



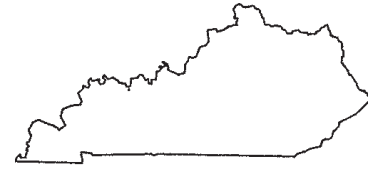
SOCCKER

**2019 DISTRICT/REGIONAL
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND PARTICIPATING TEAMS**



Table of Contents

Duties Summary Statement 3
KHSAA Contact List 3
Reference To Team Alignment 3
Allowable Competition Dates 3
Pre-Tournament Manager's Responsibilities 3
Complete Tournament Manager's Form 3
Pre-Tournament Meetings 3
Future District/Regional Sites 3
District Seeding Plans 4
Development Of Info Document For Participants 4
Host Site Administrator 4
Signage, Balloons, Noisemakers and Band Performances 4
Pre-Tournament Meeting And Model Agenda 5
Entry, Rosters, Draw, Format 5
Tournament Entry 5
Postseason Rosters 5
Procedures For District Tournament Draw 5
Procedures For Regional Tournament Draw 6
Points Of Emphasis 6
Format Of Event 6
Field Specifications 6
Required Ball Type 6
Ball Chasers 6
Players In Uniform 6
Contest Completion Reminder 6
Procedure For Getting Officials And Fees 6
Bylaw 22 Reminder 7
Requirement To Accompany Team Members 7
Bylaw 22, Section 8 7
Security 7
Medical Provisions 7
Emergency Action Plan 7
Inclement Weather Procedures 7
Heat Index Program 7
Lightning/Thunder Policy 8
Stoppage/Postponement 8
Media And Intellectual Property Rights 8
General Media Rights 8
Radio Broadcasts 8
Telecast/Webcast Including NFHS Network Restrictions 9
Music Copyright 9
Event Merchandise 9
Post Event 9
Reporting Results 9
Trophies 9
Instructions For Teams Advancing 10
Finances 10
Tournament Financial Report 10
Tournament Costs 10
Important Website Links 10



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

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 Jeanie Molloy
Administrative Support Specialist Marsha Day
Administrative Support Specialist Ginger Gilbert
Physical Plant Director Roy Tatum



@KHSAA



@KHSAAEvents





DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing soccer tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for soccer is General Counsel Chad Collins (ccollins@khsaa.org). If Mr. Collins is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 63 districts within 16 regions.

The current alignment is available on the soccer page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

- Oct. 7-12 District soccer tournament dates (unless otherwise approved in advance by the KHSAA).
- Oct. 14-19 Regional soccer tournament dates (unless otherwise approved in advance by the KHSAA).

PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

COMPLETE TOURNAMENT MANAGER'S FORM

Complete the District (GE55) or Regional (GE56) Tournament Manager's Form to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted. Links to both forms are included at the end of these instructions.

PRE-TOURNAMENT MEETINGS

The pre-district tournament meeting shall be held no later than Wednesday, Oct. 2 and the pre-regional tournament meeting shall be held no later than Sunday, Oct. 13.

A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

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

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

FUTURE DISTRICT/REGIONAL SITES

Tournament Managers should review the site selection schedule with all schools in the district or region at the pre-tournament meetings. A link to the current sites is included at the end of these instructions.

If changes or corrections are made to the site selection plans, use KHSAA Form GE57 (District) or GE58 (Region), which are included as links at the end of these instructions, and return it to the KHSAA immediately following the meeting.

Ensure potential sites under consideration meet the minimum facility requirements.



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 Wednesday, Oct. 2.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

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.

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.

The admission of school pep bands is a local decision.



PRE-TOURNAMENT MEETING AND 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
- Conduct draw and place seeds
- Complete Draw Form
- Report draw to all teams, the KHSAA and local media
- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss the inclement weather policy and plans
- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorer, stats
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules and other notes
- Review sportsmanship expectations for competitors, coaches and fans
- Discuss future sites

ENTRY, ROSTERS, DRAW, FORMAT

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

The winner and runner-up from each district advance to a regional tournament.

POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which 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.

Only players appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional players may be added to the roster following that deadline, including those teams that advance to the finals.

Up to 24 players may be active and dressed for each game. Those 24 may rotate between games from the eligible members of the school's postseason roster.

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

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 Manager is to email the bracket to the KHSAA (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 REGIONAL TOURNAMENT DRAW

Review the Competition Rules concerning regional drawings.

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

POINTS OF EMPHASIS

FORMAT OF EVENT

District and Regional Tournaments are single-elimination events and NFHS playing rules will be used without exception.

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the NFHS Soccer Rulebook.

Ensure that the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason, are met by the site. A link to the minimum requirements is included at the end of these instructions.

REQUIRED BALL TYPE

The Select Royale with the National Federation authenticating mark displayed is the official ball for all rounds of the postseason.

Use of any other game ball is contractually prohibited by the KHSAA and will subject the tournament and its participants to possible penalties.

Schools or the site may provide balls for warm-up that are not the official brand or model, but once play begins, game balls must be the Select Royale with the NFHS authenticating mark.

BALL CHASERS

A minimum of two (2) 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 (1) ball chaser to not disrupt the flow of the action.

PLAYERS IN UNIFORM

No players other than the 24 designated as eligible for the match shall be in uniform.

There is no procedure or possibility to waive this requirement.

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

CONTEST COMPLETION REMINDER

Every contest must have a winner.

Games tied at the end of regulation time will continue with two sudden-victory overtime periods.

There shall be a two (2) minute break 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.

PROCEDURE FOR GETTING OFFICIALS AND FEES

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

- Tournament Managers shall work with the assigning secretary to schedule officials for the tournament.
 - o A listing of assigning secretaries can be found on the KHSAA website and is included as a link at the end of these instructions.
 - o Contact your assigner immediately with tournament information, schedules and needs.

For a district contest, the referee and assistant referees shall be paid a flat fee of \$65.

For a region contest, the referee and assistant referees shall be paid a flat fee of \$75.

A licensed fourth official shall be used for each regional contest and be paid a flat fee of \$52.50.

- No mileage expenses will be added for any official.



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.

BYLAW 22, SECTION 8

"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."

SECURITY

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

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the participants, officials and general public. 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.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

It is strongly recommended that you provide a health care professional on site during the tournament to help with first response situations and 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 are to be taken from gate receipts.

This medical information should be communicated to all competing schools.

EMERGENCY ACTION PLAN

Each Tournament Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

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.

INCLEMENT WEATHER PROCEDURES

HEAT INDEX PROGRAM

Please review the Heat Index Program posted on the KHSAA website and included as a link at the end of these instructions.

The manager should be aware of the policies and work in conjunction with the certified athletic trainer hired to work the event in monitoring the Heat Index.



LIGHTNING/THUNDER POLICY

The Tournament Manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in 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.

STOPPAGE/POSTPONEMENT

It's 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, all parties must work together to 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 Rihards.com/KHSAA Scoreboard is updated.

While it's imperative that Tournament Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

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.

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.

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.



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.

EVENT MERCHANDISE

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

POST EVENT

REPORTING RESULTS

Game scores should be reported to the Riherd's.com/KHSAA Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

Failure to report the scores could result in a fine to the Tournament Manager.

TROPHIES

The KHSAA Board of Control has contracted with Riherd's.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 tournaments.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherd's at



1-800-274-4373 or email at khsaa@riherds.com.

It is a local district/region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

Your district/region package, shipped directly to your school from Riherds.com, should consist of the following:

- One (1) team champion trophy
- One (1) team runner-up trophy

The cost of the trophies is to be paid for by the District/Region Manager on behalf of the tournament. An invoice will be included with the trophies.

- The estimated district cost is \$139.76 per gender and the estimated region cost is \$147.08 per gender.

INSTRUCTIONS FOR TEAMS ADVANCING

Region Managers should contact the district champion and runner-up with details about attending their pre-tournament planning meeting.

Region champions will be contacted by KHSAA officials in regard to their participation at the state championships.

FINANCES

TOURNAMENT FINANCIAL REPORT

All District and Region Managers must submit a financial report at the conclusion of their respective tournaments by filling out either KHSAA Form GE52 (District Tournament Financial Report) or GE53 (Regional Tournament Financial Report) and submitting it to Mr. Collins (ccollins@khsaa.org).

TOURNAMENT COSTS

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 medals.

IMPORTANT WEBSITE LINKS

- [Soccer Website](#)
- [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](#)
- [GE52 - District Tournament Financial Report](#)
- [GE53 - Regional Tournament Financial Report](#)
- [GE57 - District Site Selection Form](#)
- [GE58 – Region Site Selection Form](#)
- [KHSAA Brackets](#)
- [Heat Index Program](#)