



2019 SOCCER SEMI-STATE AND QUARTERFINALS INSTRUCTIONS

FOR PARTICIPATING TEAMS



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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 semi-state or quarterfinal round of the 2019 KHSAA State Soccer Tournaments.

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

Media, broadcast/webcast and statistics related questions should be directed to the Association's 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 SEMI-STATE AND QUARTERFINALS

The winning boys and girls teams from the 16 region tournaments advance to the semi-state round of the state tournament.

The winning boys and girls teams from the eight (8) semi-state games advance to the quarterfinal round of the state tournament.

COMPETITION DATES AND SCHEDULE

BOYS' AND GIRLS' SEMI-STATE

Games shall be played Oct. 21-22 at host sites.

BOYS' AND GIRLS' QUARTERFINALS

The winners of each semi-state contest advance to the state quarterfinals to be played Oct. 24-26 at host sites.

SCHEDULE

Semi-state and quarterfinal pairings that determine the host school are on the KHSAA website and included as a link at the end of these instructions.

GAME MANAGER DUTIES

PRE-EVENT

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

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

Game Managers shall assist in securing proper game personnel, including ticket sellers, ticker takers, security, PA, official scorer, certified athletic training and any other required duties.

TICKETS AND FAN ADMISSION

Enclosed with the tickets mailed to your school, each Game Manager will find a working copy of KHSAA Form GE88 (Semi-State/Quarterfinal Financial Report) which indicates the specific ticket numbers issued.

The provided tickets must be used at your semi-state and quarterfinal games and reconciled on the included form.

All unused tickets and Form GE88 must be returned to the KHSAA within one (1) week of the tournament. The host school will be charged full price for any tickets not returned.

All semi-state and quarterfinal ticket prices are \$10 each. Children 10 and under will be admitted free.

Schools should be 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.

Coaches' cards and/or officials' ID cards shall not be honored at the gate.



Hosts should recognize and admit the Superintendent, Principal and Athletic Director of a school who possesses the valid 2019-20 KHSAA photo identification.

FINANCIAL REPORTING

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

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

DURING THE GAME

Prior to the start of the contest, identify yourself to both the opponent's administrators and the officials and establish a designated area where you 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.

The admission of school pep bands is a local decision.

ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

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

A school may dress up to 24 players in each postseason match from the roster submitted online.

SUBSTITUTIONS

The 24 players selected to dress may rotate between matches from the eligible members as noted on the postseason roster.



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."

CONDUCTING THE EVENT

FORMAT OF EVENT

The semi-state and quarterfinal rounds of the state tournament 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.



OFFICIATING ASSIGNMENTS AND FEES

Officials will be assigned and paid by the KHSAA.

Four (4) officials shall be used for each postseason match.

Ensure that the official’s names are listed on Form GE88 when completing your post-event report.

For Semi-State matches, use the following list of current assigning secretaries (their contact information can be found in the links at the end of these instructions). Managers should contact the appropriate assigning secretary and provide them with the game time and site.

For Quarterfinal matches, the official shall be assigned by the KHSAA.

Boys Semi-State	Girls Semi-State
SS#1 - Bradley Coyle	SS#1 - Thomas Vallandingham
SS#2 - Mark Terry	SS#2 - John Secor
SS#3 - Perry Wing	SS#3 - Perry Wing
SS#4 - Majid Rezaee	SS#4 - Majid Rezaee
SS#5 - Jim Long	SS#5 - William Bruner
SS#6 - George Huffman	SS#6 - George Huffman
SS#7 - Jim Bevins	SS#7 - William Watts
SS#8 - Jordan Barker	SS#8 - Jordan Barker

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.

SECURITY AND VENUE SAFETY

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.

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, another person is needed to deal with any outside difficulties.

Unsporting conduct by spectators is a growing concern. 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.

Please advise the Game Manager 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.

Any crowd control problems or acts of violence should be brought to the attention of the Game Manager as well.



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.

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

MEDICAL COVERAGE

The host school is responsible for securing medical coverage for the event, including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

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.

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, which are included as a link at the end of these instructions.

Any fees associated with medical coverage are to be taken from gate receipts.

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.

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.

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.

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

Championship apparel will be available on-line 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 Rihards.com/KHSAA Scoreboard at 1-800-453-6882 or via web link if provided by email.

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

TROPHIES AND AWARDS

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

No trophies will be awarded to either team during the semi-state round.

Game Managers at the quarterfinal round will be sent one (1) state quarterfinalist plaque to be given to the non-advancing team.

Quarterfinal Game Managers will also be sent one (1) All-Tournament Team plaque to be awarded to a member of the non-advancing team.

The winning teams of the quarterfinal round will receive their trophies at the final site in Lexington.

FINANCIAL REPORT (GE88)

Each Game Manager is to complete and submit Form GE88 (Semi-State/Quarterfinal Financial Report) to the KHSAA, including itemized expenses, no later than three (3) weeks following the tournament using the link at the end of these instructions.

No expense item may be taken from the gate receipts without prior approval from the KHSAA.

Game Managers are reminded not to pay any visiting team's expenses or officials.

The KHSAA will pay officials after receipt of Form GE88.

Upon receipt of revenue and report, the KHSAA will issue shares to the host, home and visiting schools.

INSTRUCTIONS FOR TEAMS ADVANCING

The eight (8) winning teams in the boys' and girls' semi-state rounds advance to the quarterfinals to be played Oct. 24-26.

The four (4) winning boys and girls teams in the quarterfinals advance to the final site of the KHSAA Soccer State Championships.

State Championship 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.



IMPORTANT WEBSITE LINKS

- [KHSAA Soccer Page](#)
- [Competition Rules](#)
- [Minimum Facility Requirements](#)
- [KHSAA Board Policies](#)
- [Assigning Secretaries](#)
- [GE88 - Semi-State/Quarterfinal Financial Report](#)
- [Semi-State Pairings and Rotation](#)
- [Heat Index Program](#)