2019 STATE TOURNAMENT INSTRUCTIONS
FOR PARTICIPATING TEAMS
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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
BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to 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 for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

Media inquiries should be directed to 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 CHAMPIONSHIPS

The winning team from each quarterfinal contest advances to the state tournament final site.

COMPETITION DATES, LOCATION AND SCHEDULE

SEMIFINALS - WED., OCT. 30 AND THURS., OCT. 31

- Boys’ semifinals - Oct. 30 - 6 & 8 p.m. ET
- Girls’ semifinals - Oct. 31 - 6 & 8 p.m. ET

STATE FINALS - SATURDAY, NOV. 2

- Boys’ final - 6 p.m. ET
- Girls’ final - 8 p.m. ET

TOURNAMENT BRACKET

The state tournament brackets can be found on the soccer page of the KHSAA website in the State Results/Stats section.

They are also provided as a link at the end of these instructions.

The state tournaments are blind draw, single-elimination events.

PAIRINGS

The semi-state and quarterfinal matchups played ahead of the semis and finals were based on a set rotation per the competition rules.

VENUE AND ADDRESS

Henry Clay High School, 2100 Fontaine Rd., Lexington, Ky., 40502

ALTERNATE SITE

In the event the field at Henry Clay is unavailable due to conflicts, the semifinals and finals will move to the following alternate site:

Bryan Station High School, 201 Eastin Rd., Lexington, Ky., 40505
TICKETS AND FAN ADMISSION

TICKETS
General admission tickets will be $10 per session with no re-entry:

- Session 1 - Wednesday, Oct. 30 (Boys’ Semifinals)
- Session 2 - Thursday, Oct. 31 (Girls’ Semifinals)
- Session 3 - Saturday, Nov. 2 (Boys’ and Girls’ Finals)

Once entering the stadium, there will be no readmittance without the purchase of a new ticket.
Children 10 and under are admitted free.

FAN ADMISSION
Everyone must enter and exit through the admission gate which will open one (1) hour prior to the start of the first contest.
Only event staff and media members will be admitted to the press box.

PRE-EVENT LOGISTICS

CONFERENCE CALL
There will be a brief web conference for participating coaches and athletic directors on Monday, Oct. 28.
The boys’ call is scheduled for 10 a.m. ET and the girls’ will follow at 11 a.m.
Additional instructions regarding the call will be sent via email once the field is set.
Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

PRE-TOURNAMENT ON-SITE MEETING
Ground rules for the match will be explained in the meeting between coaches, captains and officials prior to kickoff in the meeting required by NFHS rules involving captains and coaches.

TEAM PACKETS
Upon arrival at the team check-in tent at the stadium for the semifinals, head coaches will receive a packet containing event participation bag tags.
These tags are labeled for either participants or team party and will provide admission to all sessions of the tournament.
A line-up card, which must be filled out before each game and delivered to the press box, will also be included.
Please communicate difficult or unusual name pronunciations or number changes at the tent.

LODGING
The Clarion Hotel (1950 Newtown Pike, Lexington, Ky., 40511, (859) 233-0512) and the Fairfield Inn (2211 Elkhorn Rd., Lexington, Ky., 40505, (859) 303-4386) are the assigned team hotels.
The team rate at the hotels is contracted at $99.
Have your school’s or Board of Education’s Sales Tax Exempt number with you at check-in to avoid sales tax from being added to the hotel bill.
A school’s Principal, Athletic Director or Head Coach must call NO LATER THAN NOON ON MONDAY, OCT. 28 to secure their allotment of rooms.
Both properties are located just off I-64 and I-75 in Lexington.
Depending on traffic, the hotels are approximately a 10-20 minute drive from the state tournament venue.
The lodging allowance shall be as published in the Post Event section of these instructions for the maximum number of rooms specified and will only be paid provided the lodging is utilized.
A lodging allowance will not be paid for teams failing to stay in the property assigned by the Association or for those schools inside a 40-mile, one-way radius of the event site.
BYLAW 22 - 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. A pertinent section of the bylaw is included below:

“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.”

POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Team rosters 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.

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 championships.

LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players per contest.

Those 24 selected can rotate each match as long as they appear on the postseason roster.

No other players outside of the 24 designated as eligible for each match may be in uniform.

ADMISSION INTO VENUE

TEAM PARTICIPANT ENTRY

Each participating team will be issued 24 bag tag student credentials upon arrival.

These bag tags are to be used for gate admission for the players in game uniform to be admitted as a group through the pass gate and must be visible to the gate admission staff.

No additional passes will be issued.

NON-PLAYER TEAM PARTY PASSES

Each participating team will be issued 18 additional TEAM PARTY credentials upon arrival for coaches, assistant coaches, statisticians, trainers, doctors, etc., which must be visibly worn at all times and are the only means of admission for these individuals.

Non-ticketed individuals must be issued one of the 18 team party passes in order to be able to be admitted, be at field level or go to the locker rooms.

This limitation includes all coaches, managers, trainers, statisticians, and other adults designated by the school as a member of the traveling party on a daily basis.

These passes are valid for entry once per session at the pass gate when entering as a group.

Coaches must be listed on the KHSAA school page and have completed all of the coaching requirements.

Other individuals will not be entitled to complimentary admission and will be directed to a ticket window if they do not hold this credential.

Teams, coaches and media will be permitted field access with the proper credentials.

No additional persons will be allowed on the field or near the playing area.
The Principal (one), Athletic Director and Superintendent shall be admitted through the pass gate by presenting the current school year version of the Commonwealth ID card produced by the KHSAA but will need the additional TEAM PARTY credential if on the sideline.

Credentials lost/stolen will not be replaced.

No additional passes will be issued.

FIELD LEVEL ADMINISTRATORS

From the 18 TEAM PARTY passes, each school is asked to provide two (2) Field Level Administrators to assist with pep buses and cheering section crowd control as needed.

These administrators are advised to stand at field level with their group in order to be near the field to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections).

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker room space is available and assignments will be made when teams arrive.

The KHSAA is not responsible for the loss of valuables at the facility.

Locker rooms are off limits to anyone other than participants, coaches, officials, team attendants and tournament staff.

Parents and spectators are strictly prohibited from the locker rooms.

Locker rooms will be inspected by KHSAA and school staff and any damage discovered will be billed to the school and/or taken from the team reimbursement.

It is expected that the locker rooms will be left in the same condition in which they are found.

TEAM BENCHES

All bench personnel (including head coach, assistant coaches, managers, trainers and non-dressing members) must have a team party credential.

The team in the top half of the bracket will be the home team in all matches and will occupy the bench nearest the scoreboard.

Home teams will wear dark colored jerseys and socks.

The team in the bottom half of the bracket will be the away team in all matches and will occupy the bench opposite the scoreboard.

Away teams will wear solid white jerseys and solid white socks.

KHSAA staff will resolve conflicts regarding these issues and both teams should be prepared to have both color variations of kits available.

PRACTICE

The facilities are closed to participating teams other than their scheduled match time.

Fayette County Public Schools’ staff has been advised that no team practice is permitted.
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.

CONDUCTING THE EVENT

STATE TOURNAMENT OFFICIALS

Officials presiding over the tournaments are licensed and assigned by the KHSAA.
Four (4) officials shall be used for each match: one (1) center referee, two (2) assistant referees and one (1) fourth official.
In team sports, officials are assigned based upon performance review and advancement of teams within the event.
No official will be assigned a contest that involves a team from the region in which they reside.

PRE-GAME SCHEDULE

- 50:00 - Referee pre-game meeting with KHSAA staff or representative
- 30:00 - Start clock and teams may begin warming up
  - Read NFHS Sportsmanship Statement before first game of the day during warm-ups
- 20:00 - Head coaches, captains and officials meet for coin toss and submit and exchange rosters
- 10:00 - Teams clear field & line up for World Cup entry
- Public address welcome
- 5:00 - Officials lead all players in World Cup entry from team bench area to near touchline
- Introduce visiting team starters (reserves are introduced at final only)
- Introduce home team starters (reserves are introduced at final only)
- Play National Anthem before first game only
- 0:00/40:00 Kick-off of First half
  - Announcer shall count down last 10 seconds of period
- Halftime - 10:00 on clock and start immediately as teams exit field
- 0:00/40:00 Kick-off of Second half
  - Announcer shall count down last 10 seconds of period
- 30:00 - After teams clear field, next participants may begin warming up

REQUIRED BALL

The Select ball model that will be used in the postseason is the Royale (district, region or state tournament).
All balls must display the National Federation Authenticating Mark.

BALL CHASERS

It is required that each participating team provide at least two (2) ball chasers that have received a team-party pass from the
allotted 18 to access the field. Ball chasers must wear “pennies” to distinguish them from playing members of your team.
RULES POINTS OF EMPHASIS/CLARIFICATIONS

PLAYING RULES

National Federation (NFHS) playing rules will be utilized without exception.

TIEBREAKER

Every contest must have a winner.

Games tied at the end of regulation time will continue with two (2) sudden-victory overtime periods of five (5) minutes each.

There shall be a two (2) minute break between the overtime periods.

If the score remains tied after two overtime periods, the contest will be decided by penalty kicks.

A detailed version of the tiebreak procedure can be found in the Competition Rules, which are included as a link at the end of these instructions.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of UK Healthcare to provide trainers for the state soccer tournaments.

Athletic training staff will be available on the field beginning one (1) hour prior to the first contest of each session and will remain available throughout the event.

Teams are reminded to bring their own water bottles to the venue.

PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

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

Please advise KHSAA 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.

ATC’s from UK Healthcare will be on site with ambulance services on-call.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

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

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, UK Healthcare trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.
INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host high school and officials, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

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

If it is anticipated that the storm will pass, the competition may be resumed no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

The Heat Index Program, as posted on the KHSAA website, will be followed by officials in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

The safety of the public and participants will be the most important factor in any decision.

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 remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

TEAM BROADCASTS

By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using SI113 (School Audio Broadcast Designation Form).

The radio station/website shall then apply for championship credentials through the KHSAA’s online credentialing system.

Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.
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 belong 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.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made 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, allowances shall be made 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 KHSAA 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 KHSAA 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 KHSAA and shall be equitable for all teams.

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.

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 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.

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

LIVE STATS

Live, play-by-play stats are available for all six (6) games of the semifinals and finals.

Links for those stats can be found under the 2019 KHSAA State Tournament Results/Stats menu on the bottom of the soccer page of the KHSAA website.
EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

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

POST EVENT

RESULTS

Scores will be posted on the KHSAA/Riherd’s Scoreboard on the KHSAA website following each game.

TROPHIES AND AWARDS

There will be an awards ceremony at the conclusion of each match and we expect both teams, regardless of outcome, to respectfully acknowledge the recipients of these awards.

The state champion will receive a team trophy and 27 medals.

The state runner-up will receive a team trophy and 27 medals.

Each of the semifinalists will receive a team trophy and 27 medals.

Each quarterfinalist team not advancing to the semifinals will receive a plaque for the team.

Each quarterfinalist not advancing to the semifinals will have (1) member named by the coaching staff to the All-Tournament Team.

Each semifinalist not advancing to the championship game will have two (2) members named by the coaching staff to the All-Tournament Team.

The runners-up will have three (3) members named by the coaching staff to the All-Tournament Team.

The champions will have two (2) members named by the coaching staff to the All-Tournament Team and one (1) named “Most Valuable Player.”

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Official championship photos of the event will be available for purchase through the KHSAA’s online photo gallery within 72 hours of the completion of the event.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

FINANCES AND EXPENSES

LODGING

Schools are responsible for all bills and will be reimbursed the lodging allowance, which is $13 per permitted night per individual for 2019-20.
MEALS
Meals shall be paid for a traveling squad per the Competition Rules, to include players, cheerleaders, coaches, support staff and administration.
For 2019-20, the rate of allowance is $5 per permitted meal, per individual.
The amount of meals paid corresponds to the approved length of lodging stay (breakfast following elimination).
- For commuting teams not using housing, two (2) meals per day will be paid at the approved rate on each competition day.
- For teams approved to stay one (1) night, three (3) meals will be reimbursed.
- For teams approved to stay two (2) nights, five (5) meals will be reimbursed.
- For teams approved to stay three (3) nights, eight (8) meals will be reimbursed.
- For teams approved to stay four (4) nights, 11 meals will be reimbursed.
- For teams approved to stay five (5) nights, 14 meals will be reimbursed.
- For teams approved to stay six (6) nights, 17 meals will be reimbursed.
Your school is responsible for all meal arrangements for your team.

MILEAGE
Each school is reimbursed per mile for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.
Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added.
For 2019-20, the rate of allowance is $1 per permitted vehicle, per mile, round trip.

RECEIVING YOUR REIMBURSEMENT
To receive your team reimbursement, you must complete form GE64 (Request for Team Reimbursement) which is included as a link at the end of these instructions.
The expense check will be mailed from the KHSAA offices no later than 30 days following the state finals.
Expense reimbursements will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school.
By requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans.
The KHSAA will take whatever action is necessary, including fining the particular school and assessing the cost for repair, to those schools leaving the seating area in a damaged condition or destroying any stadium property, including fences, gates and barriers.

IMPORTANT WEBSITE LINKS
- KHSAA Soccer Website
- Competition Rules
- Boys’ Bracket
- Girls’ Bracket
- Media Credential Request Form
- SI103 - School Media Credential Request Form
- SI113 - School Audio Broadcast Designation Form
- Official KHSAA Championship Photos
- GE04 - Physical Exam Form
- GE64 - Request for Team Reimbursement Form