The official manual for high school boys and girls soccer with information concerning regulations and guidelines for conducting tournaments.

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Entry Forms Checklist

For schools participating in boys and girls soccer

Boys Soccer

☐ ADM-1 Fall Sports Entry Fee Form (Boys Regional Soccer Entry Form) due August 22 - Submit online indicating postseason participation. Invoice will be emailed to A.D.

☐ Soccer Officials Recommended for Boys State Tournament—Submit to KSHSAA between October 16-23. The assignment of officials for the state tournament will be based on schools’ recommendations of officials for current season matches.

☐ Boys Soccer Season’s Win-Loss-Tie Record Form—Submit online by Saturday, October 26.

☐ Boys Regional Soccer Tournament Squad List—Mail to tournament manager by October 28.

☐ Boys State Soccer Quarterfinal Tournament Squad List—Schools shall hand deliver to the state quarterfinal tournament manager when their first group arrives at the tournament site, November 5.

☐ Boys State Soccer Tournament Squad List and Photo—Send to KSHSAA by Wednesday, November 6.

Girls Soccer

☐ ADM-8 Spring Sports Entry Fee Form (Girls Regional Soccer Entry Form) due January 24, 2020 - Submit online indicating postseason participation. Invoice will be emailed to A.D.

☐ Soccer Officials Recommended for Girls State Tournament—Submit to KSHSAA between May 6-13. The assignment of officials for the state tournament will be based on schools’ recommendations of officials for current season matches.

☐ Girls Soccer Season’s Win-Loss-Tie Record Form—Submit online by Saturday, May 16.

☐ Girls Regional Soccer Tournament Squad List—Mail to tournament manager by May 18.

☐ Girls State Soccer Quarterfinal Tournament Squad List—Schools shall hand deliver to the state quarterfinal tournament manager when their first group arrives at the tournament site, May 26.

☐ Girls State Soccer Tournament Squad List and Photo—Send to KSHSAA by Wednesday, May 27.

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| GIRLS SOCCER                    |     |       |       |       |       |       |
| Beginning Practice Date        | 35  | 3/2   | 3/1   | 2/28  | 2/27  | 2/26  |
| Earliest Possible Competition  | 37  | 3/19  | 3/18  | 3/17  | 3/16  | 3/14  |
| Mid-Season Tournaments         | 44  | 5/4-9 | 5/3-8 | 5/2-7 | 5/1-6 | 4/29-5/4 |
Be a good role model. As a coach you must constantly keep in mind that your actions do, in fact, speak louder than your words.
Anonymous

Foreword

The purpose of this Soccer Manual is to provide general information for the administration of the KSHSAA soccer program as well as the regional and state tournaments. A copy has been sent to all registered officials and the principal and soccer coach of all KSHSAA schools indicating participation in soccer on Entry Forms. No doubt questions will arise during the regular season, invitational tournaments and prior to the start of the regional and state series; but we believe many of these questions will be answered by a thorough study of this manual.

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2019-20 Points of Emphasis for Coaches & Officials

1. Anterior Cruciate Ligament (ACL) Injury Prevention
2. Pre-game communication between the school administration and game officials
3. Officials communicating misconduct with coaches
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Section I

KSHSAA Soccer Regulations

- The KSHSAA requires the use of the Official National Federation Soccer Scorebook at all soccer contests.
- All varsity contests, tournament or regular season, must be of regulation length in compliance with Rule 1 of the KSHSAA Handbook and Rule 7-1-1 of the National Federation Rules Book.

GENERAL REGULATIONS
KSHSAA RULE 38 (Excerpts)

SOCCER

Section 2: Senior High Regulations

Art 1: Practice shall not begin
   a. Boys—prior to Monday of Standardized Calendar Week #7.
   b. Girls—prior to Monday of Standardized Calendar Week #35.

Art. 2: Competition shall not begin
   a. Boys—prior to Friday of Standardized Calendar Week #8.
   b. Girls—prior to Thursday of Standardized Calendar Week #37.

Art. 4: No student may participate in more than 16 games including those games played in tournaments. No school may schedule more than two tournaments at any one level of competition, i.e., varsity, junior varsity, sophomore, etc.

Art. 5: No player may participate in more than three (3) game-halves a day. Overtime periods are considered part of the second half.

NOTE: A player who participates in more than the limit shall be charged with playing in two of the total games a student is allowed during the season and be disqualified from further play that day. The KSHSAA shall be notified of the violation.

NOTE: In senior high tournaments, players may participate in two games a day.

Section 3: Junior High Regulations

Art. 1: No student or team shall participate in more than nine (9) games during a season, or more than eight (8) games and one tournament, or more than seven (7) games and two tournaments.

EXCEPTION: Ninth grade students in junior high schools shall be permitted to compete in the same number of athletic competitions as ninth graders in senior high schools.

KSHSAA Tiebreaker Procedure
Regular Season Contests - Varsity Matches

NFHS Rule 7-3: TIE GAMES

ART. 1... Regular season games which are tied at the end of 80 minutes of play may be resolved by procedures adopted by State High School Association.

NOTE: No overtime procedure shall exceed 20 minutes of play during the regular season.

ART. 2... The interval between the fourth period or second half and the first overtime period (if permitted by state high school association rules) shall be five minutes. The interval between the first overtime period and a second overtime period shall be two minutes.

NOTE: The KSHSAA Executive Board adopted the National Federation Rule 7 Section 3 on breaking ties for varsity level competition during regular season play. Varsity matches ending in a tie score shall be conducted as follows:
   The referee will instruct both teams to their team boxes - five (5) minute interval.
   Two 10-minute sudden victory overtime periods will be played. (Teams change ends between the two overtimes.)
   If the score remains tied at the end of sudden victory periods, the game shall end in a draw.
Entry Fee
A KSHSAA member senior high school will be qualified to receive an assignment to the first level of postseason competition by submitting the appropriate online Entry Fee Form with the entry fee to the KSHSAA on or before the due date (see inside cover). This is the entry fee for regional competition.

Rules Meeting Requirements for Coaches and Officials

**Coaches/Officials Tests Due — August 29**

Only those officials registered with the KSHSAA may be used by member schools in varsity soccer competition. It is recommended registered officials be used for non-varsity competition as well.

Registration includes taking an “open-book” rules test and attending a KSHSAA soccer rules meeting. It is mandatory that all soccer officials wishing to be considered for a postseason tournament assignment attend one of the KSHSAA soccer rules meetings.

All varsity senior high coaches whose teams participate in soccer must successfully complete Soccer Test, Part I. A grade of 90% or better must be scored. Those coaches who do not receive a grade of 90% or better must take KSHSAA Test II. If they do not take and pass the KSHSAA Test II, their school’s name will be published in the Activities Journal. Schools not submitting a test will also be identified.

Any school whose coaches do not complete an online test and online rules meeting by August 29 will pay a penalty of $100 for each requirement.

Head soccer coaches must attend a KSHSAA (in-person or online) rules meeting annually. Dates and locations for all August meetings may be found on the KSHSAA website, the KSHSAA Wall Calendar, or in the KSHSAA Schedule Planner.

**Coach Ejections —** Coaches who are ejected from a contest (at all levels grades 7-12) are required to complete the NFHS “Teaching and Modeling Behavior” course prior to coaching in their next event. (Next event is defined as the next regularly scheduled day of competition. An ejected coach could complete a tournament in progress before completing the course requirement.) Course fee is $20 and can be completed in one hour. The school administrator is responsible for providing KSHSAA with a copy of the coach’s certificate proving completion of the online course. (Coach may print this as the final step of the online course.) Recurring ejection(s) result in a requirement to repeat the course.

**Important Reminders**

1. By KSHSAA adoption, players receiving a yellow card must be substituted for immediately.

2. A player who is red carded during a game is suspended for the remainder of that game, the following game and all other interscholastic contests at any level in the interim. “Following Game” is defined as the next game the red carded player would have been designated to play in at the same level of competition. The suspended games shall count toward the player’s allowed number of games.

3. A player red carded in the final game of the preceding season shall serve the one game suspension in the first game of this year’s season.

4. Rule 5, Section 1, Article 3 of the National Federation Rules Book suggests that in case of jersey color conflict, officials must change to a third color shirt prior to requiring the home team to change.

5. Terminated Game Rule 12-8-3

The KSHSAA has adopted a goal differential whereby at the end of the first half, if one team has gained a 10-goal difference or if it achieves such a differential during the second half, the game shall be terminated.

ART. 3: . . . A coach who is disqualified shall leave the vicinity of the playing area immediately and is prohibited from any further contact, direct or indirect, with the team during the remainder of the game. Failure to comply shall result in termination of the game.

PENALTY: Indirect free kick from the spot of the ball, unless the game had been stopped for some other reason calling for a different restart.

The KSHSAA will determine the status of a terminated game after considering reports from all participants involved.

6. Sportsmanship Course Requirement for Ejected Players – Any player ejected from a contest at any level of play (grades 7-12) for unsporting conduct or behavior will be required to successfully complete the free “NFHS Sportsmanship Course” online prior to the KSHSAA and school reinstating his/her eligibility privileges. The school principal or athletic director is responsible to oversee compliance of this requirement. There is no cost for the course which takes approximately 20 minutes to complete. Schools are not required to submit the student’s certificate of completion to the KSHSAA, but should retain it on file.
Sportsmanship and Fan Conduct

Each ADMINISTRATOR AND COACH whose school participates in a tournament is charged with the important role of teaching the highest principles and standards of general behavior. The school administration should never overlook any opportunity to remind and emphasize tactfully the need and value of proper respect of the opponents with regard to organized cheering activities, the decisions of match officials, and the importance of desirable and proper conduct both at home and away.

We are sure you concur with the KSHSAA in its belief that considerable effort should be exerted by managers to promote the highest principles of good sportsmanship. You are urged to give the officials your utmost cooperation in helping them eliminate any form of rowdiness. If there should be any patrons unwilling to accept the principles of good sportsmanship or if there are some who desire to view the games while under the influence of intoxicating beverages, managers should see that those individuals are refunded their money and evicted.

Experience has demonstrated that good sportsmanship is not an inherent characteristic of all people attending high school soccer contests.

Because of this fact, it is impossible to acquire the optimum in good sportsmanship at your tournament without considerable effort and planning in advance. How can this be accomplished?

Through the medium of the public address system, certain announcements can be made concerning this matter. Cheerleaders can be schooled so that they will be on the alert to prevent demonstrations. The English or journalism departments can prepare local news releases, the same to be forwarded to the newspapers in the towns represented in a tournament, emphasizing the importance of proper sportsmanship on the part of the patrons who plan to attend, pointing out that one of the justifications for an interscholastic athletic program is that it serves as a means of teaching proper attitudes and ideals to the students.

A little effort on the part of the manager will do much to stimulate fair play, friendly rivalry and good sportsmanship among the contestants and patrons at each tournament!

Citizenship/Sportsmanship Rule 52-1-1c prohibits victory celebrations on the playing surface at the conclusion of a contest for the following reasons:

- Allows the participants and coaches of the teams to shake hands at the end of the contest.
- Safety of the participants.
- Avoids confrontation between exuberant fans and disheartened players and fans of the school which was defeated.
- Preserves sportsmanlike atmosphere.
- Allows awards to be presented within a reasonable period of time.
- Maintains the time schedule of contests which are to follow.
- Protects the playing surface.

Citizenship/Sportsmanship Rule 52 Interpretations

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation (revised April 11, 2008).

Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive. These examples can occur prior to, during and after the game or contest.

In regard to 52-1-1a - Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans):

Desirable Behavior – Host cheerleading squads welcome visiting squads; respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end); opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant’s performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team.

Unacceptable Behavior – Any non-supportive chants, cheers or actions which are directed toward the opposing team; chants or actions which single out individuals; fans or cheerleaders reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents or shooting of free throws; yelling, waving, etc., during opponent’s free throws; derogatory/disrespectful yells, chants, songs, gestures, including “goodbye,” “you let the whole team down,” “air ball,” “you, you, you,” “scoreboard,” “warm up the bus,” “this is our house” at a visitor event, “bong-bong-bong-whooo” while opposing team has ball, and other such expressions.
In regard to 52-1-lb - Know the rules, abide by and respect the official’s decisions:

**Desirable Behavior** - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

**Unacceptable Behavior** - Booing or heckling an official’s decision; criticizing the merits of officiating; displays of temper and arguing with an official’s call; derogatory remarks toward the official, coach constantly questioning calls.

In regard to 52-1-lc - Win with character and lose with dignity:

**Desirable Behavior** - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants.

**Unacceptable Behavior** - Chants or actions which single out individuals; yells that antagonize opponents when you feel you have won the contest; refusing to shake hands or give recognition to winner for good performance; blaming loss on officials, coaching, individual contestant’s performance, or other rationalizations; rushing the field/floor or victory celebration on the playing surface/field.

In regard to 52-1-ld - Display appreciation for good performance regardless of the team:

**Desirable Behavior** - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant’s performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

**Unacceptable Behavior** - Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

In regard to 52-1-le - Exercise self-control and reflect positively upon yourself, team and school:

**Desirable Behavior** - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

**Unacceptable Behavior** - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as “you, you, you!” while pointing finger at fouling opponent; singling out individuals.

In regard to 52-1-lf - Permit only positive sportsmanlike behavior to reflect on your school or its activities:

**Desirable Behavior** - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

**Unacceptable Behavior** - Fans’, cheerleaders’, contestants’, coaches’, administrators’ or member schools’ unwillingness to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of SPORTSMANSHIP.
REGULATIONS AND ADMINISTRATION OF ALL TOURNAMENTS

Policy Prohibiting Use of Aerial Drones Approved for KSHSAA Postseason Contests & Events

Given the increasing number of inquiries staff is receiving regarding unmanned aerial drones, it was felt that adoption of a policy for KSHSAA events was appropriate. Accordingly, the Executive Board voted to adopt the following policy prohibiting use of aerial drones at all KSHSAA postseason events, effective immediately.

Unmanned Aircraft Systems or UASs (Drone Policy): Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools, and includes a ban on the entire facility being used as part of the KSHSAA event, including the spectator areas and parking areas.

Heat Illness Prevention Education Requirement

On an annual basis and prior to the beginning of fall sports practices, each KSHSAA member school will provide all coaches/directors of its athletic and activities programs (marching band, cheer and dance teams, etc.) with an educational in-service program on prevention of heat illness and proper hydration of participants. Member schools are strongly encouraged to utilize the free “NFHS Heat Illness Prevention” course or an equivalent program for this purpose. Instruction may take place in a group setting or in an individualized manner.

Administrators and Coaches - VERY IMPORTANT!

If any of your players and/or students plan to attend the KSHSAA fall soccer tournaments, the KSHSAA requests that you take this opportunity to prompt all representatives from your school on the importance of proper behavior and conduct. Also, please relay this information to the fans from your community. A positive approach on this matter prior to the tournament, with hopes of preventing any undesirable demonstrations rather than the necessity for penalty after adverse situations have occurred, will result in a more pleasant atmosphere. The Association feels that with proper guidance, the conduct of our high school boys and girls can be a tribute to the overall educational and activities program throughout Kansas. The following, “Guidelines for Supervision of Interscholastic Athletic Events,” is very explicit in the responsibilities of hosting an athletic contest. It is placed in this manual to benefit all concerned regarding the expectations of the KSHSAA concerning the sportsmanship that must surround any tournament.

Guidelines for Supervision of Interscholastic Athletic Events

1. The administrators of both schools are responsible for the general organization, management and supervision of student bodies and crowds before, during and following each event, with the home school assuming the major role.

2. Communicate prior to date of contest concerning visitors parking area, entrance and exit locations for fans, seating sections, etc.

3. Provide adequate supervision prior to and during each contest, to continue until at least one-half hour after the game, or until all groups have dispersed.

4. It is recommended the people representing the participating schools for the purpose of game administration and/or supervision (principals, superintendent, etc.) meet prior to the contest. They should introduce themselves to the officials and the tournament manager prior to the contest and let them know where they will be located during the game. The manager and officials should know whom to contact should a problem arise.

5. Faculty supervisors or adults delegated by school administrators should carry some type of identification.

6. The conduct of coaches is the single most important factor in crowd control. You are professional educators and must keep control under stress in order to set the proper example for the immature students on your teams, student body and the heterogeneous combination of spectators in the stands. It is not enough to be professional only when there is no pressure.

Coaches are usually the stabilizing influence in an emotionally charged situation, and they must assume this important responsibility. Also they must recognize that the future of high school athletics is more important than winning or losing the game.

7. Alcoholic beverages are prohibited.

8. Both schools must approve the officials for each regular season contest prior to the completion of the officials' contracts.

9. Any person, school connected or otherwise, who commits assault and/or battery against students, school employees or game officials shall make amends to the offended person or persons, and the Executive Board of the KSHSAA shall be satisfied that the public interest does not require prosecution or further disciplinary action. Unless the person or group has made amends to the offended person or persons, then charges should be filed. It is the host school's responsibility to file such charges. Ordinary order and discipline at interscholastic events should be enforced by prosecution and action in the courts.
10. **Administrators and supervisors shall see that spectators are not permitted to assemble around the edge of the playing field prior to or at the conclusion of a game.**

11. The host and visiting school administration and adult supervisors shall make every effort to keep the playing field clear of spectators prior to and at the conclusion of each game.

12. It is suggested that the school alma maters be sung immediately at the conclusion of each game.

13. **A member school may not film any school’s activity contest if they are not a participant without written permission from the involved school principals in advance of the contest.**

### Responsibilities of the Host School

*(See additional responsibilities listed under “Guidelines for Supervision of Interscholastic Athletic Events.”)*

1. Arrange for medical/first aid personnel to be in attendance or on call.

2. Notify visiting school of reserved parking spaces for buses, specific entrance and exits to be used by team and student body, game time, and other important items necessary to conduct the contest.

3. Designate specific seating locations for visiting and host schools.

4. Provide adequate police and faculty supervision, to begin at least one-half hour prior to game time and end when all groups have dispersed. Explain to them and all fans, the playing field is to remain free of spectators prior to and after the contest.

5. Arrange for the presence of law enforcement officials inside and outside the contest area. It is suggested the inside supervision be handled by paid police and the outside by the local police department.

6. School officials should give specific directions to hired policemen. Do not assume they understand their responsibilities. Place them on a staggered schedule so that all will not arrive and leave at the same time. It may be necessary to have only a small number present prior to game time, with more as the contest progresses and is concluded.

7. Arrangements should be made with local police to direct traffic away from the playing field so spectators can leave quickly.

8. Any person, school-connected or otherwise, who commits assault and/or battery against students, school employees or game officials shall make amends to the offended person or persons, and the Executive Board of the KSHSAA shall be satisfied that the public interest does not require prosecution or further disciplinary action. Unless the person or group has made amends to the offended person or persons, then charges should be filed. It is the host school’s responsibility to file such charges. Ordinary order and discipline at interscholastic events should be enforced by prosecution and action in the courts.

9. **POINT OF EMPHASIS – Pregame communication between the school administration and game officials:**
   An authorized representative of the host school shall greet the officials upon their arrival.

10. Reserved parking locations should be set aside for the game officials, and they should be notified of the location prior to their departure for the game site.

11. The host school should provide two adult chaperons or security personnel to escort officials to and from their dressing facilities and the playing field at halftime, and following the conclusion of the game, and to their cars.

12. The officials’ dressing quarters are private. No one should be admitted, and this includes personnel from the host school. Use No Admittance signs (Form O) from the online Entry Forms to assure privacy.

13. Make arrangements to accept and deliver emergency messages.

14. Any unusual incidents or developments should be reported to the KSHSAA immediately.

### Responsibilities of Visiting School

*(See additional responsibilities listed under “Guidelines for Supervision of Interscholastic Athletic Events.”)*

1. An administrator and adequate faculty or adult supervisors should be present at each contest in order to supervise their own students and adult fans. School administrators should introduce themselves to the tournament manager to let him/her know whom to contact should a problem arise. Prevent unsportsmanlike behavior prior to, during and after the contest. **Explain to your fans prior to going to the tournament site they are not to be on the playing field prior to or after the contest.**

2. See that all bus drivers and delegated drivers are informed of the special parking locations provided by the host school.

3. Inform all student spectators and the team of proper entrance and exit locations.

4. See that supervision is available prior to the arrival of your spectators and until all groups have dispersed.

5. Report any unusual incidents to the host school administration immediately.

6. Give complete cooperation and assistance to the host school when it is necessary to file charges against any individual causing a disturbance.
Hints for the Public Address Announcer

The announcer is a key figure and carries a great responsibility. What he or she says and the way it is said will influence the crowd. He/she may find it necessary to make special announcements in case of emergencies. The following items may assist announcers in doing their job with excellence:

1. **Be impartial.** Announce the game with no show of favoritism.
2. Use proper language at all times.
3. **Be enthusiastic but calm.**
4. Don’t anticipate or second guess calls by the officials.
5. Be aware of the entire playing area so that calm directions can be given in an emergency. Serious situations can often be avoided if the announcer will caution the crowd against coming onto the field, throwing things, etc.
6. **Let no one, except those in charge of the event, use the microphone.** The announcer is responsible for whatever is said over the P.A.
7. Do not criticize officials’ decisions, directly or indirectly.
8. Announce convenient routes for leaving the playing area and caution the crowd to drive carefully.
9. Advise crowd to remain for the alma maters if this is a part of the program.
10. **Pre-Contest Announcement**

The public address announcer should be aware that good sportsmanship is a very important part of interscholastic activities and he/she can play an important role in its encouragement. The following is presented as a possible pregame announcement for any interscholastic contest:

| Activity programs at ________ High School are designed to provide positive learning experiences for all students. |
| We thank you for your attendance, your positive support and your courtesy to all who make this competition possible. |
| We welcome our guests from ________ High School. Good luck to both teams and good sportsmanship to all. |

**Game Conclusion: Postgame Announcements**

In the closing moments of each contest, make use of some of the following statements as rationale for fans to remain off the playing field:

**Citizenship/Sportsmanship Rule 52-1-lc** prohibits victory celebrations on the playing surface at the conclusion of a contest for the following reasons:

a. Allows the participants and coaches of the teams to shake hands at the end of the contest.

b. Safety of the participants.

c. Avoids confrontation between exuberant fans and disheartened players and fans of the school which was defeated.

d. Preserves sportsmanlike atmosphere.

e. Allows awards to be presented within a reasonable period of time.

f. Maintains the time schedule of contests which are to follow.

g. Protects the playing surface.

**Uniform Colors – NFHS Rule 4-1**

- “The visiting team shall wear solid white jerseys and solid white socks.”
- “The home team shall wear dark jerseys and socks (dark is defined as any color which contrasts with white).”

**TOURNAMENTS** – Throughout a tournament the higher-seeded team will be home (dark jerseys and socks), and the lower-seeded team will be visitor (white jerseys and socks).
PREPARATION FOR THE GAME OR TOURNAMENT

(Responsibilities of a Tournament Manager)

Each soccer game shall be administered by a local manager selected by the host school. The following list supplements the “Guidelines for Supervision of Interscholastic Athletic Events.” The manager should:

1. Provide participating school(s) with any necessary information not included in this manual.
2. Make necessary arrangements for the news media, which includes notifying them of the event well in advance.
3. Arrange for a competent timer, scorekeeper and scoreboard operator, if used.
4. Arrange for a scorer’s table.
5. Make arrangements for concessions, with the profits going to the host school.
6. Secure adults to sell and take tickets to the event.
7. Arrange for printing of game programs. (Hint: Start early!)
8. Arrange to have an ambulance and emergency medical technician(s) (EMT) available or on call for emergencies. Arrange to have a physician present or on call, unless after checking with the visiting school it is determined they will have a physician accompanying their team.
9. Arrange for adequate security. (See also “Guidelines for Supervision of Interscholastic Athletic Events.”)
10. The host school shall provide two adult chaperons to escort officials to and from their dressing quarters and to their cars after the game. (See also “Guidelines for Supervision of Interscholastic Athletic Events.”)
11. Assign dressing rooms to teams and game officials.
12. Designate seating sections for each school.
13. Make arrangements for halftime activities.
14. Assist teams with housing arrangements, even though each school will be responsible for their own housing.
15. Pep bands, not to exceed 50 members including the director, are to be admitted free for the game during which their school participates. If more than 50 members are to be used as a pep band, those in addition to the 50 must pay the regular student admission price. Bands are not to play (including the beating of drums), and artificial noisemakers (including megaphones) are not to be used while the game is in progress. They may play or be used during charged time-outs or intermissions only. Band directors should meet prior to the contest to work out a schedule so they are not competing for performance time.
16. By policy of the KSHSAA Executive Board, use of fireworks, cannons, air concussion cannons, hand-held explosives and other devices is not permitted at all KSHSAA postseason athletic events. Member schools have authority to determine if they permit such devices at their regular season events.

Banners and Signs

Banners and signs will be permitted at Association-sponsored athletic events, provided they are not personal, negative, unsportsmanlike or vulgar. Signs or banners approved in advance by the event manager may be attached or fastened to the building or facility. Parades with flags, signs or banners up and down the sidelines will not be permitted.

Charitable Contributions, Solicitations and Sales

With the assembly of people at tournaments, managers will be confronted with requests pertaining to donations and contributions to the various organizations which rely upon this system of financing their programs. The passing of hats, receptacles, blankets, etc., inside the gymnasium/stadium at any Association-sponsored tournament for the purpose of contributions should not be permitted. There shall be no sale of any items on the premises other than normal food concessions and programs, unless approved in advance by the manager and the KSHSAA.

Artificial Noisemaker Limitations

Artificial noisemakers (including megaphones, cow bells, thunder sticks, air horns, sirens, etc.) are not to be used and bands are not to play (including the beating of drums) while the game is in progress, indoors or outdoors. If the host school administration questions the safety or appropriateness of any noisemaker it shall not be permitted. Please refer to the KSHSAA Music Manual, page 24, relating to when bands can play.

By policy of the KSHSAA Executive Board, use of fireworks, cannons, air concussion cannons, hand-held explosives and other devices is not permitted at any KSHSAA postseason athletic event. Member schools have the authority to determine if they permit such devices at their regular-season events.
Dressing Rooms
Teams will be assigned dressing rooms by the tournament manager.

Player Bench Occupants
During a contest, the player bench may be occupied by the eligible substitutes, coach, assistant coach, faculty representative, bona fide team managers, bona fide team statisticians and scorekeeper, bona fide team trainer or physician, and any disqualified players unless they have been instructed to remove themselves from the player bench.

Practice Balls and Practice Sessions
Each team will furnish its own practice balls unless notified differently. Visiting teams will not be permitted to practice on tournament fields prior to the start of the tournament.

Private Room for Officials (Very Important)
Managers should provide a private room which the officials may occupy during the course of the tournament. This room should be available to them as a dressing room and lounge between matches. Officials should be informed where they are to enter and where they should dress. Arrangements should be made for someone to meet them when they arrive.

Media Passes
Media members will be administered media credentials for state events in September of the current year. The credential will be good for admittance to all state events so long as the media member submits attendance in the "SITE NOTIFICATION" tab to a specific state location by the deadline provided on each media member’s "login" page at www.khsaa.org>Media>Login>Site Notification. Each media member must adhere to policies and regulations stated on the back of each credential or credential will be revoked. KSHSAA media credentials are for postseason state events only. Schools may accept them during the regular season should they choose to do so. Contact Jeremy Holaday in the KSHSAA office with any questions.

Radio Broadcasting
Radio broadcasting shall be permitted at no charge for space or the right to broadcast, if space is available. If space is limited, stations from towns with participating teams should receive first choice.

Radio stations desiring to broadcast any game shall contact the tournament manager at least 48 hours prior to the contest. Contracts, provided by the Kansas Association of Broadcasters, have been sent to each radio station. The broadcasting station shall complete the contract in triplicate, furnishing one copy to the tournament manager, one to the KSHSAA and retaining one for the station records.

This procedure has been approved by the KAB and the KSHSAA.

Video Recording
A member school may not video record any school’s activity contest in which they are not a participant without written permission from all the involved school principals in advance of the contest.

Live Video Over Internet
The named company wishes to produce live video over the Internet using a maximum of one camera for the stated event listed below, sponsored by the Kansas State High School Activities Association, Inc. (KSHSAA). The named company understands the rights to video live are granted by the KSHSAA with the following stipulations:

1. After approval by the KSHSAA, the company shall contact the host site manager at least 24 hours prior to the event.
2. That the agreed compensation be paid to the KSHSAA for each contest; and that the total sum be submitted with this agreement.
   - No charge – Member schools for playoff games. State championship games are not permitted.
   - $200.00/contest – All others
3. That four (4) 30-second announcements provided by the KSHSAA (see website) be read during the telecast of each contest.
4. That the televising company give advance publicity to an actual live event for a minimum of three days preceding the event; and that the advance publicity contain information on contestants, contest date, contest time, contest site and all ticket prices.
5. That no individual or organization be permitted to sponsor any part of the broadcast for the purpose of advertising alcoholic beverages, tobacco products, performance enhancing products, gambling, etc., that is contrary to the principles of educationally-based activities.

6. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising for a political candidate or political party.

7. That a list of all sponsors of the event/contest on each televising station be submitted to the KSHSAA, Box 495, Topeka, KS 66601-0495 for approval before the telecast.

8. That the televising company provide competent and professional announcers and telecasting; and that no dramatization shall be made of any unsportsmanlike conduct, incidents or displays on the part of the participants or fans.

9. That the televising company shall provide the KSHSAA with documentation on the number of homes reached by the specified rebroadcast.

10. That the KSHSAA reserves the right to discontinue this agreement at any time in the event any of these stipulations are violated or any aspect of the company's televising is considered to be in poor taste or incompatible with the educational objectives of the Association.

11. That the web streaming company provide a copy of the broadcast to the KSHSAA for archive use.

**Pregame Introductions (Postseason Tournaments)**

1. The host school will arrange to have the National Anthem played 10 minutes prior to the first contest. Before the National Anthem, the teams are to be assembled in their team boxes.

2. The announcer should begin with “Welcome to this (_________ regional, state quarterfinals, state) soccer contest sponsored by the Kansas State High School Activities Association and its member schools.” (A sportsmanship Public Service Announcement could also be read at this time.)

3. Immediately following the National Anthem, the three game officials, who are to be located on the touchline in front of the officials area and facing the press box, will be introduced. Introduce by position, by name only. (Do not mention where they live.)

4. The visiting team non-starters then starters will be introduced, followed by the host team non-starters and starters. These introductions should proceed as rapidly as possible.

5. Immediately following the introductions, the captains will go to the touchline (press box side) on the halfway line to meet the officials, and they will be escorted to the center of the field for the coin toss.

6. For the state championship contest, the following introduction procedure is used if weather permits. If inclement weather, both coaches may agree to waive introductions.
   a. The host school will arrange to have the National Anthem played 10 minutes prior to the first contest. Coordinate with the band director or use a recording. Prior to the National Anthem the teams are to be assembled in their team boxes.
   b. The three game officials who are to be located on the press box side of the halfway line will be introduced following the National Anthem. Introduce by position, by name only.
   c. Immediately following the introduction of the officials, the visiting team will be introduced. The players will be announced in numerical order of their game jerseys. The first player will start onto the field when the announcer says, “Now for the introduction of the ________ High School soccer team.” The players are to run onto the field and line up between the halfway line and their team box, facing the press box. After the players and managers have been introduced, the coaching staff, athletic director, principal and superintendent will be presented. They are to enter the field and stand in front of the team, facing the press box. The introduction of the principal and superintendent is optional and is to be left up to the administrators of the two participating teams. The manager should determine in advance if they want to be introduced and adjust the introductions accordingly. Both teams are to remain on the field until each has been introduced. These introductions should proceed as rapidly as possible.
   d. The home team will then be introduced in the same procedure used for the visiting team.
   e. Immediately following the introduction of both teams, the captains will go to the touchline (press box side) on the halfway line to meet the officials, where they will be escorted to the center of the field for the flip of the coin. The following diagram will show the appropriate locations for each team.
   f. In case of inclement weather and if both coaches agree, the introductions may take place while the teams remain in the locker rooms or read quickly by the public address announcer while in team huddle.
Postgame Awards Presentation Ceremony

A plaque will be awarded to the first-place team in all regional tournaments. The plaque should be presented at the team box area after all regional contests. Trophies will be awarded to the state champion, second-place team and consolation champion; medals will also be awarded the first-, second-, third- and fourth-place teams at the state championship.

State Tournament Awards Ceremony (Following Consolation & Championship Matches)

The following award ceremony is recommended after the state contest, if weather permits:

The teams will form ranks in the middle of the field, facing the press box (see diagram above). As the teams face the press box, the home team will be lined up to the right of the halfway line and the visiting team to the left. The players are to line up between their respective penalty area and the halfway line and the coaches and head cheerleaders should be between their respective side of the halfway line. The awards will be made as follows:

1. The head cheerleader of the fourth-place or second-place team will present a medal to the head coach and to each player in uniform as they are introduced, followed by the second-place trophy presentation.

2. The head cheerleader of the winning teams, consolation or championship, will present a medal to the head coach and each player on the winning team as they are introduced. The championship trophy will then be presented along with one (1) game ball. If your team would like to order additional medals, a school administrator may request an authorization letter at kshsaa@kshsaa.org.

Trophy Presentation Final Announcement

“Ladies and gentlemen, please stand and join in honoring all these young athletes in recognition of their accomplishment.”

POSTSEASON TOURNAMENTS POINTS OF CLARIFICATION

Red Card

A player who is red carded during a regular season or tournament game is suspended for the rest of that game, the following game* and all other interscholastic contests at any level in the interim. The game referee and scorer shall indicate in the official game scorebook when a player has been red carded and the reason.

*NOTE: “Following game” is defined as the next game the red carded player would have been designated to play in at the same level of competition. The suspended games shall count toward the player’s allowed number of games.

Yellow Card

A player receiving a caution (yellow card) MUST be substituted for immediately. The cautioned player may not return to play until the next legal substitution opportunity.
Game Specifications

Games will consist of two 40-minute halves. Intermission will be 10 minutes. All varsity contests must be of regulation length per KSHSAA Rule 1 and National Federation Soccer Rule 7-1-1.

Visiting schools participating in regional, state quarterfinals and state tournaments will not be allowed to practice at the tournament site prior to the start of the tournament. Teams will be allowed a maximum of twenty (20) minutes warm-up between games at state tournament. This may be shortened by mutual agreement of both coaches and the tournament manager.

Postseason regional, quarterfinal and state tournament sites will be furnished the BRINE NCAA Championship soccer ball. The state championship team will be awarded one (1) game ball in addition to their trophy.

Suspension of Regular and/or Postseason Tournament Games - NFHS Rule 7-1-3

“In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played. If less than one-half of the game has been played (according to KSHSAA adoption), the game will be restarted from the point of suspension when conditions allow.”

Overtime Procedure for Postseason Tournament Contests

All postseason tournament games that end in a tie will continue to play until a winner is determined using the following format:

When the score is tied at the end of regulation time, the referee will instruct both teams to return to their respective team boxes. 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 10-minute sudden victory overtime periods with a two-minute interval between periods;
   a. A coin toss shall be held as in Rule 5-2-2(d)(3).
   b. At the end of the first 10-minute sudden victory overtime period, teams shall change ends.

2. If a tie still exists, there shall be two five-minute sudden victory overtime periods.
   a. A coin toss shall be held as in Rule 5-2-2(d)(3).
   b. At end of the first sudden victory period, teams shall change ends.

3. If the score still 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 the penalty kicks 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 penalty kicks.
   c. A coin toss shall be held. The team winning the toss shall have choice of kicking first or second.
   d. Teams will alternate kickers. There is no follow-up on the kick.
   e. Following five kicks for each team, the team scoring the greatest number of kicks shall be declared winner.
   f. 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 tiebreaker system.

4. If the score remains tied after each team has had five penalty kicks:
   a. Each coach will select five different players than the first five who already have kicked to take the penalty 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.
   b. If the score remains tied, continue the sudden victory penalty kicks with the coach selecting any five players to take the next set of alternating penalty kicks. If a tie still remains, repeat 4-a.
Section II

Tickets & Admissions for All Tournaments

TICKET INFORMATION FOR MANAGERS

Tournament tickets will be sent to the managers and will consist of General Admission tickets for students and adults.

NOTE: Everyone, kindergarten through grade 12, is charged the student price. (No charge below kindergarten.)

The KSHSAA would like to call your attention to the following points:

1. Tickets will be serially numbered in rolls of 200 or more.

2. Before the tournament begins, check the tickets with the report form which will be sent from the KSHSAA.

3. Instruct your sellers to be sure that all UNSOLD tickets are in consecutive serial number order, meaning that the remainder of the UNSOLD roll is consecutively numbered without any intermittent tickets having been sold.

4. If tickets are sold from more than one booth, it is preferable to sell them from two or more rolls at the same time. This will avoid having to sell from removed portions of a roll.

5. During the FINAL session of the tournament, be sure that ALL UNSOLD tickets are in consecutive order. Do not remove portions of rolls without selling every ticket that was removed. Fasten the rolls of unused tickets with scotch tape to secure rolls from unraveling.

6. Return all unused tickets and reports to the KSHSAA immediately (within 5 days) after your tournament.

7. There are to be no reserved seat tickets for the regional, sub-state or state tournaments. Managers are to use only those tickets which are supplied by the KSHSAA. We hope that we have anticipated your needs, but if you have reason to feel that you will need more, call us and we will forward an additional supply. In the event you experience a last-minute exhaustion of tickets, then perhaps you might use some of your own to complete your tournament.

SPECIAL NOTICE TO ALL MANAGERS AND SCHOOLS: Each person paying admission MUST be given the ticket he/she buys. All General Admission tickets are to be torn in half when the purchaser is admitted. If the sale and admittance is handled at the same location, then the purchaser is entitled to and shall be given one-half his purchased ticket.

* Such ticket stubs are NOT to be used as pass out tickets *

* Hand stamps may be used as pass out tickets *

In the event it is necessary (inclement weather, outside restrooms or concession facilities, etc.) to provide a pass out system, a rubber stamp should be used to mark the back of a person’s hand.

Complimentary Tickets

1. News Media

2. Host High School Board of Education Members and Spouses

3. KSHSAA Complimentary Lifetime Passes

4. KSHSAA Annual Complimentary Passes (issued to KSHSAA Board of Directors and Appeal Board members annually)

5. KSHSAA Area Supervisors of Officials Passes

6. Game Officials

7. The superintendent, principal, athletic director, head soccer coach, assistant coaches, (1) one manager, participating contestants, (1) one faculty cheerleader sponsor, and a maximum of 10 varsity cheerleaders in uniform shall be admitted free. Regional Tournament Squad Lists, State Quarterfinal Squad Lists and State Tournament Squad Lists will take care of names and number of complimentary admissions from each school. These forms may be used as pass gate lists for all participating schools.

Tournament managers should adhere to all regulations pertaining to complimentary admissions. It would be unfair and defeat the purpose of the program if at some tournament sites, persons were to be admitted without charge when they do not qualify for such admission. Administrators can save embarrassment and eliminate the manager’s problems by reviewing the following information and discussing it with their coaches, faculty members, drivers and playing squads.
In the past, managers have reported that administrators and coaches have insisted on their spouses being admitted free. This is a violation of regulations. Bus drivers or others transporting team members are also obligated to pay. Coaches Association passes are NOT to be honored.

Any representative of the press who actually covers the tournament and writes stories may be admitted free. A regular newspaper staff photographer may also be admitted free.

When your school is host, the members of your board of education and their spouses may be admitted free. Likewise, the working crew necessary to sell and collect tickets and supervise and direct tournament activities is to be admitted free.

Lifetime passes have been issued to those who have served on the Kansas State High School Activities Association Executive Board and Hall of Fame Selection Committee. Similar passes have been issued to the Governor, members of the State Board of Education and State Commissioner of Education. Please honor such passes presented to your ticket takers at the KSHSAA sponsored tournaments. No other passes, including Kansas Coaches Association passes, are permitted.

The KSHSAA feels that every administrator is aware of various problems in sponsoring a tournament and why it is necessary that all managers adhere to specific limitations in honoring requests for complimentary tickets. This phase of the tournament program is very important.

Assign a competent adult (not a student) the responsibility of working the pass gate.

Managers are not to provide tickets for participating schools, but use a checklist and a special entrance for authorized players, managers, coaches and cheerleaders.

PASS GATE INFORMATION

The following forms should be used as checklists for this purpose: Regional Tournament Squad List, State Quarterfinal Tournament Squad List and State Tournament Squad List.

Ticket Prices for Regional, State Quarterfinals and State Tournaments

Managers should display at each ticket window (or gate) a sign conspicuously showing the prices of admission as follows:

<table>
<thead>
<tr>
<th></th>
<th>K-12</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regionals</td>
<td>$5.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>State Quarterfinals</td>
<td>$6.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>State</td>
<td>$6.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

There will be one admission session per day at all regional and state tournament matches.

Managers should explain to their ticket takers the importance of tearing all tickets, giving each purchaser one-half and depositing the other half in a receptacle.
Section III
Regional & State Quarterfinal Tournament Information

GENERAL INFORMATION

2019 Boys State Tournament (tentative schedule)
Monday and Tuesday, October 28-29
Thursday, October 31
Tuesday, November 5
Friday, November 8
Saturday, November 9, State Consolation and Championship

2020 Girls State Tournament (tentative schedule)
Monday and Tuesday, May 18-19
Thursday, May 21
Tuesday, May 26
Friday, May 29
Saturday, May 30, State Consolation and Championship

Number of Players/Awards

Schools will be permitted to suit up 22 players for regional, state quarterfinal and state tournaments.

In regional tournaments, the first-place teams will receive plaques. There will be no third-place regional game. Plaques/trophies/medals will not be awarded in the state quarterfinal round. In the state tournament, first-, second- and third-place teams will receive trophies and individual medals. Medals will be presented to the four state qualifying teams.

Starting Times

Starting times for all regional tournament games and state quarterfinal games will be determined by tournament manager provided that instructional time is not used for either travel or for the contest unless prior approval is obtained from the KSHSAA.

Regional Tournament Format

Eight regional tournaments will be held in sections determined by the number of schools participating and their geographical locations. The brackets for these tournaments depend upon the number of schools playing soccer in each geographical section. The winner of these eight regionals will advance to state quarterfinals. Assignments and seeding for regionals will take place on Saturday before regional tournaments at a pre-determined site in each section.

SEEDING CRITERIA FOR REGIONAL TOURNAMENTS

Seeding Meetings

NOTE: Schools will be notified during the season of their assigned seeding meeting.

Schools must input regular season game scores on the KSHSAA website. All regular season scores must be submitted prior to the Regional Seeding Meetings (Boys-Saturday, October 26; Girls-Saturday, May 16) at the following sites:

East Section
Overland Park-Blue Valley Southwest High School
Chairperson: Mike Rasmussen, Activities Director
17600 Quivira Road; Overland Park, KS 66221-6221
Phone: 913-624-2000; Fax: 913-624-2045
Phone: 913-710-0659 (C)

West Section
Wichita-Northwest High School,
Chairperson: Lance Deckinger, Activities Director
1220 N. Tyler Road; Wichita, KS 67212
Phone: 316-973-6000 (W); Fax: 316-973-6070
Phone: 316-729-8997 (H)
Seeding Criteria

Seedings and pairings will be determined at this meeting based upon the win-loss-tie points and percentages of each participating team (see below). **Teams must play 10 games or seeding percentage will be halved.**

All game contracts/commitments between KSHSAA member schools in soccer, either written or otherwise, shall be honored.

Use the following to determine the points for each team when seeding the bracket:

<table>
<thead>
<tr>
<th>Points for</th>
<th>Case Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 points for a win</td>
<td>NOTE: Games must be against varsity competition to count for purposes of seeding percentage. After determining the total points earned, divide that number by the maximum points possible of games actually played times 2 (carry to the third decimal point) to figure the percentage.</td>
</tr>
<tr>
<td>1 point for a tie</td>
<td></td>
</tr>
<tr>
<td>0 points for a loss</td>
<td></td>
</tr>
</tbody>
</table>

If two teams have an identical percentage, the tie will be broken as follows:

- **a.** If the teams played each other, the one defeating the other a larger number of times will receive the higher seed. If after they have played each other and each has defeated the other team under consideration an identical number of times, the team with the most wins will receive the higher seed.
- **b.** If the teams did not play each other, the team with the most wins will receive the higher seed.
- **c.** If the tie still remains, the team with the fewest goals allowed during the regular season will receive the higher seed.
- **d.** If the tie still remains, then a coin will be tossed to determined the team receiving the higher seed.

If three teams are tied with an identical percentage, the tie will be broken as follows:

- **a.** If one team won over all the other tied teams, or has a winning record over all the other tied teams, it shall receive the higher seed. The two remaining tied teams will revert to the procedure used for two tied teams.
- **b.** If one team has lost to each of the other teams, that team shall be dropped from the tiebreaking procedure. The two remaining teams will revert to the procedure used for two tied teams.
- **c.** If the above procedure did not break the tie, the teams with the most wins shall receive the higher seeds.
- **d.** If the tie still remains, the teams with the fewest goals allowed during the regular season will receive the higher seeds.
- **e.** If the tie still remains, a drawing by lot will determine the teams receiving the higher seeds.

If four teams are tied with an identical percentage, the tie will be broken as follows:

- **a.** If one team won over all the other tied teams, or has a winning record over all tied teams, it shall receive the higher seed. The three remaining tied teams will revert to the procedure used for three tied teams.
- **b.** If the above procedure did not break the tie, the teams with the most wins will receive the higher seeds.
- **c.** If the tie still remains, the teams with the fewest goals allowed during the regular season will receive the higher seeds.
- **d.** If the tie still remains, a drawing by lot will determine the teams receiving the higher seeds.

The principal or his/her designee should attend the seeding meeting so that tickets and plaques may be distributed to regional tournament host schools. Be sure to supply the seeding meeting host with an up-to-date win-loss-tie record prior to the day of the seeding meeting and make certain all regular season game scores have been entered on the KSHSAA website.

After the seeding has taken place, teams will be placed in regionals, depending upon the number of teams in each section. **The host schools for the regionals in each section will be the top seeds in each section.**

**REGIONAL TOURNAMENTS**

First round games will be played either Monday or Tuesday at the site of the higher seed.

Finals will be played Thursday at the site of the higher seed in each regional. Game times will be determined by the regional tournament manager. **NOTE:** More information will be sent to schools concerning regionals after the number of participating schools has been determined by the KSHSAA.

**Squad Lists**

Schools shall mail the Regional Soccer Tournament Squad List to tournament manager by Monday of regional tournament week.

**Tournament Programs**

Host schools are to furnish official programs for their regional tournaments. Programs, if sold, should be at a reasonable price. All profit is to be retained by the host school. The contents should include complete team rosters and information similar to that found on squad lists.
Reporting Regional Results

For regional tournaments, first round hosts must call, text, email or fax your game results to your regional tournament manager immediately after the completion of the contest; and call, text, email or fax your results to the KSHSAA on a completed bracket after the game.

Regional Tournament Managers — Call, text or email your championship game results and the winner’s up-to-date record (including regional games) to the state quarterfinals manager for your section.

STATE QUARTERFINALS ROUND

**East Section**
Overland Park-Blue Valley Southwest High School
Mike Rasmussen, Activities Director
Phone: 913-624-2000; Fax: 913-624-2045
Phone: 913-710-0659 (C)
Time: After the regional championship games

**West Section**
Wichita-Northwest High School
Lance Deckinger, Activities Director
Phone: 316-973-6000 (W); Fax: 316-973-6070;
Phone: 316-729-8997 (H)
Time: After the regional championship games

The teams participating in the state quarterfinals will be seeded and further notified by the tournament managers.

Regional Officials Diagonal System is Required

Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the official’s race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official’s race, sex, religion or national origin.

Officials will be assigned by the tournament and single game managers, with approval of schools involved in the contest, per KSHSAA Rule 11-1-4.

State Quarterfinals Format

The four regional winners in the east section and the four winners in the west section will play on Tuesday, following regional tournament week, in their respective geographical areas.

The state quarterfinal game sites will be determined after seeding the four teams, one through four. (Seeding will be on a win-loss-tie point and percentage basis as in the regionals.) One game will be played at the site of seed #1 hosting seed #4; and one game will be played at the site of seed #2 hosting seed #3. **Game time will be determined by the host manager.**

State quarterfinal winners will advance to the state tournament semifinals and finals.

Seeding Criteria for State Quarterfinal Tournaments

Seeding is the same as used for regional tournaments, except regional games are counted in the seeding procedures.

Teams receiving byes in regional contests will count the bye as a victory for seeding purposes.

Squad Lists - Quarterfinals

Schools shall hand deliver to the state quarterfinal tournament manager (which would be either seed #1 or seed #2) when their first group arrives at the tournament site.

All quarterfinal teams are to email a photo and squad list to the KSHSAA by the Tuesday of state championship week.

Reporting State Quarterfinal Results

(Quarterfinal Managers, contact the KSHSAA)

Call, text or email your results to Rod Garman at the KSHSAA no later than the morning following your game.

Give an up-to-date record, including the state quarterfinal game. Also mail a completed bracket with your financial report and ticket report.

**Phone: 785-273-5329 (Work), 785-633-1365 (Cell), Email: rgarman@kshsaa.org**

State Quarterfinal Officials Diagonal System is Required

Officials will be assigned by the tournament manager at each host site per KSHSAA Rule 11-1-4.
State Tournament Information

Boys Soccer - November 8-9, 2019

Class 6A -
Topeka-Hummer Sports Park
Annette Wiles, Manager
awiles@tps501.org
2701 SW East Circle Dr. South, Ste. 1
Topeka, KS 66606
Phone: 785-295-3750; Fax: 785-295-3147

Class 5A - Spring Hill
Spring Hill Activity Complex
Jeff Miller, Manager
millery@usd230.org
19701 S Ridgeview Rd.
Spring Hill, KS 66083
Phone: 913-692-7299; Fax: 913-592-2847

Class 4-3-2-1A - Visit Wichita
Wichita-Stryker Sports Complex
Larry Inlow, Manager
linlow375@gmail.com
2999 N Greenwich Rd.
Wichita, KS 67226
Phone: 316-265-2800; Fax: 316-265-0162
Phone: 316-265-0162 (Stryker Sports Complex)

Girls Soccer - May 29-30, 2020

Class 6A -
Topeka-Hummer Sports Park
Annette Wiles, Manager
awiles@tps501.org
2701 SW East Circle Dr. South, Ste. 1
Topeka, KS 66606
Phone: 785-295-3750; Fax: 785-295-3147

Class 5A - Spring Hill
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STATE TOURNAMENT FORMAT

The four state quarterfinal winners will advance to the state tournament to be held on Friday and Saturday. There will be two sessions at the state tournament, semifinals and finals. Both semifinal matches will be played Friday, concurrently if possible, or the team with the highest seeding point percentage will play the first semifinal contest. The consolation final will begin at 12 noon, Saturday, followed by the championship match at 2 p.m. In the event of inclement weather and/or poor field conditions, the consolation final may be rescheduled to follow the championship game or cancelled by the KSHSAA.

Seeding Criteria for the State Tournament

The two state quarterfinal winners from each section (East and West) will be seeded into the state tournament as follows:

1. Total record of win-loss-tie point percentage, including regular season, regional and state quarterfinal games. (Teams receiving byes in regional contests will count the bye as a victory for seeding purposes.)
2. The #1 seed from East will play the #2 seed from West; the #1 seed from West will play the #2 seed from East.
3. The brackets will be seeded with the team with the highest winning percentages of all final four teams playing in the early game.
4. Once the state tournament bracket is set, it will be played out with the top team on the bracket being the home team in the home team box (see diagram on page 14) and wearing dark colored jerseys.

Officials Recommendations

Submit officials recommendations online to KSHSAA the week prior to regional tournaments. The officials for the state tournament will be selected by the KSHSAA based upon the following criteria:

1. Recommendations by member schools
2. 90% or higher exam score
3. Attendance at the KSHSAA rules meeting
4. Officials completed and submitted a postseason application

Squad Lists for State Tournaments

State Tournament Squad List Forms must be submitted online by Monday of state tournament week. Please email a team photo to rgarman@kshsaa.org after the regional final games.

“Be A Good Sport”
State Warm-ups
Teams may take the field 50 minutes prior to the start of the first contest that day. Fifty minutes will be placed on the clock for team warm-up and run down to the 10:00 mark. At that point teams are to start to line up for introductions and the National Anthem. Teams will walk out numerically in single file (World Cup style) then line up in front of the spectator touchline. Prior to the second game, 30 minutes will be placed on the clock for team warm-up and run down to the 10:00 mark before lining up for introductions.

Section V
Gate Receipts and Officials’ Fees

DISTRIBUTION OF RECEIPTS
After taxes, the regional, state quarterfinal and state gate receipts will be distributed as follows:

1. **Regionals & State Quarterfinals** — Thirty percent of net receipts (gate receipts minus sales tax) plus all concessions and program sales to host.

   **State Finals** — Twenty-five percent of net receipts and program sales to host (minus sales tax) plus all concessions.

2. Officials’ expenses will be paid by the KSHSAA from tournament proceeds (referee and two assistant start referees).

3. Balance shall be sent to the KSHSAA, which will be used as follows:
   a. Plaques, trophies and medals
   b. Catastrophic and liability insurance
   c. To underwrite losses at other tournament sites
   d. To operate non-self-supporting activities
   e. To contribute to the overall operating costs of the Association

POSTSEASON TOURNAMENT OFFICIALS

Selection
Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the official’s race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official’s race, sex, religion or national origin.

Use three officials: referee and two assistant referees *(Diagonal Officiating System is required in all postseason contests.)*

Regional and state quarterfinal officials will be selected by the managers. State officials will be assigned by the KSHSAA as determined by schools’ recommendations, test score (90% or better) and KSHSAA rules meeting attendance.

OFFICIALS’ FEES
All regional officials and first round state quarterfinal officials will receive $60. The state semifinals and final game fee will be $65 for all officials.
**SOCCER FIELD**

If used on a football field, portable goals should be anchored at least 2 yards in front of the base of the existing football goalposts.

Except as specifically stated in the rules, information on field diagrams in this book is suggestive only; it is not required by NFHS rules. The construction and layout of all courts and fields used for high school competition are subject to any controlling laws and building codes, and to the sound judgment of the persons in charge of the facilities.

An engineered natural turf soccer field should have a minimum of one-and-one-half percent (1.5%) slope for fields which are surface drained. For natural turf fields with a sub-surface drain system the slope should be no less than one (1.0%) percent. For synthetic turf fields with a sub-surface drain system the slope should be no less than one half of one (0.5%) percent. Slope is measured from center to side. For consulting services, contact SportsPLAN Studio, 816-842-5200.
NFHS OFFICIAL
SOCCER SIGNALS

1. Direct free kick
   (Point in direction of kick)

2. Indirect free kick

3. Play On

4. Timeout

5. Wind-up to start clock

6. Penalty kick
   (Point to spot)
   Goal Kick
   (Point to goal area)

7. Caution/Ejection

8. Corner kick
   (Point to corner)

9. Goal

PlayPics courtesy of REFEREE
**NFHS OFFICIAL SOCCER SIGNALS**

**10**
**Throw-in**
(The flag should not be brought across the body. Appropriately, the flag should be switched to the appropriate hand.)

**11**
**Substitution**
(Hold the flag above the head as shown until acknowledged by the referee, then return the flag to the side.)

**12**
**Foul**
(1. Hold the flag vertically until acknowledged by the referee; 2. Wave flag; 3. Point the flag in the direction where the free kick will take place.)

**13**
**Corner kick**
(Adjacent referee should point to the nearest corner.)

**14**
**Goal kick**
(Adjacent referee should point to the goal area.)

**15**
**Stop play – Offside**
(Adjacent referee should indicate he/she has seen an offside with the right arm.)

**16**
**Offside free kick**
(When the referee stops play, the assistant referee indicates position on the far side of the field.)

**17**
**Offside free kick**
(When the referee stops play, the assistant referee indicates position near the center of the field.)

**18**
**Offside free kick**
(When the referee stops play, the assistant referee indicates position on the near side of the field.)
KSHSAA Required Pregame Officials Conference

Per National Federation Soccer Rule 5-2 and by recommendation of the KSHSAA, soccer officials shall be in uniform at the site of the game no less than 15 minutes prior to game time, and a formal pregame conference will be held at the location of the halfway line (the scorer’s table). The pregame conference shall be conducted by the head referee and shall include the following items:

A. Inspect and approve the game balls, field of play and nets; inquire about local ground rules and determine if a fair game may be started
B. Verify the line judges, ball holders, official scorer and timers
C. Review specific duties with scorer, timer and line judges
D. Examine the uniform and equipment of each player to see if it complies with the rules
E. Discuss the KSHSAA inclement weather policy for postponements of contests (refer to KSHSAA Soccer Manual)
F. Review of proper signals to be used by soccer officials
G. Positioning of soccer officials throughout the contest
H. Proper communication among officials during the contest
I. Points of emphasis from state association rules
J. Exiting the field and location to meet escort in postgame (officials exit field immediately)
K. Set plays (wall, goal kicks, penalty kicks, corner kicks)
L. Conduct a pregame conference with team captains to:
   1. Review pertinent rules
   2. Conduct a coin toss at least five (5) minutes before the scheduled time of the game. The visiting team captain shall call the coin while it is in the air. The winner of the toss shall choose a goal to defend or kick off first. Loser of the toss shall be given the remaining choice.
M. The referee or line judges shall:
   1. Assist the head referee in inspecting the game balls, field play, nets, players’ uniforms and equipment
   2. Review duties and responsibilities with ball holders
   3. Assist with the pregame conference with team captains.

The KSHSAA recommends schools provide a scorer’s table to facilitate proper administration of soccer contests.

KSHSAA Pre-Activity Time-Out - NEW

Purpose: As a proactive communication measure, schools are expected to designate a time prior to the start of any interscholastic contest to share event critical information with stakeholders. The following information should be shared/reviewed prior to the first contest at each location:

1. Introduction of home and visiting administration on duty (identify primary point of contact).
2. Identify the location of athletic trainer(s) or other qualified medical professionals.
3. Identify the location of the AED(s).
4. Identify emergency entrance/exits for the facility.
5. Identify the storm shelter location and communication plan for evacuation.
6. Identify the rapid body cooling plan (location of cold water immersion tub).
7. Identify the communication plan for leadership.
8. Identify the communication plan for respective groups (students, coaches, fans).
9. Identify any special events or concerns relative to the event.

These nine items are to be reviewed prior to the event by the ranking school leader of every school involved in the contest. Each participating school is to be represented in this pregame meeting. If an administrative representative is not in attendance, this responsibility belongs to the head coach.

HAVE A PLAN. COMMUNICATE YOUR PLAN.
KSHSAA Coach/Sponsor CPR/AED Training Requirement - NEW

In April 2019 the KSHSAA Board of Directors adopted a rule requiring any head or assistant coach/sponsor for any KSHSAA-sanctioned activity be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration. This rule goes into effect for the 2019-2020 activities year (2019-2020 KSHSAA Handbook Rule 10-1-9).

Components of the rule are as follows:

1. Following an initial 30-day grace period from the start of the season, personnel are not eligible to work as a coach or sponsor for their school until proof of completion of CPR/AED training is on file with their school.

2. Every coach/sponsor must complete CPR/AED training every 2 (two) years.

3. The training shall be coordinated by a certified CPR instructor.

4. Online only training courses are not accepted.

5. There must be a hands-on educational component to the training process.

6. On an annual basis by activity, a school administrator must acknowledge through the KSHSAA website that each coach/sponsor is currently trained in CPR/AED administration. To acknowledge rule compliance, a school administrator should log in to the KSHSAA website and go to the Coach/Sponsor Requirements page. Select the activity and enter the date of CPR/AED training next to each coach/sponsor name. If you do not see the coach/sponsor listed, add that person through the Update Directory process online. All head and assistant coaches/sponsors should be listed for every activity!

Training could be obtained from the following organizations:
- American Heart Association
- American Red Cross
- American Safety & Health Institute / Medic First Aid
- National Safety Council

Potential sources for locating a certified CPR instructor:
- School nurse
- School/community athletic trainer
- Local emergency personnel: EMTs, Firefighters, Police Officers
- Community hospital
- Contacting the organizations listed above

Summer Moratorium - NEW
July 1-7, 2019 is the summer moratorium. There shall be NO school related athletic activities. During this time coaches (licensed teacher coaches and coach aides employed by member schools) shall be prohibited from engaging in any type of activity involving student athletes whether it be practice, training, weight lifting, conditioning, competition or travel. All member school athletic facilities will be closed during this period to school personnel and students grades 7-12. If a member school athletic facilities also serve as non-school community recreation facilities, these facilities may remain open during the moratorium so long as no school teams are playing and no school coaches are coaching the teams/individuals. During this one week dead period, students may attend camps or competitions but may not do so with their school coaches. This moratorium does not impact fine arts or spirit activities.

Rationale: The last few years there has been a growing concern within the KSHSAA membership that students and coaches were not being able to have time to themselves during the summer. It was surveyed and discussed at the October Regional Board of Director Meeting in 2017 and then voted on at the April, 2018 KSHSAA Board of Director’s meeting to establish a rule to allow students and coaches a week off during the summer.

For Q/A on this policy, go to www.kshsaa.org.
NFHS Statement on Medical Appliances

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

Although still relatively rare, the use of insulin pumps by athletes with diabetes has become more commonplace over the past few years. With the wider use of insulin pumps, as well as other medical devices such as heart monitoring equipment, concerns have been raised regarding the safety of the athlete wearing the device, teammates, opponents and the device itself. The NFHS SMAC has discussed these issues and come to the following conclusion:

When it is necessary for an athlete to wear a medical appliance (such as an insulin pump) during athletic competitions, the device shall be padded and securely attached to the player’s body underneath the uniform. Devices attached to the head (such as hearing aids and cochlear implants) do not need to be padded, but shall be firmly secured to the body. No medical appliance should pose a risk of injury to others. It is recommended that the athlete notify the official of the presence of the medical appliance prior to a contest.

KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest

The safety of athletes (participants), spectators, coaches/directors, school personnel and all others present at an athletic contest must be the first and foremost concern of contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
   a. Prior to beginning an athletic contest, when severe weather is anticipated, the head contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rule book coverage.
   b. The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.
   c. If a TORNADO WATCH has been issued, the host team building administrator and the head contest official will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists.
   d. If a TORNADO WARNING has been issued, the contest should be suspended immediately. Participants, spectators and all personnel involved with the contest will be advised to “take cover.” The procedure will be announced, when available, over the public address system.
   e. When lightning is observed in the vicinity of a contest conducted outdoors, play should be suspended.
   f. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.

2. When a suspension of a contest occurs, the following should be considered:
   a. If the suspension is 45 minutes or greater, resuming at a later date should be considered.
   b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or the head contest official casts a negative vote for play to resume, the suspension should continue.
   c. If play is to be resumed, contestants will be given at least a 15 minute warm-up period prior to competition.

For more information check out www.kshsaa.org>Sports Medicine & Safety
1. WHEN THUNDER IS HEARD OR CLOUD-TO-GROUND LIGHTNING IS SEEN, THE LEADING EDGE OF THE THUNDERSTORM IS CLOSE ENOUGH TO POSE A LIGHTNING RISK. SUSPEND PLAY AND TAKE SHELTER IMMEDIATELY.

2. ONCE PLAY HAS BEEN SUSPENDED, WAIT AT LEAST 30 MINUTES FROM THE LAST SOUND OF THUNDER OR LIGHTNING STRIKE WITNESSED BEFORE RESUMING THE ACTIVITY.

3. ANY SUBSEQUENT THUNDER OR LIGHTNING STRIKE DURING THE 30 MINUTE WAITING PERIOD RESETS THE CLOCK, AND A NEW 30 MINUTE WAITING PERIOD BEGINS.

ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!

SCHOOL CONSIDERATIONS:
1. A documented plan for handling severe weather situations such as lightning should be in place.

2. The persons responsible for monitoring weather activity and determining when to suspend practice or competition should be identified.
   • Ideally this person will NOT be a coach or an official involved in the game or practice, as they may be too involved with their other duties to monitor the weather.

3. There are many different methods of monitoring the weather. The internet and mobile device weather applications are one option. Weather radios are available through the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service. The Weather Channel can also provide good information on storm movement and strength. Each school will need to determine their most effective means of monitoring the weather.

   National Weather Service contact information, areas of coverage, and weather radio frequencies are provided on the back of this document.

4. All personnel, athletes, and spectators should be clearly informed in advance of available safe structures or shelters in the event of severe weather.

5. The most ideal safe structure is a fully enclosed building with plumbing, electrical wiring, and telephone service which all aid in grounding the structure.

6. Fully enclosed automobiles with metal roofs, including school buses, provide adequate shelter as well.

7. Avoid using bathrooms or showers as shelter areas as the plumbing pipelines provide a path for the lightning to enter the structure. Also avoid using corded telephones or headsets during a thunderstorm, and avoid standing near utilities.

8. If communication is necessary during the storm, cellular and cordless phones are considered reasonably safe.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT ON PERFORMANCE ENHANCING DRUGS AND NUTRITIONAL SUPPLEMENTS

In order to promote the health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance-enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

(adopted by the KSHSAA Sports Medicine Advisory Committee and Executive Board, April 2017)

The KSHSAA Code of Ethics
for Coaches, Directors, Aides, Adjudicators, Judges and Officials

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco products while directly involved in interscholastic activities.
Checklist for All Tournament Managers

- Check arrival and inspect plaques, tickets and instructions for timers and scorers.
- Make regional and/or sub-state pairings (see details on pages 19-21). Release pairings to news media (AP, UPI).
- Send a copy of the bracket to all participating schools and the KSHSAA, fax: 785-271-0236
- Notify officials at least four days in advance of the tournament of starting times, dressing, parking, etc.
- Send KSHSAA a copy of program.
- Notify participating schools of the policy concerning team ticket allowance; admittance of cheerleaders, cheerleader sponsors, adult student supervisors, principals, athletic directors and superintendents (use proper form from online Entry Forms); team warm-up allowance, towels, practice balls, care of valuables, leaving of equipment, basket assignments, jersey colors, cheerleaders' location during game, pep club area assignments, etc.
- Arrange for medical/first aid personnel to be in attendance or on call.
- Appoint scorer, timer and one public address person (use of official scorebook is required).
- Assign personnel to assist in administering tournament.
- Arrange for the playing of the National Anthem.
- Provide a private dressing room and adult security personnel for game officials.
- Assign security personnel and officials' escort.
- Provide reserved parking for officials and school buses.
- Assign a host or hostess to the officials and each team.
- Assign Pep Club locations.
- Post signs to reserve areas for participating schools' followers.
- Provide a special entrance and a checklist for authorized superintendents, principals, athletic directors, players, managers, coaches, adult supervisors, cheerleaders and news media.
- Call, text or email quarterfinal results to KSHSAA immediately following quarterfinal game. (See page 21 for details.)
- Provide a top quality, leather-covered game ball (provided by KSHSAA at state tournament).
- Submit to KSHSAA a “Financial Report.” (Mail one copy to each participating school in the quarterfinal contest.)
- Submit to KSHSAA a “Ticket Sales Report.”
- Submit to KSHSAA a “Report on Officials.” (Optional)
- Return unused tickets and reports to KSHSAA.