



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION 2011 DISTRICT SOCCER TOURNAMENT INSTRUCTIONS



INSTRUCTIONS FOR PARTICIPATING TEAMS

KHSAA
2280 Executive Drive
Lexington, KY 40505
(859) 299-5472 (859) 293-5999 (fax)
www.khsaa.org



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

TO: District Soccer Tournament Managers

FROM: Michael Barren, KHSAA Assistant Commissioner

DATE: September 30, 2011

SUBJECT: District Soccer Tournament Information

Soccer postseason will be here soon! Thank you for being the Tournament Manager for your District. With this communication, you will find information regarding the District Soccer Tournaments.

Please make note of the District Tournament Manager's Checklist. All District Tournament Managers should review this "checklist". In addition, feel free to print off the KHSAA Webpage any information or forms you might need for post season play.

Please remind the schools in your district tournament that they had the of responsibility to submit team pictures and team rosters online through the KHSAA website (use the "Member Schools Link") to the KHSAA Office no later than Sept. 11, 2010. Schools not submitting appropriate pictures and rosters by the deadline are subject to a fine.

Please feel free to give me a call (859-299-5472) or email mbarren@khsaa.org if you have any questions.

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COMPLETE INSTRUCTIONS FOR DISTRICT MANAGERS

IMPORTANT LINKS

Tournament Rules: <http://www.khsaa.org/handbook/tournamentrules/sotournamentrules.pdf>

Tournament Sites:

BOYS': <http://www.khsaa.org/soccer/2011/districtsositeboys.pdf>

GIRLS': <http://www.khsaa.org/soccer/2011/districtsositegirls.pdf>

Assigning Secretaries: <http://officials.khsaa.org/soassigningsecretaries.pdf>

Forms For Managers Of District Tournament Links

FORM SO109 District Tournament Site Selection Report: <http://www.khsaa.org/forms/so109.doc>

FORM SO101 District Tournament Financial Report: <http://www.khsaa.org/forms/so101.doc>

FORM SO116 District Tournament Seeding Plan Report: <http://www.khsaa.org/forms/so116.doc>

Blank Various Number Tournament Brackets: <http://www.khsaa.org/forms/brackets.html>

DISTRICT TOURNAMENT MANAGER CHECKLIST

- Complete District Soccer Tournament Host Site Information Form SO105 and fax or email to the KHSAA.
- Read Instruction Manual Thoroughly and the contents of Appendix A, Appendix B and Appendix C.
- Rosters are printable online through the members login page at www.khsaa.org and serve as the **eligibility list**.
- Rosters are locked the first day of the district tournament. No changes can be made after that point.
- Make any copies of the instructions that need to be given to all schools at the meeting.
- District Draw Meeting Announced to all schools and media.
- Confirm Seeding/Non Seeding Decision (if changing) at meeting and immediately submit form SO116
- District Tournament Bracket Form Completed and faxed to KHSAA (859) 293-5999 or email emay@khsaa.org
- Submit Form SO109 to the KHSAA (Site Selection Plans for your district)
- Assigning Secretary for host school should be contacted immediately. Prepare checks for Game Referees. Pay rate for district tournament is listed elsewhere in this manual. In addition, the Assigning Secretary will inform you of the amount of money to be paid to the referees for mileage.
- Inspect District Tournament trophies (which will be sent to you by the KHSAA trophy vender)
- Contact Scoreboard with results at (800) 453-6882 EACH DAY
- Other Media Contacted with Results
- Complete Financial Report (**SO101**) (send to KHSAA by October 21, 2011)

MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING

- Call To Order
- Designate Someone To Take Minutes
- Discuss Seeding
- Requires Majority to Change Seeding or Seeding Method
- Report Seeding Decisions or Changes to KHSAA on Form SO116 (*send to KHSAA immediately following meeting*)
- Discuss Future Sites
- Review Site Selection Criteria prior to any final decisions. This is contained in Appendix B.
- Review Site Selection Plan and Ensure Accuracy
- Complete Site Selection Plan Form Enclosed (SO109) (*send to KHSAA immediately following meeting*)
- Discuss Tournament Expenses (majority approval required)
- PA, Official Scorer, Stats
- Security (Must have plan in place)
- Medical
- Other
- Equipment, Facility Rules and Other Facility Notes
- Conduct Draw/Seed Placement
- Complete Enclosed Draw Sheet (appropriate BR form)
- Copy Draw to All Teams

KHSAA DISTRICT SOCCER TOURNAMENT REGULATIONS AND INSTRUCTIONS

Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing soccer tournaments. You should familiarize yourself with these rules, found in the KHSAA Tournament Rules (located at <http://www.khsaa.org/soccer/tournamentrules.pdf>) and re-printed in Appendix A of this manual.

The forms for your various reports should be self-explanatory, and are all located via the KHSAA web site, <http://www.khsaa.org/soccer>. Send your financial report to the Commissioner by Friday, October 21, 2011 (SO101). You may email this to mmitchell@khsaa.org. You must use the proper KHSAA Form as supplied for reporting the tournament finances. For your convenience, the following explanations are given

DISTRICT PRE-TOURNAMENT MEETING

- Invite member schools to your tournament meeting. An alignment of schools is included in this manual.
- The meeting of representatives of the competing schools should be held no later than October 2, 2011 at the tournament site for the purpose of drawing for the district tournament.
- Announce the time of drawings in your letter. Read Tournament Rule IV, especially if there are only three teams in your district.
- Check with the potential next round manager prior to your meeting and make certain to inform the teams in your tournament of the date and time of the regional meeting should they advance. A complete list of managers for the postseason is in Appendix B of this manual.

DISTRICT FUTURE SITES

- The **district manager should review** the site selection schedule with all schools in the district at the meeting. A copy of all current listings is on the KHSAA web site, www.khsaa.org/soccer.
- If changes or corrections are made to the district tournament site selection plan, please use KHSAA **Form SO109**, which is included in Appendix C (Checklist and Forms for District Managers) of this manual and available on the KHSAA web site, and return it to the KHSAA immediately following the meeting.

DISTRICT SEEDING

- All decisions regarding seeding of a tournament must be made prior to the start of the regular season, including but not limited to, seeding method and criteria.
- Seeding methods shall be on file at the KHSAA. Use form SO11 that is enclosed in Appendix C (Checklist and Forms for District Managers) in this manual.
- Seeding decisions and the method used shall remain in place until a majority vote of the participating schools rescinds the seeding decisions. If vote is made to seed, the manager is to send the KHSAA a copy of the meeting minutes. A copy of all current listings is on the KHSAA web site, www.khsaa.org/soccer.
- District tournament managers should ensure that all schools in seeded districts are reminded that all games to be used in calculating the seeded position **MUST** be played prior to the district meeting, October 2, 2011.

DISTRICT TOURNAMENT DRAW

- Each district tournament shall draw (or place if seeded) teams into the appropriate bracket in Appendix C depending upon how many teams are in the district and whether or not it is seeded. Complete brackets are also available on the KHSAA web site, <http://www.khsaa.org/soccer>.
- The district manager is to fax the bracket to KHSAA at (859) 293-5999 OR email emay@khsaa.org
- The team in the upper half of the bracket in a non-seeded tournament will be the home team, and will wear light colored jerseys. If a tournament is seeded, the highest seed shall be the home team.
- District tournament play shall **begin not later than Monday** of the week on the KHSAA Calendar for district tournaments. This year those dates are October 10 through October 15. **You must get permission from the KHSAA office to start later than October 12, and only in the event of facility conflicts.**

DISTRICT FINANCES AND FINANCIAL REPORT

- The participating schools shall adopt a plan for distribution of proceeds. If there is dispute, contact the Commissioner's office.
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants.
- The district manager shall complete KHSAA Form SO101, District tournament financial report, following the tournament and return it to the KHSAA by the published deadline.

REFEREES

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the three assistants will assign all referees. In order that this may be carried out, it will be necessary for each manager to send a copy of the bracket, giving the date and time of each game to the Commissioner immediately if this has not been done already.
- For the district tournaments, managers are to contact the Assigning Secretary who normally services the games of the host school to obtain your officials' names and game assignments.
- For the region tournament, the KHSAA will notify the manager as to the assignments.

DISTRICT TOURNAMENT REFEREES FEES

- The following regulations for 2011 have been set by the Board of Control: Each district tournament official shall receive a fee of \$50.00 per game for a crew of three. In addition, if an official is being assigned from ***outside of the local association area of the host school, the fee shall be increased by \$5 per person per game. Three referees shall be used in district tournament matches.*** Mileage (35 cents per round trip mile) shall be paid to ONLY ONE car per match and you should receive the appropriate mileage distance from the soccer assigning secretary. Only one mileage fee should be paid for the same officials who work two games in one night. The assigning secretaries are listed elsewhere in these instructions. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments to referees to the KHSAA office.
- IT IS THE RESPONSIBILITY OF THE DISTRICT AND REGIONAL TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE REFEREES!

REQUIRED SOCCER BALL (RAWLINGS)

- The Rawlings Soccer ball is the official ball for all KHSAA post season events (district region, sub-sectional, sectional or state tournament). All balls must display the National Federation Authenticating Mark. Use of any other game ball is a violation of KHSAA tournament rules and will subject the tournament and its participants to possible penalties.

BALL CHASERS

- A minimum of two ball chasers must be used for each game. It is recommended that each participating team provide at least one ball chaser.

PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)

- National Federation Playing Rules will be utilized without exception.
- Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest during the six-hour school day. Therefore no Soccer Tournament may be scheduled at a time that would violate any part of the six-hour academic school day. Due to this action and regulation, tournaments should not start prior to 3:30 p.m. each school day.
- A school may enter a team composed of twenty-four (24) players in each post-season tournament game that shall be players who appeared on the eligibility list submitted online. The twenty four (24) players shall be designated each game, and no other players may be in uniform.

NO MANAGER OR GROUP OF SCHOOLS MAY VOTE TO WAIVE THIS REQUIREMENT.

- For **the boys' regional tournaments** in even numbered years, the host shall be the district winner in the even numbered district. If that school does not desire to host, the opportunity shall next be offered to the district runner-up in the even numbered district. If that school does not desire to host, the opportunity shall next be offered to the district winner in the odd numbered district. If that school does not desire to host, the opportunity shall next be offered to the district runner up in the odd numbered district.
- For **the girls' regional tournaments** in even numbered years, the host shall be the district winner in the odd numbered district. If that school does not desire to host, the opportunity shall next be offered to the district runner-up in the odd numbered district. If that school does not desire to host, the opportunity shall next be offered to the district winner in the even numbered district. If that school does not desire to host, the opportunity shall next be offered to the district runner up in the even numbered district.

*** To Host the Regional Tournament your facility must have lights.**

MERCY RULE

By state association adoption, Rule 7 Section 1 (Art. 5...) a goal differential may be established whereby at the end of the first half if one team has gained the established goal differential or if it secures such differential during the second half, the game shall be ended. The Mercy Rule will be observed in post-season play.

TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA district, region, sectional and state trophies/awards for the 2011/2012 tournaments. Payment should be sent to Rihards.com, PO Box 459, Smiths Grove, KY 42171. An invoice will be included in the box with the trophies.

- The awards will be shipped via UPS. The afternoon Rihards ships the awards you will receive an email with the UPS tracking number.
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues. If you have any issues, please call Terrena in Customer Service at Rihards' (1-800-274-4373 or 1-270-563-5133) between the hours of 9:30 am and 4:30pm. You may also email Rihards' at khsaa@riherds.com.
- In the email with the tracking number you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition. If Rihards' doesn't hear from you after a reasonable time confirming you received your awards they will contact you, your Athletic Director or Principal by phone to verify you received your awards in good condition.

SECURITY

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- The KHSAA requires a game administrator, other than the coach, at the game site. Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties. Unsporting conduct by spectators is a growing concern. The presence of a contest supervisor sends the message that unsporting behavior will not be tolerated. The KHSAA recognizes the added burden this places on school districts, but requests it to improve the environment at the game for the players and coaches. The KHSAA is requiring that the following procedures be followed by home management.

GAME DAY ADMINISTRATOR RESPONSIBILITIES

- Prior to the start of the match, identify yourself and establish a designated area where you can be reached in the event of an emergency.
- Supervise the fans, watching for inappropriate fan behavior.
- During your sportsmanship announcements, remind the fans that foul language and harassment of officials is inappropriate behavior. Also, inform the fans that they are not allowed to be within 10 feet of the soccer field.
- After the game, have the officials escorted to the locker room and/or parking lot.

MEDICAL COVERAGE

- A physician and/or ambulance should also be in place in the event of an emergency.

REPORTS

- After each game, the results shall be reported to KHSAA/Rihards Scoreboard (800)453-6882.
- Other media outlets

INCLEMENT WEATHER

- Schools who are hosting the tournaments should be especially sensitive to the postponement of games. It is imperative that the tournament managers adhere to the scheduled post-season dates.
- It is the duty of the tournament manager in consultation with the participating teams and the KHSAA, to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified. In accordance with the playing rules, after the contest has begun, the referees shall make such determination.

KHSAA TOURNAMENT (POST SEASON) OVERTIME RULES

When the score is tied at the end of regulation time, the referee will instruct both teams to return to their respective team areas. There will be five minutes during which both teams may confer with their coaches and the head referee will instruct both teams as to proper procedure.

1. There shall be two five minute sudden-victory overtime periods.
 - a) A coin toss shall be held-as in Rule 5-2-2d.
 - b) At the end of the first sudden-victory period, teams shall change ends.
 - c) There shall be a two minute interval between periods.

2. If the score remains tied, all coaches, officials and team captains shall assemble at the halfway line to review the procedure as outlined below:
 - a) The head referee shall choose the goal at which all of the kicks from the penalty mark shall be taken.
 - b) Each coach will select any five players, including the goalkeeper, on or off the field (except those who may have been disqualified) to take the kicks.
 - c) A coin toss shall be held as in Rule 5-2-2d. The team winning the toss shall have the choice of kicking first or second.
 - d) Teams will alternate kickers. There is no follow-up on the kick.
 - e) The defending team may change the goal keeper prior to each penalty kick.
 - f) Following five kicks for each team, the team scoring on the greatest number of these kicks shall be declared the winner.
 - g) Add one goal to the winning team score and credit the team with a victory. An asterisk (*) may be placed by the team advancing to indicate the advancement was the result of a tie breaker system.

3. If the score remains tied after each team has had five kicks:
 - a) Each coach will select five different players than the first five who already have kicked to take the kicks in a "sudden victory" situation, wherein if one team scores and the other team does not score, the game is ended without more kicks being taken. If a team has fewer than ten available players at the end of the first set of kicks from the penalty mark due to either injuries or disqualification, the coach must use all players who have not participated in the first five kicks. The coach may choose additional players from the first five kickers to ensure that five different players participate in the second set of kicks.
 - b) If the score remains tied, continue the "sudden victory" kicks with the coach selecting any five players to take the next set of alternating kicks. If a tie still remains, repeat 3-A.

4. During all tiebreaker penalty kicks, the ball remains alive until its momentum is spent, it goes out of bounds or it is retouched by the kicker.