event administration.

If it is anticipated that the storm will pass, the competition may be resumed following a 15 minute warm-up period, no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

If the severe weather is of great length or intensity, the KHSAA has the responsibility and authority to postpone or cancel the competition.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants is the most important factor in any decision.

The Heat Index Program, as posted on the KHSAA website, will be followed by officials as well in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index.

SCHEDULE OF EVENTS

Teams will be admitted into the stadium one (1) hour prior to their game time. For example, if the game is scheduled to start at 10 a.m. ET, the team will be admitted at 9 a.m., with field access being granted 30 minutes prior to the game time.
Each team will be allowed 20 minutes of warm-up time with pre-game introductions beginning 10 minutes prior to the start time.

QUARTERFINALS/SEMIFINALS PRE-GAME SCHEDULE

• 60:00 - Start clock 60 minutes prior to the first contest
• 25:00 - Start clock 25 minutes prior to all following games
• 25:00 - Teams may begin warming up
• 10:00 - Head coaches, captains and officials meet for coin toss
  - Rosters are submitted and exchanged
• 5:00 - Teams clear field; public address welcome
  - International walkout (see details below)
  - Introduction of officials, coaches and players
  - NFHS Sportsmanship Statement (before first game)
  - National Anthem (before first game)
• 0:00/30:00 - Center pass to open first half
  - Halftime, 10:00 on the clock and start immediately after teams clear the field
FINALS PRE-GAME SCHEDULE

- 60:00 - Start clock 60 minutes prior to the first contest
- 30:00 - Teams may begin warming up
- 10:00 - Head coaches, captains and officials meet for coin toss
  - Rosters are submitted and exchanged
  - Teams clear field; public address welcome
- 7:00 - International walkout
  - Introduction of officials, coaches and players
  - NFHS Sportsmanship Statement
  - National Anthem
- 0:00/30:00 - Center pass to open first half
  - Halftime, 10:00 on the clock and start immediately after teams clear the field
- 0:00/30:00 - Center pass to open second half

INTERNATIONAL WALKOUT

- Players line up on the touch line near their bench.
- Referees and third official line up at the halfway line and lead the walk to the center of the field. Players follow the referee crew single file.
- At midfield, players fan out in a straight line on each side of the referees.
- Introduce the non-starters of the visiting team (only at the finals), then starters.
- Introduce the non-starters of home team (only at the finals), then starters.
- It is also customary to have one team after the pictures walk inwards to shake hands with the referee crew and the other team. Then once that team is done, the other team shakes the hands of the referee crew.
- Teams then get in position for center pass to start the game.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

National Federation Playing Rules will be utilized without exception.

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.

ROSTERS AND SUBSTITUTIONS

Member schools have until the first day of region play to amend their playing roster.

Only those players appearing on the school's online postseason roster as of the Monday of the first postseason week are eligible to participate in any round.

There may be no additional players added to the team roster following the first day of the first week of the postseason, including for those teams that advance to the state tournament.
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)strokers can come from any player on your roster.
• Coaches must turn in the order of their strokers which cannot change when play resumes.
• The teams will alternately stroke and defend.
• Stokes 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 stroker, to verbally verify that they are ready.
• A lack of response shall indicate readiness.
• The stroke begins with the official's whistle.
• The stroker must take the stroke within five (5) seconds of the whistle being blown.
• The stroker 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 strokers 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 strokers 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) strokes 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.

HEALTH INFORMATION

ATHLETIC TRAINERS

Athletic Training services will be provided for participating teams during this event by Ellis & Badenhausen Orthopedics, PSC.

The trainers will be available one hour prior to the first contest of each session and remain available throughout the event.

Schools are reminded that they are responsible for ensuring that the parental permission to seek medical treatment is authorized

for each participant.

The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this
purpose. That form contains appropriate language and should be brought for each athlete to the tournament.

VENUE SAFETY
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 in which you or a team member feels should be addressed to minimize risk to all involved.
Ambulance services will be on call/on site for this event.

EMERGENCY ACTION PLAN
KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event. The plan will be available upon arrival on site from the athletic training staff.

STATE TOURNAMENT OFFICIALS
In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all referees.
Three (3) officials shall be used for each postseason game.
Officials presiding over the event are licensed and assigned by the KHSAA.
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 from the region in which they reside for the team sports competitions.

SPORTSMANSHIP
The KHSAA requires officials to enforce sportsmanship rules. High school athletics emphasize positive values and 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 in letting this competition reflect mutual respect among all participants and officials.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

MEDIA CREDENTIALS
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 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 its affiliated school participates in.

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.

The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events.

INTELLECTUAL PROPERTY RIGHTS
The intellectual property, corporate, broadcasting and media rights to all 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).

The Commissioner is the manager of all State Championship play.

BROADCAST/TELECAST/WEBCAST
At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce video from State Championship events. No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

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.

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
Scores will be posted on the KHSAA/Riherds Scoreboard on the KHSAA website following each game. Live stats for each game
will be available at KHSAA.org.

**TROPHIES**

After completion of each game there will be an awards presentation. Both teams will remain for these presentations and we expect both teams, regardless of outcome, to respectfully acknowledge the recipients of these awards.

- The State Champion will receive a team trophy and 27 medals.
- The State Runner-Up will receive a team trophy and 27 medals.
- Each of the semifinalist will receive a team trophy and 27 medals.
- Each quarterfinalist will have one member named to the All-Tournament Team.
- Each semifinalist will have two members named to the All-Tournament Team.
- The runner-up will have three members named to the All-Tournament Team.
- The champion will have two members named to the All-Tournament Team and one named “Most Valuable Player.”

**MIDWAY AWARD**

Nominations were solicited for the Midway University/KHSAA Female Student-Athlete of the Year award for the sport of field hockey. This award will be presented at the awards banquet in June.

**NFHS COACH OF THE YEAR**

The National Federation of High Schools’ Coaches Association recognizes a Coach of the Year in each of the sports sanctioned by the KHSAA.

The KHSAA will attempt to recognize the recipient during a round of the championships subject to availability.

**OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

The KHSAA employees, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pre and postgame events, and action shots during the game.

These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions.

**EXPENSE REIMBURSEMENT GENERAL POLICY**

An expense allowance will be paid for lodging. Meals shall be paid for a traveling squad per the competition rules, to include players, cheerleaders, coaching and support staff and administration.

** 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 these tournament instructions, for a maximum of the number specific in the instructions and will only be paid provided the lodging is utilized.

Schools inside a 40 mile one-way radius from the event site will not receive a lodging allowance.

Schools are responsible for all lodging bills and will be reimbursed the lodging allowance.

Please have your school’s 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 2018-19, the rate of allowance is $13 per permitted night per individual.

**MEALS**

A meal allowance shall be paid for teams traveling to the field hockey, soccer, volleyball, football, basketball, baseball and softball tournaments. It 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 2018-19 the rate of allowance is $5 per permitted meal per individual.

MILEAGE
Each school is reimbursed per mile as published in these instructions for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google 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 2018-19, the rate of allowance is $1 per permitted vehicle, per mile, round trip.

RECEIVING YOUR REIMBURSEMENT
To receive your team reimbursement, you must complete form GE64 (Request for Team Reimbursement) which is included as a link at the end of these instructions.

The expense check will be mailed from the KHSAA offices no later than 30 days following the state 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. 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

• KHSAA Field Hockey Website
• Competition Rules
• State Tournament Bracket
• Christian Academy of Louisville Site Map
• Media Credential Request Form
• School Media Credential Request Form
• GE64 Request for Team Reimbursement Form
• Official KHSAA Championship Photos