



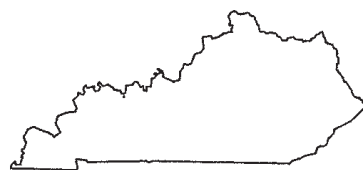
**2019 STATE FIELD HOCKEY
TOURNAMENT INSTRUCTIONS**
FOR PARTICIPATING TEAMS



2019 KHSAA State Field Hockey Tournament Instructions

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Administrative Support Specialist	Ginger Gilbert
Physical Plant Director	Roy Tatum



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BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Field Hockey Tournament.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

The primary contact for field hockey is Assistant Commissioner Mike Barren (mbarren@khsaa.org).

If Mr. Barren is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

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 can refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN TOURNAMENT

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

The four (4) winners in the state quarterfinal round advance to the final site for the semifinals and state championship game.

COMPETITION DATES, LOCATION AND SCHEDULE

SEMIFINALS - SATURDAY, OCT. 26

- 6 p.m. ET
- 7:45 p.m. ET

STATE FINALS - MONDAY, OCT. 28

- 7 p.m. ET

VENUE AND ADDRESS

[Christian Academy of Louisville - Centurion Stadium](#)

[700 South English Station Rd., Louisville, Ky., 40245](#)

A site map is provided on the KHSAA website and is included as a link at the end of these instructions.

TICKETS AND FAN ADMISSION

TICKETS

General admission tickets will be \$10 per session (semifinals and finals).

An advance, all-session pass will also be available to purchase online at KHSAA.org.

Upon entering the stadium, there will be no readmittance without the purchase of a new ticket.

Children 10 and under are admitted free.

FAN ADMISSION

All spectators must enter and exit through the admission gate which will open one (1) hour prior to the start of the first contest.

Only event staff and media members will be admitted to the press box.



PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief web conference for all participating teams at 3 p.m. ET on Thursday, Oct. 24.

Participating schools will be sent additional instructions regarding the call via email following the quarterfinal games.

Coaches can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

TEAM PACKETS

Upon arrival at the team check-in booth at the stadium, head coaches will receive a packet containing event participation bag tags.

The tags are labeled for either participants or team party and will provide admission to all sessions of the tournament.

PARKING

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

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. A pertinent section of the bylaw is included below:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster. Only athletes marked as a postseason participant in the online system as of the first date of the postseason are eligible to participate in any round.

No additional athletes may be added to the roster following that deadline, including those teams that advance to the state championships.

LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players per contest.

Those 24 selected can rotate each match as long as they appear on the postseason roster.

No other players outside of the 24 designated as eligible for each match may be in uniform.

ADMISSION INTO VENUE

TEAM ENTRY

The 24 uniformed team members and 18 team party pass holders will be the ONLY free admission given to the participating schools.

All team personnel other than the 24 players in uniform (coaches, managers, trainers, non-uniform players) will need a team-party pass.

Coaches must be listed on the KHSAA school page and have completed all of the coaching requirements.

Cheerleaders, in uniform, will be admitted free of charge provided they enter as a group with the team.

Teams will be permitted field access with the proper credentials. No additional persons will be allowed on the field or near the playing area.



FIELD-LEVEL ADMINISTRATORS

From the 18 team party passes, each school is asked to provide two (2) Field Level Administrators to assist with pep buses and cheering section crowd control as needed. They are advised to stand at field level with their group.

This allows for senior administration to be near the field to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections).

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker rooms will not be provided at the stadium.

Participants are asked to arrive at the venue dressed and ready to compete.

TEAM BENCHES

Teams in the top half of the bracket will be the home team in all matches and will occupy the bench nearest the scoreboard. The home team will wear light colored jerseys.

The team in the bottom half of the bracket 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.

A maximum of 24 players in uniform may be in the bench area.

All bench personnel (including head coach, assistant coaches, managers, trainers and non-dressing members) must have proper team credentials.

SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with game administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pregame, natural and planned breaks/timeouts and when the clock is stopped and the ball is not in play.

CONDUCTING THE EVENT

BRACKET

The state tournament bracket can be found on the field hockey page of the KHSAA website using the State Tournament Information/Instructions drop down menu.

The bracket is also provided as a link at the end of these instructions.

WARM-UPS

Field access for teams is granted 30 minutes prior to the published game time.

Each team will be allowed 20 minutes for warm-ups, with pre-game introductions beginning 10 minutes prior to the start time.



SEMIFINALS PRE-GAME SCHEDULE

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

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
 - o Rosters are submitted and exchanged
 - o Teams clear field; public address welcome
- 7:00 - International walkout
 - o Introduction of officials, coaches and players (non-starters followed by starters)
 - o NFHS Sportsmanship Statement
 - o National Anthem
- 0:00/30:00 - Center pass to open first half
 - o 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

Prior to pre-game introductions, players line up on the touch line near their bench.

The 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 in a single file line.

At midfield, players fan out in a straight line on each side of the referees.

For the semifinal games, visiting team starters will be announced, followed by the home team's starters.

For the finals only, the non-starters for each team will be announced as well.

It is customary after pictures have been taken to have the visiting team walk inwards to shake hands with the referee crew and the home team. Once the visitors are done, the home team will shake the hands of the referee crew.

Teams will then get in position for center pass to start the game.



RULES POINTS OF EMPHASIS/CLARIFICATIONS

TIEBREAKER

Games tied at the end of regulation will continue with a sudden-victory overtime as detailed below:

- 10 MINUTE, 7-VS.-7 SUDDEN VICTORY (SIX FIELD PLAYERS PLUS A GOALKEEPER)
 - o Five (5) minute intermission after regulation.
 - o Flip coin for pass back, teams keep same ends.
 - o Any seven (7) players may play, substitutions are unlimited during this overtime period.
 - o Three (3) defenders plus the goalkeeper may be back on corners during 7-vs.-7.
 - o A timeout is only allowed if the team has one left from regulation play.
- FIRST SET OF PENALTY STROKES (NOT SUDDEN VICTORY)
 - o Five (5) minute intermission after 7-vs.-7.
 - o Flip coin for who will defend/stroke first.
 - o The five (5) stokers can come from any player on your roster.
 - o Coaches must turn in the order of their stokers which cannot change when play resumes.
 - o The teams will alternately stroke and defend.
 - o Strokes shall be terminated if one team has a goal advantage that cannot be overcome by the opposing team.
 - o The official shall first ask the goalkeeper, and then the stroker, to verbally verify that they are ready.
 - o A lack of response shall indicate readiness.
 - o The stroke begins with the official's whistle.
 - o The stroker must take the stroke within five (5) seconds of the whistle being blown.
- SECOND SET OF PENALTY STROKES (NOT SUDDEN VICTORY)
 - o Five (5) minute intermission.
 - o The team that defended in the first set shall stroke first in this set.
 - o 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)
 - o Five (5) minute intermission.
 - o The team that defended in the first set shall defend first in this set.
 - o The stokers and/or their order may be changed for the third set and can come from any player on the roster.
 - o Each team gets an equal number of strokes until someone wins.
 - o If no one wins after five (5) stokers for each team, you repeat this until one team wins.
- ALL PERIODS
 - o The officials will choose the goal that will be used for the strokes.
 - o All varsity games will go into overtime.

MERCY RULE

If a 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 a team has a five (5) goal lead at any point in the game, the clock will not stop when additional goals are scored.

This rule is to be observed in both regular season and postseason play.

PLAYING RULES

NFHS Playing Rules will be utilized without exception.

BALL CHASERS

It is required that each participating team provide at least two (2) ball chasers.



STATE EVENT OFFICIALS

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four (4) 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 encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

We remind you that officials expect good behavior and will quickly penalize misconduct.

No one outside of the team is to come onto the playing field. Fans are to stay in the stands before, during and after each contest.

Please make announcements to this effect to the student body during the week before play.

In the event this occurs, a school will be fined or there will be a reduction in a team's expense reimbursement.

Damage to the facility directly attributed to the fans of a particular school will result in a reduction to team reimbursement as well.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of Ellis & Badenhausen Orthopedics, PSC to provide trainers for the state field hockey tournament.

Athletic training staff will be available beginning one (1) hour prior to the first contest each day and remain available throughout the event.

PHYSICAL EXAM FORM

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

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

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.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.



EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be reached.

An AED will be located at the KHSAA team check-in area at the stadium.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the officials, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

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 no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

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.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

The safety of the public and participants will be the most important factor in any decision.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, 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 using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

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.

RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.



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 SI113 (School Audio Broadcast Designation Form).

The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system.

Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system.

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.

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds priorelong exclusively to the KHSAA, including titling agreements and sponsorships.

Control of media access and location at all levels of postseason play is with the KHSAA.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.

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

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.



TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications Director of the KHSAA.

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

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

LIVE STATS

Live, play-by-play stats are available for all three (3) games of the semifinals and finals.

Links for those stats can be found under the 2019 KHSAA State Tournament Results/Stats menu on the bottom of the field hockey page of the KHSAA website.

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 display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.



POST EVENT

RESULTS

Scores will be posted on the KHSAA/Riherd's Scoreboard on the KHSAA website following each game.

TROPHIES AND AWARDS

After completion of each game there will be an awards presentation.

Both teams will remain for these presentations and are expected, 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 semifinalist will receive a team trophy and 27 medals.

Each semifinalist will have two (2) members named to the All-Tournament Team.

The runner-up will have three (3) members named to the All-Tournament Team.

The champion will have two (2) members named to the All-Tournament Team and one (1) named "Most Valuable Player."

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

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

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

MIDWAY AWARD

Nominations were solicited for the Midway University/KHSAA Female Student-Athlete of the Year award for the sport of field hockey.

These awards will be presented at the banquet hosted by Midway in June.

LODGING

A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association.

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, provided it is utilized.

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 2019-20, 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 (2) meals per day will be paid at the approved meal rate on each competition day.
- For teams approved to stay one (1) night, three (3) meals will be reimbursed.
- For teams approved to stay two (2) nights, five (5) meals will be reimbursed.
- For teams approved to stay three (3) nights, eight (8) meals will be reimbursed.
- For teams approved to stay four (4) nights, 11 meals will be reimbursed.
- For teams approved to stay five (5) nights, 14 meals will be reimbursed.
- For teams approved to stay six (6) nights, 17 meals will be reimbursed.

Your school is responsible for all meal arrangements for your team.

For 2019-20, 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 2019-20, 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](#)
- [Bracket](#)
- [Christian Academy of Louisville Site Map](#)
- [Media Credential Request Form](#)
- [SI103 - School Media Credential Request Form](#)
- [SI113 - School Audio Broadcast Designation Form](#)
- [Official KHSAA Championship Photos](#)
- [GE04 - Physical Exam Form](#)
- [GE64 - Request for Team Reimbursement Form](#)