

KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION 2011 SUB-SECTIONAL AND SECTIONAL SOCCER TOURNAMENT INSTRUCTIONS



INSTRUCTIONS FOR PARTICIPATING TEAMS

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

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IMPORTANT LINKS

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

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

Forms For Managers Of Region Tournament

FORM SO103- Sub-Sectional Tournament Financial Report: <http://www.khsaa.org/forms/so103.doc>

FORM SO104 – Sectional Tournament Financial Report: <http://www.khsaa.org/forms/so104.doc>

TOURNAMENT MANAGERS

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 this manual.

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** Sub-Sectional/Sectional Soccer Tournament may be scheduled at a time that would violate any part of the six-hour academic school day.

Tournament managers are reminded to not pay any visiting team's expenses. Visiting team reimbursements will be taken care of by the KHSAA within two weeks of your contest.

By Board of Control policy, **NO MORE THAN TWENTY FOUR PLAYERS** may be in uniform for any one tournament game, and that other squad members shall not be allowed to participate in warm up exercises. These twenty four players must come from the eligibility rosters filed with the KHSAA. *No Tournament Manager or group of tournament participants has authority to set aside this policy.*

Complete the Sub-Sectional Soccer Tournament Host Site Information Form S0108 fax to the KHSAA. 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, November 4, 2011. You must use the proper KHSAA Form as supplied for reporting the tournament finances. For your convenience, the following explanations are given.

SUB-SECTIONAL TOURNAMENT

Complete Sub-Sectional Soccer Tournament Host Site Information Form S0108 and fax to the KHSAA.

SUB-SECTIONAL TOURNAMENT ADVANCEMENT

BOYS' SUB-SECTIONAL TOURNAMENT (Maximum 1 Match)

The boys' sub-section pairings for 2010 through 2014 are:

SS	2010	2011	2012	2013	2014
1	1@4	3@1	1@2	4@1	1@3
2	3@2	2@4	3@4	2@3	4@2
3	5@8	7@5	5@6	8@5	5@7
4	7@6	6@8	7@8	6@7	8@6
5	9@12	11@9	9@10	12@9	9@11
6	11@10	10@12	11@12	10@11	12@10
7	13@16	15@13	13@14	16@13	13@15
8	15@14	14@16	15@16	14@15	16@14

GIRLS' SUB-SECTIONAL TOURNAMENT (Maximum 1 Match)

The girls' sub-section pairings for 2010 through 2014 are:

SS	2010	2011	2012	2013	2014
1	4@1	1@3	2@1	1@4	3@1
2	2@3	4@2	4@3	3@2	2@4
3	8@5	5@7	6@5	5@8	7@5
4	6@7	8@6	8@7	7@6	6@8
5	12@9	9@11	10@9	9@12	11@9
6	10@11	12@10	12@11	11@10	10@12
7	16@13	13@15	14@13	13@16	15@13
8	14@15	16@14	16@15	15@14	14@16

TICKET INFORMATION

Enclosed you will find KHSAA Form GE11, (Event Ticket Reconciliation Report) & Form SO103 (Sub-Sectional Soccer Tournament Financial Report) These tickets **must be** used at your sub-sectional game and reconciled on KHSAA Form GE11. All unused tickets must be **returned** to the KHSAA within one week of the tournament, in the envelope provided along with the tournament financial report. For your convenience we have enclosed the return postage and a return address label. All Sub-Sectional ticket prices are \$7.00 each. Children six and under will be admitted free. Coaches' cards, administrators' cards and/or officials' ID cards **should not** be honored at the gate. **Your school will be charged for any tickets not returned.**

PLAYING DATES AND OPPONENTS

It is critically important for you to immediately contact your opponent to discuss the details pertaining to your game. . The Boys' Sub-Sectional Tournament Games should be played on Monday, October 24, 2011. The Girls' Sub-Sectional Tournament Games should be played on Tuesday, October 25, 2011. The winner of your-Sub-Section contest will advance to the Sectional Tournament which will be played on Wednesday October 26 (Boys) and Thursday October 27 (Girls). This year odd numbered Sub-Sections will play each other and even numbered will play. Please note who will be host site for the Sub-Section match. **NOTE ATTACHED BRACKET FOR THIS INFORMATION.**

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 the match to the Commissioner immediately if this has not been done already.

SUB-SECTIONAL

Post season assignment responsibilities for Soccer Sub-Sectional Tournaments are as follows:

October 24, 2011	October 25, 2011
#1 Ronnie Cowan	#1 Ronnie Cowan
#2 Jim Long	#2 Bill Armstrong
#3 Bill Armstrong	#3 Majid Rezaee
#4 Larry Brown	#4 Jim Long
#5 Estelle Quisenberry	#5 Majid Rezaee
#6 Majid Rezaee	#6 Mae Dean Torgrimson
#7 Mae Dean Torgrimson	#7 Larry Brown
#8 Tom Floro	#8 Tom Floro

SUB-SECTIONAL OFFICIATING ASSIGNMENTS/FEEES

Officials will be assigned by the KHSAA. Please contact the appropriate assigning secretary and provide him/her with the game time and site. A listing of the local official's associations and the respective assigning secretaries is enclosed. Sub-sectional officials shall receive \$60.00 per contest. Three officials shall be used for each post season match. 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 for the 2010 Sub-Sectional Tournaments are listed elsewhere in these instructions.

PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)

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.

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.

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.

TROPHIES

No trophies will be awarded to the sub-sectional winner or runner-up.

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.

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

- 1) 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.
- 2) Supervise the fans, watching for inappropriate fan behavior.
- 3) 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.
- 4) After the game, have the officials escorted to the locker room and/or parking lot.

MEDICAL COVERAGE

We recommend that you have a physician or trainer in place in the event an emergency. You also need to have a dedicated ambulance in place.

REPORTS

After each game, the results shall be reported to the KHSAA/Riherds Scoreboard 800-453-6882

SUB-SECTIONAL FINANCES AND FINANCIAL REPORT

The sub-sectional manager shall complete KHSAA Form SO103, Sub-Sectional Tournament financial report, following the tournament and return it to the KHSAA by the published deadline.

- Several standard items are permissible to be paid from gate receipts by the host school.
- Manager Fee – Maximum not to exceed \$100, less if agreeable to all parties.
- Field preparation Labor (not to exceed \$75)
- Gate Workers - – Maximum \$25 per day per gate worker, less if agreeable to all parties.
- Other non-standard items must be considered by the participants and agreed by all parties.

FACILITY RENTAL

- Only if documented by invoice billing and not on school owned property.
- Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.

SECURITY

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.

MEDICAL COVERAGE

- A physician and/or ambulance should also be in place or on call in the event of an emergency.
- If payment to a Certified Trainer or Medical Staff is necessary, such shall be documented and the documentation included with the financial report, and shall be taken from gate receipts.
- No other expense item may be taken from the gate receipts without prior approval of the KHSAA.

VISITING TEAM EXPENSES (DO NOT PAY)

Do not pay for any visiting team's expenses. Visiting team reimbursements will be taken care of by the KHSAA within two weeks of your contest.

SECTIONAL TOURNAMENT

Complete Sectional Soccer Tournament Host Site Information Form S0110 and fax to the KHSAA.

SECTIONAL TOURNAMENT ADVANCEMENT

Only the winning Boys' and Girls' Sectional teams advance to the State Tournament.

BOYS' SECTIONAL TOURNAMENT (Maximum 1 Match)

Only winning sub-sectional teams advance to the Sectional Tournament.

***PLEASE REVIEW TOURNAMENT BRACKET FOR PAIRINGS AND HOST SITE**

GIRLS' SECTIONAL TOURNAMENT (Maximum 1 Match)

Only winning sub-sectional teams advance to the Sectional Tournament

***PLEASE REVIEW TOURNAMENT BRACKET FOR PAIRINGS AND HOST SITE**

TICKET INFORMATION

Enclosed you will find KHSAA Form GE11, (Event Ticket Reconciliation Report) & Form SO104 (Sectional Soccer Tournament Financial Report) These tickets **must be** used at your Sectional game and reconciled on KHSAA Form GE11. All unused tickets must be **returned** to the KHSAA within one week of the tournament, in the box provided along with the tournament financial report, for your convenience we have enclosed the return postage and a return address label. That is included with your tournament material. The admission price for adults and students is \$7.00 each. There should be no charge for pre-school children. Coaches' cards, administrators' cards and/or officials' ID cards should not be honored at the gate. **Your school will be charged for any tickets not returned.**

PLAYING DATES AND OPPONENTS

It is critically important for you to immediately contact your opponent to discuss the details pertaining to your game. The Boys' Sectional Tournament Games should be played on Wednesday, October 26, 2011. The Girls' Sectional Tournament Games should be played on Thursday, October 27, 2011 at the site of the even numbered sub-section game within your respective section for boys and at the site of the odd numbered sub-section match within your respective section for girls.

REFEREES

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four 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 the match to the Commissioner immediately if this has not been done already.

Post season assignment responsibilities for Soccer Sectional Tournaments are as follows:

October 26, 2011	October 27, 2011
Boys' Sectional Tournaments	Girls' Sectional Tournaments
<i>*Dependent upon the Sub-Section winners</i>	<i>*Dependent upon the Sub-Section winners</i>
#1 *Ross Meloan or Ronnie Cowan	#1 Bill Armstrong or Jim Long
#2 *Estelle Quisenberry or Majid Rezaee	#2 Larry Brown
#3 *Majid Rezaee or Jim Long	#3 Majid Rezaee
#4 Larry Brown	#4 Mae Dean Torgrimson

SECTIONAL OFFICIATING ASSIGNMENTS/FEEES

Officials will be assigned by the KHSAA. Please contact the appropriate assigning secretary and provide him/her with the game time and site. A listing of the local official's associations and the respective assigning secretaries is enclosed. Sectional officials shall receive \$60.00 per contest. Three officials shall be used for each post season match. 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 for the 2010 Sectional Tournaments are listed elsewhere in these instructions.

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MERCY RULE

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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.

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.

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. Unsportsmanlike conduct by spectators is a growing concern. The presence of a contest supervisor sends the message that unsportsmanlike 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:

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- 2) Supervise the fans, watching for inappropriate fan behavior.
- 3) 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.
- 4) After the game, have the officials escorted to the locker room and/or parking lot.

MEDICAL COVERAGE

We recommend that you have a physician or trainer in place in the event an emergency. You also need to have a dedicated ambulance in place.

REPORTS

After each game, the results shall be reported to the KHSAA/Riherds Scoreboard 800-453-6882

SECTIONAL FINANCES AND FINANCIAL REPORT

- The Sectional manager shall complete KHSAA Form SO104, SECTIONAL Tournament financial report, following the tournament and return it to the KHSAA by the published deadline.
- Several standard items are permissible to be paid from gate receipts by the host school.
- Manager Fee – Maximum not to exceed \$100, less if agreeable to all parties.
- Field preparation Labor (not to exceed \$75)
- Gate Workers - – Maximum \$25 per day per gate worker, less if agreeable to all parties.
- Other non-standard items must be considered by the participants and agreed by all parties.

- FACILITY RENTAL
- Only if documented by invoice billing and not on school owned property.
- Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.
- SECURITY
- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- Documentation as to the cost of this coverage shall be included with the financial report if reimbursement is necessary, and taken out of the gate receipts.
- MEDICAL COVERAGE
- A physician and/or ambulance should also be in place or on call in the event of an emergency.
- If payment to a Certified Trainer or Medical Staff is necessary, such shall be documented and the documentation included with the financial report, and shall be taken from gate receipts.
- No other expense item may be taken from the gate receipts without prior approval of the KHSAA.

VISITING TEAM EXPENSES (DO NOT PAY)

Do not pay for any visiting team's expenses. Visiting team reimbursements will be taken care of by the KHSAA within two weeks of your contest.

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.

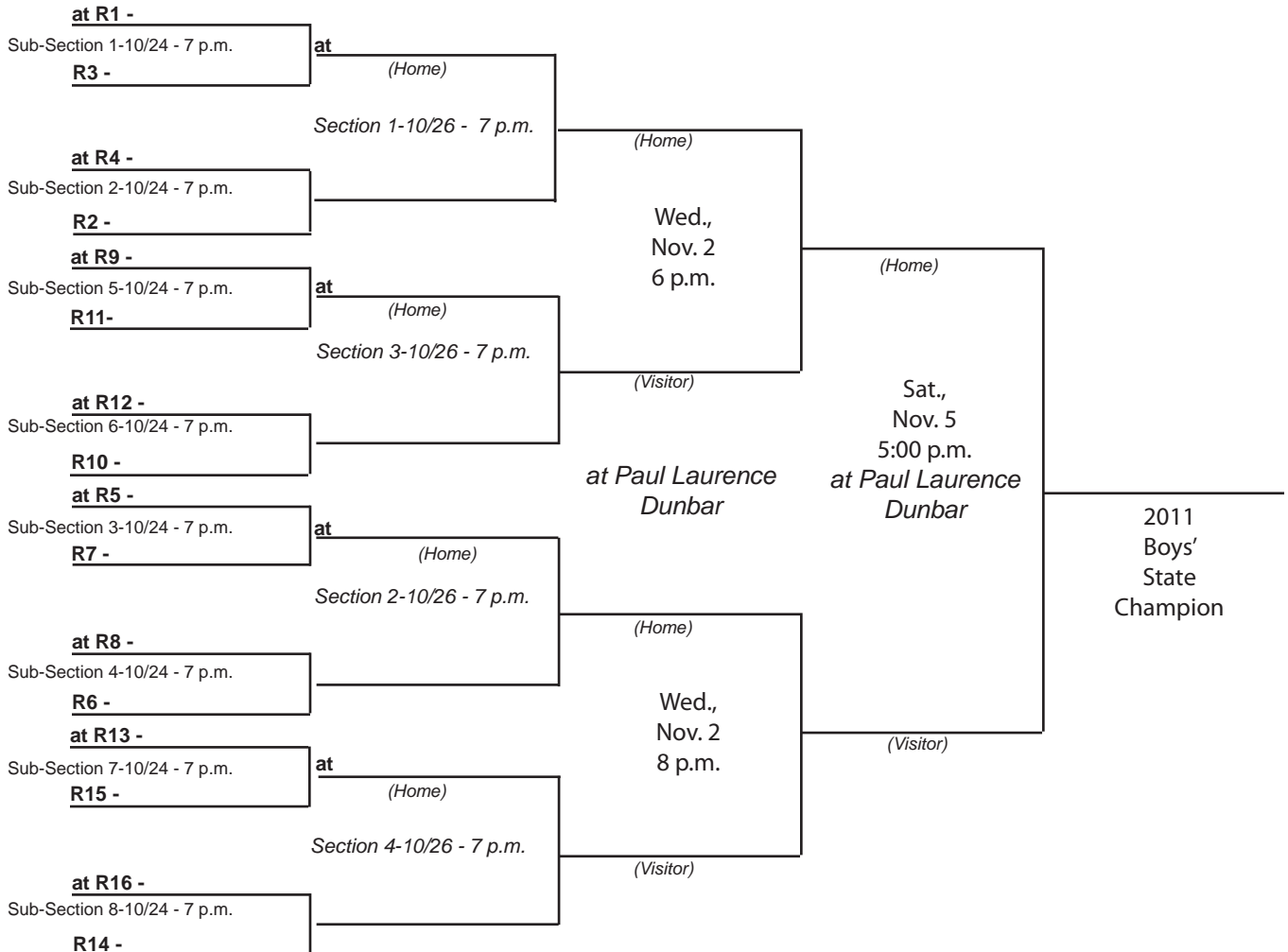


**The 37th
Kentucky High School Athletic Association
Boys' State Soccer Championship**

Nov. 2 & 5
Paul Laurence Dunbar High School
Lexington

Boys'

SUB-SECTIONAL GAMES (MON. OCT. 24)	SECTIONAL GAMES (WED. OCT. 26)	SEMIFINAL GAMES (WED., NOV. 2)	STATE CHAMPIONSHIP (SAT., NOV. 5)
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2011

Semifinal & Final Game Times Are Local To Site (Eastern Time)
Top Team In Bracket Will Be The Home Team

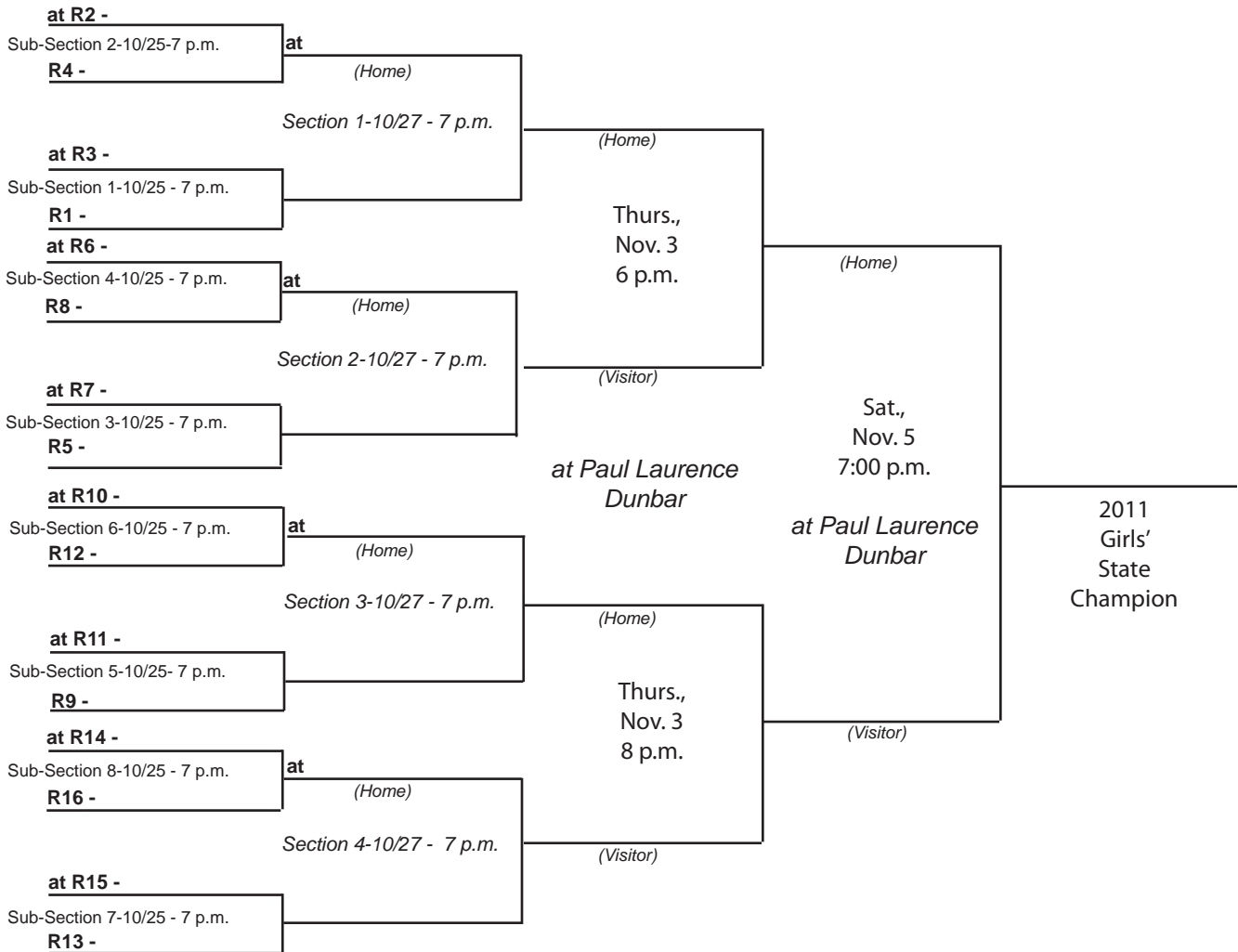


**The 20th
Kentucky High School Athletic Association
Girls' State Soccer Championship**

Nov. 3 & 5
Paul Laurence Dunbar High School
Lexington

Girls'

SUB-SECTIONAL GAMES (TUES., OCT. 25)	SECTIONAL GAMES (THURS., OCT. 27)	SEMIFINAL GAMES (THURS., NOV. 3)	STATE CHAMPIONSHIP (SAT., NOV. 5)
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2011

Semifinal & Final Game Times Are Local To Site (Eastern Time)
Top Team In Bracket Will Be The Home Team