



# SOCCER

## STATE OPENING ROUNDS

**PRESENTED BY UK HEALTHCARE**  
**INSTRUCTIONS**





# 2023 Soccer State Opening Rounds Presented by UK HealthCare

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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

## KHSAA Staff

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
Assistant Commissioner	Joe Angolia
General Counsel	Chad Collins
Information Technology Director	Rob Catron
Media Relations and Publications Director	Connor Link
Event Services and Social Media Director	Jenny Elder
Event Services Coordinator	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	Jeanie Molloy
Physical Plant Director	Roy Tatum



@KHSAA



@KHSAAEvents





## **GENERAL FALL INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES**

### **SUPERSEDURE NOTE**

The information in these instructions supersedes any previously distributed, including the Competition Rules.

These instructions have been consistently reviewed and revised over the past several years through the pandemic, while time has not permitted a complete overhaul and revision to the competition rules.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact, listed in the proceeding sport specific sections, with any additional questions.

### **COVID-19 GUIDANCE**

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 illness should stay home.

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.

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine.

### **VENUE LOGISTICS**

#### **WATER**

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

#### **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 which you or a fellow spectator 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 event staff, which will contact the appropriate authorities.

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

#### **SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC**

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 competition management cues are not permitted to include, but not be limited to:

- Indoor
  - o Air horns
  - o Electronic amplifiers
  - o Portable sound systems
  - o Whistles
  - o Game clock horns simulator
- Outdoor
  - o Air horns
  - o Whistles
  - o Game clock horns simulator



Managers should confiscate items if used with the managers determining if they are returned post championship.  
Balloons, which can block the view of other patrons, are not permitted at the event.  
Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

## **ENTRY OF SERVICE ANIMALS**

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service provided.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

## **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.

## **ROSTERS**

### **POSTSEASON ROSTER**

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.

No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

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

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

## **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.

## **FINAL STATE SITE EXPENSE REIMBURSEMENT**

### **EXPENSE ALLOWANCE REIMBURSEMENT RESTRICTIONS**

#### **GENERAL POLICY**

- An expense allowance will be paid for teams traveling to field hockey, soccer, volleyball, football, basketball, baseball and softball tournaments.
- The total number of players and travel party reimbursed is twenty-four (24) for field hockey, volleyball, soccer, baseball and softball to include a partial allowance for twenty-one (21) players, plus three staff.
- The total number of players and travel party reimbursed is thirty-three (33) for basketball to include a partial allowance for fifteen (15) players and fifteen (15) cheerleaders, plus three (3) staff.
- The total number of players and travel party reimbursed is fifty-nine (59) for football.
- No reimbursement is paid for the individual sports of golf, cross country, swimming and diving, wrestling, tennis or track and field.
- No reimbursement is paid for the sport-activities of cheer, dance, bowling, esports, archery or bass fishing.
- Schools inside a 40 mile, one-way radius from the event site will only be reimbursed as a commuting team.

#### **MILEAGE**

- Each team will be reimbursed \$2 per mile, round trip from the school address to the competition facility address for field hockey, volleyball, soccer, basketball, baseball and softball.
- Each team will be reimburse \$3 per mile, round trip from the school address to the competition facility address for football.
- Any mileage allowance will be for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

#### **COMMUTING TEAMS**

- Each commuting team will be reimbursed mileage as detailed above, plus \$15 per player per contest played.

#### **TEAMS USING LODGING**

- Schools are responsible for the initial payment of all lodging bills and will be reimbursed the lodging allowance, provided it is utilized.
- If you are exempt from state sales tax, be prepared to show that verification to the hotel.
- Teams using lodging shall be paid for the actual nights used as verified by the property through the morning following elimination from the tournament.
- If housing is assigned to specific hotels, teams not commuting but failing to stay in the assigned property will only be reimbursed mileage for their participation.

### **RESPONSIBILITY FOR FANS AND PARTICIPANTS**

#### **RESPONSIBILITY FOR FAN CONDUCT**

- The participating schools are responsible for the conduct of the fans supporting that team.
- Any and all steps including fines or other penalties will be levied in the event of mass entrance to the field, floor or competition area.

#### **DAMAGE TO FACILITY**

- 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 venue property, including fences, gates and barriers that can be directly attributed to the student body or representatives of the school.
- 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.

- Any school action in response to damage shall be completed within sixty days of the close of the event, after which time any damage will be submitted to the KHSAA insurance carrier with the damage-responsible school liable for likely subrogation and potential litigation.

#### **OFFSETS TO EXPENSE ALLOWANCE REIMBURSEMENT FOR REIMBURSED TEAM SPORTS (FIELD HOCKEY, FOOTBALL, SOCCER, VOLLEYBALL)**

- Any and all steps including fines or other penalties (including the withholding of team expense payments if such are paid in a particular sport or sport-activity) will be levied in the event of players or others entering the stands during or after a game.
- Expense allowance reimbursements (if such are paid in a particular sport or sport-activity) 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 (if such are paid in a particular sport or sport-activity), the school acknowledges liability for damage directly attributable to the school, student body or fans.

### **HEALTH INFORMATION**

#### **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.

#### **EMERGENCY ACTION PLAN**

UK HealthCare Sports Medicine is the official Sports Medicine Partner for the KHSAA State Championships.

KHSAA staff will, in consultation with UK HealthCare Sports Medicine and venue personnel, develop an Emergency Action Plan (EAP) for this event.

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency, including specific assignments to the designated on-site training staff.

The on-site training staff will also be responsible for any necessary monitoring of the wet bulb globe temperature and notification to KHSAA staff and the contest officials for determinations of any necessary adjustment to activity.

If an athlete or other team member is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be immediately contacted.

An AED will also be located at the team check-in area.

#### **ATHLETIC TRAINERS**

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state events, and in the event of disagreement, this group shall serve as the primary determinant of medical next steps.

Athletic Training Staff will be available beginning one (1) hour prior to the event and remain available throughout the day.

Individual school Athletic Trainers should be included in the distribution of Team Party passes.

#### **INCLEMENT WEATHER PROCEDURES**

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

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

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public



and participants will be the most important factor in any decision.

## **HEAT INDEX PROGRAM**

Tournament play will adhere to the KHSAA's Heat Index Program, which pertains to the outside temperature as well as monitoring the indoor temperature of venues without air conditioning.

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.

## **LIGHTNING/THUNDER POLICY**

Working with the certified athletic trainer and facility staff, assigned tournament administration shall monitor and adhere to the KHSAA Board adopted policy regarding lightning and thunder. All competitions 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.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

## **VIDEOTAPING, 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 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, first round, second round, 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, first round, second round, 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.

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.

### **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 for school internal publications.

Space permitting, school media may be granted floor access consistent with traditional media access.

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

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.



This pass must be requested by a school administrator in advance of the start of the event at [credentials.khsaa.org](https://credentials.khsaa.org), 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. A link to the credential application is included at the end of these instructions.

The deadline to apply is 3 p.m. the day before competition begins.

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

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Media outlets may be limited during this event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

## **MEDIA RIGHTS FEE**

Freelance/commercial photographers as defined in these instructions 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.

## **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 first round, second round, 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.

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 Media Relations and Publications 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.

## **INTELLECTUAL PROPERTY RIGHTS**

The intellectual property, corporate, broadcasting and media rights to all state championship rounds of the KHSAA postseason belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).





The Commissioner is the manager of all state championship play.

## **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online at the following link - [khsaa.teamip.com](https://khsaa.teamip.com).

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

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

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

## **OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

The KHSAA pays for professional photography coverage of the event.

Official championship photos will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event, [khsaaphotos.org](https://khsaaphotos.org).



# 2023 Soccer State Tournament Opening Rounds presented by UK Healthcare

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



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





## **SOCCER SPECIFIC INSTRUCTIONS**

### **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 2023 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](mailto:ccollins@khsaa.org)).

If Mr. Collins is not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@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](mailto: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.

### **QUALIFYING FOR STATE FIRST, 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 (quarterfinals).

### **COMPETITION DATES, SCHEDULE AND LOCATION**

#### **STATE FIRST ROUND DATES**

Boys'/coed and girls' state first round games shall be played Oct. 16-17 at host sites.

All game times shall be 7 p.m. local time unless otherwise approved by the Commissioner's office.

#### **STATE FIRST ROUND SCHEDULE**

Rotations and pairings have been set for the 2023-28 seasons. See the KHSAA website for the rotation or follow the link at the end of these instructions.

For 2023, the rotation is as follows:

- First Round State 1 - Region 1 at Region 2
- First Round State 2 - Region 3 at Region 4
- First Round State 3 - Region 5 at Region 6
- First Round State 4 - Region 7 at Region 8
- First Round State 5 - Region 9 at Region 10
- First Round State 6 - Region 11 at Region 12
- First Round State 7 - Region 13 at Region 14
- First Round State 8 - Region 15 at Region 16

#### **STATE SECOND ROUND SCHEDULE**

Boys'/coed and girls' winners of each state first round contests advance to state second round, which is to be played Oct. 19-21 at host sites.

All game times shall be 7 p.m. local time unless otherwise approved by the Commissioner's office.



## **HOST SITES**

Following a draw to set the state second round matchups, with regions 1-8 and 9-16 in pods and pairings randomly drawn, the host sites shall be determined by the top team in the bracket.

All host sites must meet the postseason site specifications.

## **MATERIALS FOR STATE FIRST & QUARTERFINAL ROUNDS**

Each regional manager has been shipped a box in advance of the tournament.

### **REGIONS 4, 6, 10 AND 16**

These regions will receive a large brown box.

In that large box, there are three different white boxes that will be critical in managing both the State First Round and Quarterfinals.

Directions for handling the contents of this box are as follows:

- The white box labeled "Region Winner" should be held separately and given to the team that wins the region championship contest.
  - o Contained in this box are the Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.
  - o Also contained in this box will be commemorative participant tags (24) for each team member and others on the roster for state championship participation.
- The remainder of the items in the larger box are to be given to the Region winner for use in managing the State First Round.
- The white box labeled "First Round Winner", which should not be opened, and should simply be taken to the State First Round game along with other materials to be given to the winning team of that contest. The winning team will open and the box contents are as follows:
  - o Quarterfinal Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.
- The white box labeled "Quarterfinal Winner", which should not be opened, and should simply be taken to the State Quarterfinal game along with other materials to be given to the winning team of that contest. The winning team of the quarterfinal game will open and the box contents are as follows:
  - o Championship Rounds (Semifinal & Final) Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Final Rounds (both semifinal and final) instructions.
- The remainder of the Quarterfinal material in the larger brown box is for the First Round winner to use in managing the Quarterfinal game.

The brown box also contains:

- o Copies of instructions;
- o Two Opening Round banners, one per round, to be displayed in an obvious location along with the provided zip ties to hang them;
- o An allocation of State First Round (10) and Quarterfinal (10) Event Staff Passes to clearly identify those individuals that are working the front line and customer facing for the event;
- o An allocation of State First Round (15) and Quarterfinal (15) Media Passes to clearly identify those individuals that are properly credentialed;
- o A Quarterfinal Plaque, to be given to the non-advancing team as detailed in the trophy and awards portion of these instructions;
- o A Quarterfinal All-Tournament Plaque, to be given to a player on the non-advancing team as detailed in the trophy and awards portion of these instructions.



## **REGIONS 2, 8, 12 AND 14**

These regions will receive a large brown box.

In that large box, there are two different white boxes that will be critical in managing the State First Round.

Directions for handling the contents of this box are as follows:

- The white box labeled "Region Winner" should be held separately and given to the team that wins the region championship contest.
  - o Contained in this box are the Team Party Passes (15) (non-player and non-uniformed personnel) with directions for use found in the State Opening Rounds instructions.
  - o Also contained in this box will be commemorative participant tags (24) for each team member and others on the roster for state championship participation.
- There will be a box labeled "First Round Winner", which should not be opened, and should simply be taken to the State First Round game and be given to the winning team of that contest. The winning team will open and the box contents are as follows:
  - o Quarterfinal Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Final Rounds (both semifinals and finals) instructions.

The brown box also contains:

- o Copies of instructions;
- o Opening Round banner to be displayed in an obvious location along with the provided zip ties to hang them;
- o An allocation of State First Round Event Staff Passes (10) to clearly identify those individuals that are working the front line and customer facing for the event;
- o An allocation of State First Round Media Passes (15) to clearly identify those individuals that are properly credentialed.

## **REGIONS 1, 3, 5, 7, 9, 11, 13 AND 15**

These regions will receive a white box.

The white box is labeled "Region Winner" and is to be given to the team that wins the region championship contest.

This box contains the following:

- Team Party Passes (15) (non-player and non-uniformed personnel) with directions for use found in the State Opening Rounds instructions;
- Commemorative participant tags (24) for each team member and others on the roster for state championship participation;
- Copies of instructions.

## **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 \$10 each in advance, including all fees.

The day of the event, the ticket price will be \$12, fees included.

Kentucky Children's Hospital is sponsoring FREE tickets for all children 10-and-under. To receive these tickets, you must "purchase" these seats through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.



## 2023 Soccer State Tournament Opening Rounds presented by UK Healthcare

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 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.

### 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 at state first round sites will receive a box for each team that contains the following:

- Team Party Passes for use in sideline control and admission as described in these instructions;
- Commemorative participant tags to be handed out to each team at their site;
- An allocation of Media and Worker passes to be utilized at that site, and
- An identifying banner to be prominently displayed at the contest site recognizing the event as part of the state tournament.

Game Managers at state second round sites (quarterfinals) will receive a box from the Association that will contain the following:

- Team Party Passes for use in sideline control and admission as described in these instructions;
- Commemorative participant passes to be handed out to each team at their site;
- An allocation of Media and Worker passes to be utilized at that site, and
- An identifying banner to be prominently displayed at the contest site recognizing the event as part of the state tournament.

Game Managers at state second round sites (quarterfinals) will receive a second box to be handed to the advancing team from the state second round to the state semifinals.

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 at the host site to ensure all non-game-related occurrences have dedicated personnel's attention.

Responsibilities include but are not limited to, working with officials, assisting in emergency situations on- or off-the-field,





reporting scores, filing financial forms, etc.

Due to a coach's need to focus on the team, the Association requires this individual to be someone other than a member of the coaching staff.

## **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.

## **POST GAME**

Each Game Manager is to report scores to the [Riherd's.com/KHSAA](https://riherd.com/KHSAA) Scoreboard online.

Scores can be reported utilizing the link in the daily scoreboard email.

In an emergency, an email can be sent to [scheduleentry@khsaa.org](mailto:scheduleentry@khsaa.org) or by calling into the scoreboard at 1-800-453-6882.

Failure to report the scores could result in a fine.

Each Game Manager is to complete and submit Form GE88 (First round Game Financial Report) to the KHSAA, including itemized expenses, within one 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.

## **TROPHIES AND AWARDS**

There are no awards during the state first round.

Game Managers at state second round sites (quarterfinals) will be sent one (1) state quarterfinalist plaque, given to the non-advancing team, and one (1) All-Tournament Team plaque to be awarded to a member of the non-advancing team as selected by the coach.

- A photo of the team with the plaque as well as a photo of the All-Tournament Team member with plaque shall be taken and sent to [so@khsaa.org](mailto:so@khsaa.org).
- Remind teams and individuals, these photos will be used on social media to promote these accomplishments. Shots of poor taste may not be used.

## **LIMITATIONS AND SUBSTITUTIONS, TEAM PARTY**

### **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.



## 2023 Soccer State Tournament Opening Rounds presented by UK Healthcare

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

### 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 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

KHSAA requires two (2) ball boys/ball girls be identified by each team to work the game, helping to avoid disruption of the flow of action.

#### CONTEST COMPLETION REMINDER

Every contest must have a winner.

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

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 as well as a link at the end of these instructions.

### 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 office.

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.

Officials traveling more than 100 miles (one-way) shall be paid an additional \$20.

The Association is not required to honor scratches in the postseason.

### 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. 19-21.

The four (4) winning boys'/coed and girls' teams in state second round advance to the Soccer State Tournament final site, Lafayette High School in Lexington, where the semifinals and finals rounds will be played.

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

#### TEAM INFORMATION FORM (GE63)

By Tuesday, Oct. 24, the Athletic Director or Designated Representative from all teams advancing to the semifinals must submit form



GE63 (Team Information Form) which is a linke at the end of these instructions.

## FINANCES AND EXPENSES

Each Host Site is to complete and submit Form GE88 (State First Round Financial Report) to the KHSAA, including itemized expenses, within one 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 Host Sites 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 event staff, whose names, email addresses and current mailing addresses must be included for each worker.

## IMPORTANT WEBSITE LINKS

- [KHSAA Soccer Website](#)
- [Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic](#)
- [Competition Rules](#)
- [Minimum Facility Requirements](#)
- [Boys'/Coed Bracket](#)
- [Girls' Bracket](#)
- [GoFan Ticket Training](#)
- [GE63 - Team Information Form](#)
- [GE88 - State First and Second Round Financial Report](#)
- [Heat Illness Program](#)
- [Match Tie-Breaking Procedure](#)



**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.**

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