



SOCCER

2022 STATE FIRST AND SECOND ROUNDS

PRESENTED BY UK HEALTHCARE



INSTRUCTIONS





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

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[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)





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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 state first round of the 2022 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 Joe Angolia (jangolia@khsaa.org) is the backup contact.

Media, broadcast/webcast and statistics related questions should be directed to the Association's 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 postseason event.

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 STATE FIRST AND SECOND ROUNDS

The winning boys'/coed and girls' teams from the 16 regional tournaments advance to the state first round.

The winning boys'/coed and girls' teams from the eight (8) state first round games advance to the state second round.

COMPETITION DATES, SCHEDULE AND LOCATION

BOYS'/COED AND GIRLS' STATE FIRST ROUND ONE SCHEDULE

Boys'/coed and girls' state first round one games shall be played Oct. 17-18 at host sites.



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

BOYS'/COED AND GIRLS' STATE SECOND ROUND SCHEDULE

The winners of each state first round contest advance to state second round to be played Oct. 20-22 at host sites.

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

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.

HOST SITES

Following a draw to set the state first round matchups, with regions 1-8 and 9-16 in random pods, the host sites shall be determined by the team with the highest regular season Ratings Percentage Index (RPI) rating.

The regular season RPI will continue to be used to set the host for state second round.

All host sites must meet the postseason site specifications.

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 boys'/coed and girls' soccer state first and second 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 and only 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 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 instructions and advance approval from the KHSAA is required before other expenses will be considered.



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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.

The Game Manager is permitted to hire certain specific positions, with specific maximum allowable rates of pay (per contest), 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).

Costs for these specific permitted workers shall be paid by the KHSAA upon receipt of the completed GE88 Form, which is included as a link at the end of these instructions.

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 General Counsel Collins.

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.



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The admission of school pep bands is a local decision.

ROSTERS, LIMITATIONS AND SUBSTITUTIONS, TEAM PARTY

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 players selected may 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.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating.

TEAM PARTY

Participating teams are limited to 15 team-party passes, and only those 15 selected by the head coach may be given sideline access outside of the players in uniform.

Team party includes all superintendents, principals, athletic directors, coaches, managers, trainers, statisticians, ball holders and other adults designated by the school as a member of the traveling party on a daily basis.

A packet containing 15 team party passes will be sent to the Designated Representative of the host school.

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

Each state first and second round game 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 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 unless supplies are unavailable is prohibited by the KHSAA and could subject the tournament and its



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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 if such supplies are available through normal sources.

BALL HOLDERS

A minimum of two (2) ball holders 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 holder to not disrupt the flow of the action.

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

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

Officials' assignments for the state first and second rounds will be made by the Commissioner's.

The state first and second round fee for soccer is \$95 per match for the Referee and two Assistant Referees and \$66.50 per match for the 4th Official/Alternate.

Assigners are not required to honor scratches in the postseason.

It is preferred that the host pay the officials through ArbiterPay and be reimbursed by the KHSAA on receipt of Form GE88.

No additional 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.

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 as the coach needs to devote full attention to the team.

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.

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.



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

MEDICAL PROVISIONS

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

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.

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, state 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.



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At all levels of KHSAA sponsored postseason events, including district, regional, state first and second round, 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, state 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 and re-sell them to anyone, including team members, the families or the general public.

RADIO BROADCASTS

No host manager of a state first or second 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.



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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 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 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 2022-23 tournaments.

There are no awards during the state first round.

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

State second round Game Managers will also be sent one (1) All-Tournament Team plaque to be awarded to a member of the non-advancing team as selected by the coach.

FINANCIAL REPORT FORM (GE88)

Each Game Manager is to complete and submit Form GE88 (State First and Second Round Game Financial Report) to the KHSAA, including itemized expenses, within one (1) 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 and the amounts reported through Form GE88.

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

INSTRUCTIONS FOR TEAMS ADVANCING

The eight (8) winning teams in boys'/coed and girls' state first round advance to the state second round to be played Oct. 20-22.

The four (4) winning boys'/coed and girls' teams in state second round advance to the final site of the KHSAA Soccer State Championships for the semifinals and finals at Frederick Douglass High School in Lexington.

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

TEAM INFORMATION FORM (GE63)

By Tuesday, Oct. 25, the Athletic Director or Designated Representative from all teams advancing to the semifinals must submit form GE63 (Team Information Form) and GE64 (Request for Expense Allowance Form) links to which will be included in the state instructions.

IMPORTANT WEBSITE LINKS

- [KHSAA Soccer Website](https://khsaa.org)
- [Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic](#)



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- [Competition Rules](#)
- [Minimum Facility Requirements](#)
- [Boys'/Coed Bracket](#)
- [Girls' Bracket](#)
- [GoFan Ticket Training](#)
- [GE63 - Team Information Form](#)
- [GE64 - Team Reimbursement Form](#)
- [GE88 - State First and Second Round Financial Report](#)
- [Heat Index Program](#)



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)