



FIELD HOCKEY

2022 FIRST ROUND STATE INSTRUCTIONS PRESENTED BY UK HEALTHCARE





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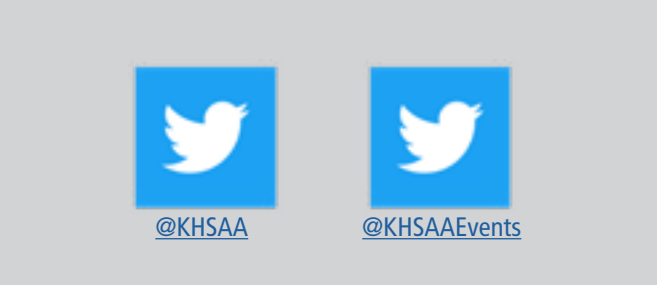
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Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.

2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner Julian Tackett
- Associate Commissioner Butch Cope
- Assistant Commissioner Darren Bilberry
- Assistant Commissioner Sarah Bridenbaugh
- Assistant Commissioner Joe Angolia
- General Counsel Chad Collins
- Information Technology Director Rob Catron
- Media Relations and Publications Director Connor Link
- Event Services and Social Media Director Jenny Elder
- Administrative Assistant/Office Manager Kara Howard
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- Physical Plant Director Roy Tatum





BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the first round of the 2022 KHSAA State Field Hockey Tournament presented by UK HealthCare.

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 Darren Bilberry (dbilberry@khsaa.org).

If Mr. Bilberry is for some reason not available, Assistant Commissioner Joe Angolia (jangolia@khsaa.org) is the backup contact.

Media and statistics inquiries should be directed to Media Relations and Publications Director Connor Link (clink@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.

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Some differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific mask-requiring ordinance should also include a requirement for managers to post signage and make regular announcements.

COMPETITORS

Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

PUBLIC HEALTH PROTOCOLS

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

QUALIFYING FOR PARTICIPATION IN FIRST ROUND

Team champions and runners-up from the four (4) regional tournaments advance to the first round of the state tournament.

COMPETITION DATES AND SCHEDULE

FIRST ROUND SCHEDULE

Field hockey first round games are to be played on Thursday, Oct. 20.

All game times shall be 7 p.m. local time absent approval from the Commissioner's office.



First round pairings determining the host school are based on a regional draw.
The complete bracket is included as a link at the end of these instructions.

INCLEMENT WEATHER

It is the duty of the Game Manager, in consultation with the KHSAA and officials, to make decisions in regard to restarting or rescheduling in the event of stoppage or postponement, including ensuring all teams, media outlets and schools are properly notified.

It is imperative that Game Managers adhere to the scheduled postseason dates, but inclement weather procedures must be followed.

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

If it is anticipated that the inclement weather 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, in consultation with the host school, has the responsibility and authority to postpone or cancel the competition.

GAME MANAGER DUTIES

TICKETS AND FAN ADMISSION

Schools are reminded that this is not a "home" game for either team and as such, the ticketing policies shall be the same for all competing teams.

All field hockey first round tickets will be sold online via GoFan, the KHSAA's official digital ticket vendor.

There shall be no paper tickets permitted to be sold at the walk-up gate.

A link for fans to purchase the digital tickets will be provided to all participating schools to assist in this information being distributed.

All state first round ticket prices are \$9 each in advance, plus electronic transaction fees (that are not received by the KHSAA).

The day of the event, the ticket price will be \$11 plus applicable fees.

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest for the Superintendent, Principal and Athletic Director of each participating school.

No coaches association cards or licensed officials cards will be honored for admission at the state event.

GoFan's training page for buying and validating the tickets is included as a link at the end of these instructions.

FINANCIAL REPORTING

Instructions for completing the required GE88 Financial Report Form are near the end of these instructions

Approved expenses are limited to those items contained in these instructions and advance approval from the KHSAA is required before other expenses will be considered.

PRE-EVENT

Refer to the KHSAA Handbook to review the rules and regulations governing field hockey tournaments and also familiarize yourself with the KHSAA Competition Rules.

Remind your opponent that the host school shall be the home team and wear light-colored uniforms.

The Game Manager is permitted to hire certain specific positions, with specific maximum allowable rates of pay, to staff the contests, including:

- Game Manager
- Officials Liaison and Manager
- Public Address Announcer
- Scoreboard Operator



- Official Scorer
- Statistician, maximum one (1) person per game, if providing complete equipment and service
- Uniform Security at rate agreed by KHSAA prior to contest(s); and
- Medical/Training Services at rate agreed by KHSAA prior to contest(s).

Unless a worker is doing different jobs on different days, one worker should not have multiple roles, such as the PA announcer also working the clock.

No other payment for workers or other costs can be made without prior authorization from Assistant Commissioner Bilberry.

HOST SITE ADMINISTRATOR

The KHSAA requires a tournament administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

DURING THE GAME

Prior to the start of the contest, home game management shall identify themselves to both the opponent's administrators and the officials and establish a designated area where they can be reached in the event of an emergency.

During your sportsmanship announcements, remind fans that foul language and harassment of officials will not be tolerated and could result in being removed from the stadium.

Have the officials escorted to the locker room and/or parking lot after the game.

VENUE LOGISTICS

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.

ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Postseason participants must be designated on the online sport postseason roster from the freshmen, junior varsity or varsity rosters.

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

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

The online, postseason roster may be printed from the KHSAA website as the valid listing of available players.

This roster information is also used for advance preparations for state qualifying teams.



LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players in uniform 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 or participate in pre-game activities, including warm-up activities.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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.

CONDUCTING THE EVENT

FORMAT OF EVENT

The first round is a single-elimination event and NFHS playing rules will be utilized without exception.

FIELD SPECIFICATIONS

Each host should prepare the facility for tournament play, making sure to use the proper specifications set forth in the NFHS Field Hockey Rulebook.

A link to the NFHS field diagram is included as a link at the end of these instructions.

BALL BOYS/BALL GIRLS

A minimum of two (2) ball boys/ball girls must be used for each game and should be identified before play begins.

It is recommended that each participating team provide at least one (1) ball boy or ball girl to not disrupt the flow of the action.

CONTEST COMPLETION REMINDER

Every contest must have a winner.

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.
- **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 Stokes 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 stoker, 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 stoker must take the stroke within five (5) seconds of the whistle being blown.
 - o The stoker may take one step with either foot toward the goal.



- 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.

OFFICIATING ASSIGNMENTS AND FEES

The assigning secretary who normally services the first round hosts will assign the respective officials. Each official shall be paid a flat fee of \$75 per game and a table official shall receive \$49 per game. It is preferred that the host pay the officials through ArbiterPay and be reimbursed by the KHSAA on receipt of Form GE88. State officials traveling greater than 100 miles one way would be paid an additional \$20 per official.

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

VENUE SPECIFIC INFORMATION

SECURITY

It is the responsibility of the Game Manager and host site to secure adequate police protection and any other security precautions as necessary inside and outside the stadium, in accordance with the security practices policy in the KHSAA handbook.

Unsporting conduct by spectators is a growing concern and the presence of a contest supervisor sends the message that such



behavior will not be tolerated.

VENUE SAFETY

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

The Game Manager, along with the host site, shall make every effort to ensure that the facility is safe for fans, participants, officials, and others who may attend the contest.

MEDICAL COVERAGE

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. There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on 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, page 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

EMERGENCY ACTION PLAN

Each host is expected to have and maintain an emergency action plan that should be distributed to all teams and incorporated into the public address announcer's script.

Emergency action plans shall be practiced and referred to prior to competition.

Before the start of a contest, the game manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

HEAT INDEX PROGRAM

Tournament play will adhere to the KHSAA's Heat Index Program.

Tournament administration will be responsible for tracking and implementing the program's guidelines.

Should the heat index reach 95 degrees, mandatory 10-minute water breaks will be given every 30 minutes.

At 99 degrees, play shall stop, and the heat index will be monitored every 30 minutes.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

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.

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

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, first round, 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, first round, 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, first round, 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.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event, including team members, the families or the general public.

RADIO BROADCASTS

No host manager of a first round round or school may approve a live broadcast (radio or online) of a contest, such requests shall be referred to the Communications Director of the KHSAA.

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

A rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event. The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

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. The mandated, minimum fee will be published on the KHSAA website.

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 24 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 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.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall



be referred to the Media Relations and Publications Director Connor Link (clink@khsaa.org) for approval by the Commissioner.

MUSIC COPYRIGHT

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

EVENT MERCHANDISE

Championship apparel will be available online for these rounds at khsaa.teamip.com. Participating schools will be emailed a link when items are available.

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

POST EVENT

REPORTING RESULTS

Upon completion, Game Managers are to report scores by calling the Rihersds.com/KHSAA Scoreboard at 1-800-453-6882, via web link, if provided, or by email (scheduleentry@khsaa.org).

Failure to report the scores could result in a fine to the host school.

FINANCIAL REPORT FORM (GE88)

Each Game Manager is to complete and submit Form GE88 (First Round Game Financial Report) to the KHSAA, including itemized expenses, within one week of the tournament using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Game Managers are reminded not to pay any visiting team's expenses or officials.

Officials should be paid via ArbiterPay at the amounts reported through Form GE88.

Upon receipt of Form GE88, the KHSAA will send checks to the permitted game staff. Names, email addresses and current mailing addresses must be included for each worker.

INSTRUCTIONS FOR TEAMS ADVANCING

The four (4) winning teams in the first round advance to the final site of the KHSAA State Field Hockey Tournament for the semifinals and finals on Saturday, Oct. 22 and Monday, Oct. 24, respectively.

State Tournament Instructions for Participants and Fans will be released for those advancing to the final site.

Please be on the lookout for those should your school advance.

TEAM INFORMATION FORM (GE63)

By Friday, Oct. 21, the Athletic Director or Designated Representative from all teams advancing to the semifinals must submit form GE63 (Team Information Form), which is included as a link at the end of these instructions.

IMPORTANT WEBSITE LINKS

- [KHSAA Field Hockey Website](#)
- [Healthy at Sports, State 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic](#)
- [Competition Rules](#)
- [Bracket](#)
- [GoFan Ticket Training](#)
- [NFHS Field Diagram](#)
- [GE63 - Team Information Form](#)
- [GE88 - First Round Financial Report](#)
- [Heat Index Program](#)



BUCKLE UP  **PHONE DOWN**

Be safe, Kentucky.

**THE KENTUCKY OFFICE OF HIGHWAY SAFETY TEAMING UP WITH THE KHSAA TO DRIVE HOME A LIFE-SAVING MESSAGE FOR ALL MOTORISTS –
BUCKLE UP AND PUT THE PHONE DOWN.**

THESE BASIC SAFETY PRACTICES MAKE A CONSIDERABLE DIFFERENCE IN PREVENTING CRASHES AND LESSENING THE SEVERITY OF INJURIES AND THE NUMBER OF DEATHS ON OUR ROADWAYS. EACH YEAR IN KENTUCKY, DISTRACTED DRIVING RESULTS IN MORE THAN 50,000 CRASHES, MORE THAN 15,000 INJURIES AND APPROXIMATELY 200 DEATHS. [LEARN MORE AT KYHIGHWAYSAFETY.COM.](http://KYHIGHWAYSAFETY.COM)