

2018



**SOCCER DISTRICT/REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



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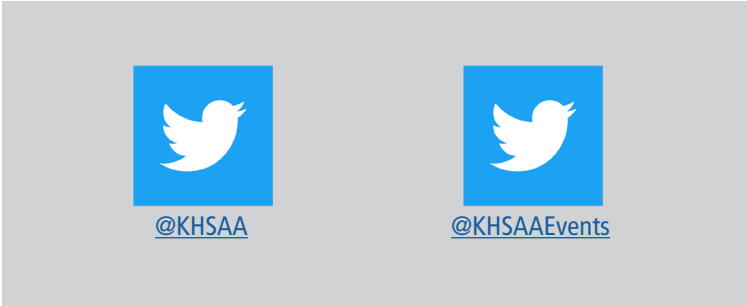
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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing soccer tournaments. You should familiarize yourself with these rules, found in the KHSAA Competition Rules with a link available at the end of this document.

KHSAA CONTACT LIST

The primary contact for soccer is General Counsel Chad Collins. If Mr. Collins is for some reason not available, Assistant Commissioner Darren Bilberry is the backup contact.

REFERENCE TO TEAM ALIGNMENT

ALIGNMENT LIST

Teams are aligned into 64 districts within 16 regions as detailed in the KHSAA Competition Rules. If a school is not on the current list of teams and desires to be entered, contact General Counsel Collins.

ALLOWABLE COMPETITION DATES

- Oct. 8-13 District soccer tournament dates (unless otherwise approved in advance by the KHSAA).
- Oct. 15-20 Regional soccer tournament dates (unless otherwise approved in advance by the KHSAA).

INSTRUCTIONS FOR TOURNAMENT ENTRY

All eligible teams participate in a district tournament. For region, the winner and runner-up from each district advance.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

ROSTERS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season. Roster entry is locked on the first date of the postseason.

POSTSEASON ROSTERS

Schools must log into the KHSAA website and designate their postseason roster. Only players appearing on the school's postseason roster by the Monday of the first postseason week are eligible to participate in any round. Up to 24 players may be active and dressed for each game.

No additional players may be added to the roster following the Monday of the first week of postseason, including those teams that advance to the finals.

This roster information is also used for advance preparations in case of a team qualifying for the state championship.

REVISION OF ROSTERS

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

PRE-TOURNAMENT MEETING AND MODEL AGENDA

DISTRICT TOURNAMENT

The pre-tournament meeting shall be held no later than Tuesday, Oct. 3, 2018. A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

The District Tournament Manager shall invite all participating coaches by notifying them of the date, time and site of the meeting. Review the district alignment to make sure all teams are invited.



At the published time, the District Tournament Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

REGIONAL TOURNAMENT

The pre-tournament meeting shall be held no later than Sunday, Oct. 14, 2018. A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

The Regional Tournament Manager shall invite all participating coaches by notifying them of the date, time and site of the meeting.

At the published time, the Regional Tournament Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Discuss seeding (requires majority to change seeding or method)
 - Report seeding decisions or changes to KHSAA on Form GE54 immediately following meeting
- Discuss tournament expenses (majority vote required)
- Security
- Emergency Action Plan (must have in place)
- PA, official scorer, stats
- Auxiliary Workers: ticketing, programs, concessions, parking
- Medical
- Facility rules, equipment and other notes
- Rosters: all participants must appear on the online roster and postseason participants must be designated
- Forms: All soccer information and required forms are on the KHSAA website
- Conduct draw and place seeds
- Complete Draw Form
- Brackets
- Copy draw to all teams
- Report draw to KHSAA and local media

PROCEDURES FOR FUTURE DISTRICT SITES

The District Tournament Manager should review the site selection schedule with all schools in the district at the pre-tournament meeting. A link to the current sites is located among the website links at the end of this document.

If changes or corrections are made to the site selection plan, use KHSAA Form GE57, available on the KHSAA website, and return it to the KHSAA immediately following the meeting.

PROCEDURES FOR FUTURE REGION SITES

The Region Tournament Manager should review the site selection schedule with all schools in the region at the pre-tournament meeting. A link to the current sites is located among the website links at the end of this document.

If changes or corrections are made to the site selection plan, use KHSAA Form GE58, which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.



PROCEDURES FOR DISTRICT SEEDING PLANS

All decisions regarding tournament seeding 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 (District Tournament Seeding Plan) that is available as a link at the end of this document.

Seeding decisions and methods shall remain in place until a majority vote of the participating schools rescind them.

If a vote is made to seed, the manager shall send the KHSAA a copy of the meeting minutes.

District Tournament Managers should remind all schools in seeded districts that all games used in calculating the seeded position MUST be played on or before October 3, 2018.

PROCEDURES FOR REGION SEEDING PLANS

Details for Regional Tournament bracket placement are published within the KHSAA Competition Rules.

There are no changes to the procedure permitted at the local level.

PROCEDURES FOR DISTRICT TOURNAMENT DRAW

Each district shall draw or place seeded teams into the appropriate bracket depending upon how many teams are in the district according to the KHSAA Competition Rules.

The District Tournament Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

The team in the upper half of the bracket in a non-seeded tournament will be the home team, and will wear dark jerseys and socks.

If a tournament is seeded, the highest seed shall be the home team.

PROCEDURES FOR REGION TOURNAMENT DRAW

Review the Competition Rules concerning regional drawings.

The Regional Tournament Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

FORMAT OF EVENT

The District and Regional Tournaments are single-elimination events.

District Tournament brackets are set by seeding procedures as approved by the member schools or through a blind draw.

Regional Tournament brackets are conducted as outlined in the Competition Rules.

INCLEMENT WEATHER PROCEDURES

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.

The tournament manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy with regard to 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.

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 regarding re-start or re-scheduling in the event of stoppage or postponement.

In the event that changes are made to the schedule, ensure that all teams, media outlets and schools are properly notified. The tournament manager shall also report the revisions to KHSAA Communications Director Joe Angolia (jangolia@khsaa.org) to



ensure the KHSAA/Rihards.com Scoreboard is updated.

While strictly following the inclement weather protocols listed above, schools hosting district and regional contests should be especially sensitive to the postponement of games.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Teams are limited to dressing up to 24 individuals per game in the postseason. Those 24 may rotate between games from the eligible members of the school's postseason roster.

Each school shall be allowed 18 passes for the official team party. Athletes on the postseason roster will be given a separate pass for entry.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Tournament Managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site specifics and direction information.

POINTS OF EMPHASIS

- National Federation Playing Rules will be utilized without exception.
- A minimum of two ball chasers must be used for each game and should be identified before kickoff.
 - It is recommended that each participating team provide at least one ball chaser.
- No players other than the 24 designated as eligible for the match shall be in uniform.
 - No tournament manager or group of schools may vote to waive this requirement.
- The online rosters may be printed from the members' login page as the valid listing of available players.

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Soccer Rules Book.

Ensure the site is compliant with the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason.

REQUIRED BALL TYPE

The Select ball model that will be used in the postseason is the Royale (district, region and state tournament) and must display the National Federation authenticating mark.

Use of any other game ball is a violation of KHSAA Tournament Rules and will subject the tournament and its participants to possible penalties.

Schools or the site may provide their own balls for warmup that are not the Select brand, but once play begins, game balls must be the Select brand with the NFHS authenticating mark.

CONTEST COMPLETION REMINDERS

Postseason tournaments are single elimination and every contest must have a winner.

- Games tied at the completion of regulation time will continue with two sudden-victory overtime periods.
 - There shall be a two minute period between the overtime periods if necessary.
- If sudden victory is not reached after two overtime periods, the contest will be decided by penalty kicks.

A detailed copy of the Tie-Break Procedure can be found in the KHSAA Competition Rules.



TOURNAMENT OFFICIALS, FEES AND REQUIREMENTS

The regional/local soccer officials' association that services the District and Region Tournament host schools will assign the respective officials.

- Tournament Managers shall work with the regional/local assigning secretary to schedule officials for the tournament.
 - A listing of assigning secretaries can be found on the KHSAA website and is linked at the end of this document.
 - Contact your assigner immediately with tournament information, schedules and needs.

For a District contest, each official shall be paid a flat fee of \$65 with no mileage expenses added.

For a Region contest, each official shall be paid a flat fee of \$75 with no mileage expenses added.

A licensed fourth official may be used and compensated for each contest if the tournament manager chooses to do so.

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."

SECURITY

RESPONSIBILITY

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

The tournament manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

Ensure that fans are not allowed to be within 10 yards of the soccer field unless there is a fence or other natural barrier.

After the game, have the officials escorted to the locker room and/or parking lot.

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. Unsporting conduct by spectators is a growing concern. The presence of a game administrator sends the message that such behavior will not be tolerated.

MEDICAL PROVISIONS

ATHLETIC TRAINERS

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, page 18 of the document.
- 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.

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

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

BAND PERFORMANCES

The admission of school pep bands is a local decision. Admitted bands are permitted to play during warmups, but not while the ball is in play.

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 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.

MUSIC COPYRIGHT

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



EVENT MERCHANDISE

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

POST EVENT

REPORTING RESULTS

Following each contest, the score should be reported by calling the KHSAA/Riherd's.com Scoreboard at 1-800-453-6882. Failure to report the bracket or results could result in a fine to the Tournament Manager.

TROPHIES

District and Regional trophies will be shipped directly to your school from Riherds.com. The trophies will be shipped via UPS and you will receive a tracking number the afternoon of shipment. Also in that email will be a link from Riherds.com for you to confirm delivery and condition of the awards.

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

Assume responsibility for the finances of the tournament to include the trophy cost, an invoice will be included with the trophies.

- The estimated cost is \$137.72 per gender for District and \$144.92 per gender for Region.
- Trophies are to be paid for by the Tournament Manager with payment sent to: Riherds.com, P.O. Box 459, Smiths Grove, KY 42171.

Your District package should consist of the following:

- One champion trophy
- One runner-up trophy

Your Region package should consist of the following:

- One champion trophy
- One runner-up trophy

FINANCES AND FINANCIAL REPORT

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and any related medals.

Each tournament manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA. Forms can be sent to General Counsel Collins (ccollins@khsaa.org).

- See the website links section at the end of this document for the proper form (GE52 District, GE53 Region).

INSTRUCTIONS FOR TEAMS ADVANCING

District Tournament Managers should contact schools to attend the pre-tournament planning meeting.

Region Tournament Managers should contact the District champion and runner-up to attend the pre-tournament planning meeting.



IMPORTANT WEBSITE LINKS

- [Current Alignment](#)
- [Minimum Facility Requirements](#)
- [Competition Rules](#)
- [District Tournament Sites](#)
- [Boys' District Tournament Managers](#)
- [Girls' District Tournament Managers](#)
- [Region Tournament Sites](#)
- [Boys' Region Tournament Managers](#)
- [Girls' Region Tournament Managers](#)
- [Assigning Secretaries](#)
- [Soccer Website](#)
- [GE52 - District Tournament Financial Report](#)
- [GE53 - Regional Tournament Financial Report](#)
- [GE57 - District Site Selection Form](#)
- [GE58 - Region Site Selection Form](#)
- [KHSAA Brackets](#)