

2017 Regional Soccer Manual

TOURNAMENT MANUAL

The following instructions will pertain to general procedures to be followed by Tournament Managers during all Regional Tournaments. It also provides general soccer information for use during the regular season.

The following will be mailed to the Tournament Manager approximately one week prior to the first tournament game your school hosts.

1. Financial statements
2. Any necessary tournament instructions
3. Ticket information
4. Statement of pairings
5. Official assignments
6. Awards (if applicable)

REGIONAL TOURNAMENT ASSIGNMENTS

2017 regional tournament assignments will be completed and made available on the IGHSAU website.

RULES OF PLAY

2016-17 National Federation (NFHS) Rules with the following Iowa Adaptations will be utilized during the regular season and during tournament play.

Number of Officials: Three officials will be assigned to all IGHSAU Regional & State Tournaments. At least two officials must be used for a varsity match during the season and at least one official must be used for a nonvarsity match during the season.

Scoreboard: A scoreboard, when available, shall be used as the official timing device for the entire match. Availability is determined by the host administration. If no scoreboard is available, the referee shall serve as the official timekeeper.

Victory Margin: The match shall be declared completed when one team has a lead of 10 goals at halftime or later in the match. Again, this margin of victory rule does not apply prior to completion of the first half of play.

Team Benches: Team benches shall be on the same side of the playing field during IGHSAU sponsored tournament matches. Bench assignment during the regular season is local prerogative. Coach and substitution areas need to be clearly marked.

Yellow Card: A player receiving a yellow card is required to leave the match for a period of five consecutive minutes. The penalty will carry over from the first half to the second half and from the second half to the first overtime. The penalty would also carry over from the first overtime to the second overtime period. If a player receives a yellow card in the second overtime, the player is now allowed to return to the field if there is time remaining after they have sat for five minutes. If the match goes to penalty kicks, the player is eligible to kick PK's. However, if a player receives a yellow card with less than five minutes remaining in the second overtime, the player is NOT eligible for PK's in the shootout. A coach sending an ineligible player to the touch line for substitution will receive a caution (yellow card). A player may not enter the match until the next substitution opportunity for her team.

Ejections: When a player or coach is ejected from a competition, the State Office must be notified the following day. Any ejected coach must leave from an area within sight and sound of the officials. Failure to do so results in forfeiture. Any ejected player may remain on the team bench under direct supervision of the coach. Ejection forms may be found on the home page of the IGHS AU website (under "Forms & Applications").

OVERTIME

A regulation tied varsity match will have two, 10-minute sudden victory overtime periods. Ties are not an option at the varsity level. Overtimes must be played in any varsity match. Overtimes in nonvarsity matches are not contested. **If the score is still tied, a penalty kick playoff shall occur as outlined by #3, 4 and 5 on pages 88 & 89 of the 2016-17 National Federation Rule Book.**

TOURNAMENT CHECKLIST

Teams participating in the regional tournament must file a roster with the Tournament Manager. This roster is available for download on the IGHS AU website and shall be filed no later than May 25.

The tournament manager will use this form as follows:

1. As a data sheet to prepare program copy prior to the tournament.
2. As an admission checklist for your players, coaches and support staff, and cheerleaders to the session in which your team plays. It shall be the responsibility of each participating school to make certain that your checklist is complete in every detail. Any incomplete information and/or delay in mailing of your checklist will merely inconvenience your school's personnel who might be eligible for complimentary admission.

If you are assigned to a tournament that consists of more than one site, it is necessary that you copy and mail a checklist to the tournament manager of each site where your team may play.

A maximum of 22 players are to be in the uniform of the respective team and on the bench, playing field or premises. Violation is forfeiture of the contest. The personnel of the 22 players may be changed from one game to the next, but may never exceed a total of 22 per game.

PETS/ANIMALS PROHIBITED

No pets are permitted at events sanctioned by the IGHS AU or IHSAA. Any person with a pet will be asked to leave. This policy shall comply with the provisions of Iowa Code 216c in that such a person with a disability or person training an assisted animal has the right to be accompanied by a service dog or an assisted animal under control. The person is liable for damage done to any premises or facility by a service dog or assisted animal.

ALCOHOL AND TOBACCO POLICY

No alcohol or tobacco is to be sold or consumed on the grounds of any state tournament venue leased or provided to the Athletic Union for the purpose of conducting a state championship. Section 123.46 of the Iowa Code states: A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

GAME STARTING TIME

Every effort shall be made to have the teams involved in the following game ready for play by the printed starting time but not before that time.

VISITOR/HOME TEAM ASSIGNMENT

In all tournament play, the top team on the bracket shall be declared the home team. The bottom team on the bracket shall be the visiting team.

OFFICIAL TOURNAMENT BALL

The host site shall provide a minimum of three game balls. The Spalding TF 5000 will be the official ball for tournament play.

TICKET PRICES

Ticket prices during regional tournament play shall be \$6.00 for adults and students (K-12). Do not charge any child who is not yet in school.

If a team is eliminated prior to the final game of a tournament, team personnel (when properly accompanied by the coach) may attend without charge subsequent sessions of the regional tournament at that site only.

IN CASE OF WEATHER DELAY

It is the responsibility of the host institution, up until the moment the game begins, to judge whether or not the condition of the field, the elements and other conditions affecting the safety of the field of play allow for a safe game to begin. Once the game begins and until it ends, the determination of whether or not a game may be safely continued shall be made by the referee.

In the event a game must be rescheduled, it shall be played the following day. **Contact Jason Eslinger immediately (Direct office line: 515-401-1836 or cell: 515-240-7640) if a game must be rescheduled.**

Should you have a weather postponement, contact the teams involved for the particular day immediately in addition to notifying all three officials. This will help avoid unnecessary traveling.

If the event your match is suspended because of conditions which make it impossible to continue play:

By NFHS Rule (7-1-3, p35): 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, the game may be rescheduled ... from the suspension of play according state association adoption.

MUSICAL ENTERTAINMENT

Presentation of the National Anthem may be made before the first game of the session. Any live presentation of the Anthem involving more than six individuals requires prior approval of the State Office.

OFFICIALS FOR YOUR TOURNAMENT

Prior to the opening of your tournament, the Union will contract game officials. Names, addresses and phone numbers will be included with your supply of tournament tickets.

These officials have a copy of the time schedule in your tournament. The officials are instructed to arrive at least 30 minutes prior to game time.

The tournament manager will be contacted with the names and telephone numbers of officials assigned to your site in subsequent rounds.

All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only. Officials are required to sign the scorebook of each team prior to the match.

REPORTING TOURNAMENT SCORES

Host sites will be responsible for updating the scores on the Tourney Machine manager immediately following the completion of your match. Information and instructions will be sent to you on how to do this. Please Note: Failure to properly report the score in a timely manner may jeopardize opportunities for your school to host regional matches in future years.

If your site is hosting multiple games on the same day, please report the first game score upon its completion if possible.

ADMISSION POLICY

1. Admission prices per session for each round of the Tournament will be:

Regional -- \$6.00

State -- \$10.00

Reminder: Admission shall not be charged for any child who is not yet in school.

2. Participating teams will be allowed to admit the following free of charge. These names shall be listed on the personnel checklist:

A. 22 players

B. Six others (to include coaches, managers, scorekeeper, bus driver, etc).

C. Six cheerleaders in uniform

3. Regional Tournament sites and the State Tournament in Des Moines will honor Iowa High School Athletic Association passes held by administrators.

TOURNAMENT TICKETS & REPORT FORM

Rolls of tickets that have been assigned to your school to be used throughout the 2016-17 school year. The IGHSAU has recorded the ticket numbers assigned to your school. Please DO NOT return the unused rolls of tickets after EACH tournament series. Instead, please retain the rolls of tickets assigned to your school and only report to the IGHSAU the beginning and ending numbers used for the regional basketball tournament series.

Please start with the first number on the ticket roll that your school used from the previous tournament to start your report for the next sport tournament you host. The IGHSAU will send additional tickets for future Regional hosting if needed.

The tournament report form is located on the IGHSAU website by clicking "Administrators" / "Forms" / "Basketball Tournament Report Form." Please complete and forward the

tournament report form with the check after your school has hosted its last regional basketball game of the tournament series.

REMINDER: All gate receipts must be received in our office no later than 30 days from the Regional Final date. If the IGHSAU does not receive your school's gate receipts within this 30- day period, the IGHSAU will then notify the Athletic Director at your school and your school may be in jeopardy of not receiving 20% of the gate receipts.

PLEASE DO NOT MISPLACE THE TICKETS. STORE THEM IN A SECURE LOCATION. Your school is responsible for the accountability of these tickets. We hope that these new reporting procedures are more efficient and a cost savings for your district.

PASS-OUT TICKETS

You are urged to avoid pass-out tickets. A good rule to follow is "if you're in, you're in and if you're out, you're out." In the event that it is necessary to give pass-out tickets, it is suggested that a rubber stamp be used to mark the back of a person's hand. In this event, it is necessary to change the type of stamp each tournament day.

PASS GATE ADMISSION

The player entries to all tournaments shall be limited to twenty-two (22) contestants from each school.

One bus driver may be admitted, along with those individuals listed on the tournament checklist. If your team is eliminated prior to the final game in any tournament, your team personnel (when properly accompanied by the coach) may attend subsequent sessions of such tournament at the site your team was eliminated with complimentary admission. Teams and/or coaches are not permitted complimentary admission for scouting or evaluation purposes.

No player or manager may be admitted unless accompanied by the coach, assistant coach, superintendent and/or principal. A maximum of 22 players may be dressed in school issued uniforms (including warm-ups).

AWARDS

All awards (banner and medals) will be sent directly to the Tournament Manager for presentation to the regional champion team.

NOTIFICATION OF TEAMS ASSIGNED TO YOUR TOURNAMENT

Should you have any instructions peculiar to your tournament, contact the teams at your convenience. It is recommended a letter of invitation or of general announcement to other teams participating at your school be sent. Study your pairing sheet carefully in relation to teams assigned and designated time for starting the game.

PRESS ACCOMMODATIONS

We ask that all regional hosts be as accommodating as possible to members of the media that are covering IGHSAU tournaments. All press outlets have been advised to directly contact the tournament manager of a site from which they wish to broadcast tournament games.

Media are not obligated to inquire through the State Administrative Office nor is the tournament manager obligated to acquire sanction from the State Administrative Office. This provision applies to regional tournament coverage. .

PHOTOGRAPHY

Only official press photographers may be alongside the field during the contest. Any amateur photographers must pay admission to the contest and are not allowed at field side. These rules apply equally to television stations using video cameras.

VIDEOTAPING

Paying spectators, including those scouting for other teams, are not restricted from videotaping as long as the video equipment is hand held and done from the purchased seat. The use of tripods is prohibited at all times. Tournament managers are not to make special arrangements for seating or electrical hook-ups for spectators trying to film or videotape.

Any school may videotape. However, the host school shall make no special provisions for spectators or school filming. If an area is usually set aside for videotaping by the competing schools, such is also permitted during tournament play.

NOISEMAKERS

Objects which could provide a safety concern are prohibited, as are artificial noisemakers such as airhorns, megaphones or cowbells. Excluded from this rule are permanent displays or signs used for general administration of the tournament.

This rule shall apply to the State Tournament as well.

All fans must wear shirts and shoes during IGHSAU Regional and State Tournament contests!

SPECTATORS

The Iowa Girls' High School Athletic Union has adopted policy recommended by the Iowa Association of School Boards as it relates to spectator conduct.

The State Office is to be notified immediately if any spectator is ejected from the facility. This notification shall include the name of the spectator.

Use of "laser light" pens by a spectator shall result in immediate ejection from the facility.

All spectators at state-sponsored soccer tournaments shall wear shirts and shoes. Shirts shall extend to the waist-area. Masks are not permitted.

With the understanding that a tournament soccer game is held as part of the educational environment, the Board of Directors of the Iowa Girls' High School Athletic Union has adopted the following policies. It is the expectation that the host school enforces these rules regarding unacceptable behavior:

Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
Penalty---EJECTION

Throwing articles onto the contest area. Penalty---EJECTION

Entering the contest area in protest or celebration. Penalty---EJECTION

Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. Penalty---EJECTION

Spectator interference with the event. Penalty---EJECTION

Use of artificial noisemakers. Penalty---WARNING/EJECTION

Chants or cheers directed at the opponent. Penalty---WARNING/EJECTION

A procedure has been established to assist officials and administrators when spectator conduct becomes a problem.

1. When an official arrives on-site (30-60 minutes prior to match time) he or she shall find the administrator in charge for the evening. If no administrator is available, the HOST COACH is the defacto administrator in charge.

2. If a problem arises during a game, the official shall stop play, and notify the administrator in charge of the problem, and of the remedy to the problem. The remedy may include asking for supervision of the troublemaker, direct confrontation of the troublemaker by the administrator, or removal of the troublemaker from the premises. The game will not restart until the administration complies with the remedy ordered by the official.

Host game management is responsible for each and every spectator on the premises, regardless of the school the spectator supports. At no time are officials to address

spectators directly. Any necessary communication with spectators shall be done by the administrator in charge.

What defines a problem which needs to be addressed? A) Any derogatory or inappropriate remarks directed at players. B) Any comments or actions by spectators which prevent the official from doing his or her job at the highest level possible. Officials must understand, not every call is going to be met with polite applause, and one should not over-react when fan reaction is negative. That does not mean, however, an official should be forced to tolerate conduct that is inappropriate for interscholastic athletics.

IGHSAU WEB SITE

Coaches and administrators are encouraged to visit the soccer site on the IGHSAU website daily. All pertinent updates and news will be posted on the soccer web page first.

The address is <http://www.ighsau.org>. During the tournament series, next round site information, nightly scores and other necessary tournament information is available. Updates will also be made on the IGHSAU Twitter Account (@ighsau)

PROGRAMS FOR REGIONAL TOURNAMENTS

Any host school may furnish the official programs for its tournament either on a gratis or sales basis and may retain any profits derived from the sale thereof. Fans and guest teams appreciate the use of the official programs.

STATE TOURNAMENT PROGRAM INFORMATION

Information regarding materials for the State Soccer Tournament program will be available on the IGHSAU website in May. Failure to submit those materials will result in having your school omitted from state tournament program materials.

All questions regarding soccer administration should be directed to:

**Jason Eslinger – Soccer Administrator
Iowa Girls' High School Athletic Union
(515) 401-1836 (Direct Line);
Email: jasoneslinger@ighsau.org**