

All questions regarding soccer administration should be directed to:
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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 provided to the Tournament Manager approximately one week prior to the Regional Final tournament match your school hosts.

- Any necessary tournament instructions
- Statement of pairings
- Awards (if applicable)

REGIONAL TOURNAMENT ASSIGNMENTS

2019 regional assignments will be completed and made available on the IGHSAU website.

RULES OF PLAY

2018-19 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 and 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 non-varsity 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 in the "forms" section under the Coaches & Administrators tab.

OVERTIME

A regulation tied varsity match will have two, 10-minute sudden victory overtime periods. Ties are not an option at the varsity level. (Exception: a match that has completed one half and suspended due to weather/injury/facility, may now be recognized as a complete match even if it ends in a tie). Overtimes must be played in any varsity match. Overtimes in non-varsity matches are not contested. If the score is still tied, a penalty kick playoff shall occur as outlined on pages 88 & 89 of the 2018-19 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 five days prior to their game.

The tournament manager will use this form as follows:

1. As a data sheet to prepare program copy prior to the Regional match.
2. As an admission checklist for players, coaches and support staff, and cheerleaders to the session in which the team plays. It shall be the responsibility of each participating school to make certain that their checklist is complete. Any incomplete information and/or delay in mailing of the checklist will merely inconvenience the 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 you send a checklist to the tournament manager of each site where your team may play.

A maximum of 22 players may 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 IGHSAU 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 IGHSAU 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 Lisa Brinkmeyer immediately (Direct office line: 515-401-1835 or cell: 515-201-9557) if a game must be rescheduled.

Should a weather postponement be needed, contact the teams involved for the particular day immediately in addition to notifying all three officials. This may prevent unnecessary traveling.

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

By NFHS Rule (7-1-3, p. 37): 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.

OFFICIALS FOR YOUR TOURNAMENT

The IGHSAU will assign game officials. Names, addresses and phone numbers will be available by logging into the athletic director's Arbiter account.

The assigned officials will have a copy of the time schedule for the tournament game. Officials are instructed to arrive at least 30 minutes prior to game time.

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 in QuikStats immediately following the completion of their match. 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 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 (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

The IGHSAU will only send roll tickets to schools serving as hosts who request them. You should utilize your own roll tickets. Please keep in mind that you are still responsible for following the ticketing procedure as outlined below if you utilize your own roll tickets. If you wish to have IGHSAU tickets mailed to you, please contact Sherry Tegtmeier at the IGHSAU, 515-401-1839 or via email at sherry@ighsau.org.

IGHSAU Board policy requires member schools serving as hosts to:

- Collect the money for the tickets sold.
- Tear ticket(s) off the roll in consecutive order and then tear the ticket(s) in half or have the person at the entrance door tear the ticket(s) in half and deposit them in a receptacle, there upon the spectator may enter the tournament venue.

The proper handling of any cash demands a set of checks and balances to protect the schools, volunteers and employees against everything from unintentional errors of addition and subtraction to the potential of fraud. Many of our member schools have adopted these ticketing procedures and are currently utilizing it for non-athletic events and activities.

Report to us the beginning and ending numbers of tickets you used for any particular tournament series. You will also find the appropriate form on our website under “Coaches & Administrators” – “Forms” “Tournament Report Form”. Please print, complete and forward the tournament report form with the check after you have hosted your last event for that 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.

PASS-OUT TICKETS

Please try to avoid pass-out tickets. 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.

PASS GATE ADMISSION

The player entries to all tournaments shall be limited to 22 contestants from each school.

One bus driver may be admitted, along with those individuals listed on the tournament checklist. If a team is eliminated prior to the final game in any tournament, the team personnel (when properly accompanied by the coach) may attend subsequent sessions of such tournament at any site assigned in their region with complimentary admission.

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 SITE

Tournament Managers should contact teams assigned to their site with pertinent information of the Regional game at their facility (i.e. start time, parking, locker room availability, roster/introductions).

PRESS ACCOMMODATIONS

We ask that all regional hosts be as accommodating as possible to members of the media that are covering IGHSAU Regional tournaments. Press outlets have been advised to directly contact the Tournament Manager of a site from which they wish to broadcast Regional 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. If an area is usually set aside for videotaping by the competing schools, such is also permitted during Regional 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.

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.

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

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 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 WEBSITE

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 throughout the season.

The address is 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.

HANDLING BODY FLUIDS DURING THE CONTEST

Contest Officials' Limits of Responsibilities

In the event an athlete sustains an injury or becomes ill during a contest on the competitive surface or in close proximity such that the problem affects play or the continuation of the contest, IGHSAU officials shall take the following steps:

1. Stop the contest at the point a problem is recognized. The IGHSAU recognizes some rule books make specific statements about play interruption. All rule books have an "elastic clause" which allows an official to take whatever action may be required.
2. Do not administer first aid to any athlete except to comfort the athlete until those designated to administer first aid arrive.
3. Do not take part in handling blood, vomit, feces, pus or other body fluids.
4. Officials shall professionally monitor the situation as observers, keeping in mind the rules addressing interruptions, stoppage of play, starting play, and other specific rules that may apply.
5. Officials with specific qualifying training shall avoid participating in first aid treatment except when there is absolutely no other alternative.

Uniform rule -- If through injury or illness the uniform of a contestant becomes contaminated with body fluid, the official will disregard rule book codification on penalties for changing the participant's uniform.

The IGHSAU supports officials and coaches who are responding to a situation with the philosophy that the welfare of the injured player always comes first. We ask officials to be aware of their responsibilities and limitations as outlined above, with the understanding school personnel (coaches, trainers, etc.) are responsible to work directly with the injured or ill player.

POLICY ON THE PRESENCE OF BLOOD DURING ATHLETIC CONTESTS IN GRADES 7-12

1. Before competing, cover any open wounds.
2. When a contest official observes an athlete bleeding during competition, competition shall be stopped. A participant shall not continue competition until the bleeding is controlled and the wound is covered. Injuries creating visible bleeding shall be treated as any other injury in that the injured athletes shall be removed from the contest for the length of time specified by that sport's injury rule and given proper attention.
3. Any time a contest is stopped due to blood being present, any washable surfaces (i.e. gym floor, pool deck, equipment) contaminated with blood shall be properly cleaned using OSHA accepted standards and procedures before competition resumes.
4. Athletes should render first-aid to themselves or first-aid shall be administered by sideline personnel, not by contest officials.
5. The risk of contracting the AIDS virus as a contest official or participant is minimal. There are no documented cases of AIDS being transmitted through athletic participation.

**IOWA GIRLS HIGH SCHOOL ATHLETIC UNION/IOWA HIGH SCHOOL
ATHLETIC ASSOCIATION CONCUSSION MANAGEMENT**

Iowa Code Section 280.13C states, in part:

1b. “Annually each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa School Athletic Association and Iowa Girls’ High School Athletic Union. The student and student’s parent or guardian shall sign and return the concussion and brain injury information sheet to the student’s school prior to the student’s participation in any interscholastic activity for grades seven through twelve.

2. If a student’s coach or contest official observes signs, symptoms or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation.

3a. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

3b. For the purposes of this section, a licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapists, or licensed athletic trainer licensed by a board designated under section 147.13.

3c. For the purposes of this section, an extracurricular interscholastic activity means any extracurricular activity, contest or practice, including sports, dance and cheerleading.”

IHSAA/IGHSAU Recommended Protocol When a Student Has Sustained a Concussion or other Brain Injury as Defined in Iowa Code Section 280.13C

1. No student should return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury, but a licensed health care provider as defined in Iowa Code Section 280.13C makes the final decision regarding (RTP).

2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.

3. After receiving medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP should follow a stepwise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.

4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.

- The Iowa High School Athletic Association and Iowa Girls' High School Athletic Union will provide educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

5. Removing students who exhibit signs, symptoms, and behaviors of a concussion or brain injury from participation, and their return to participation.

Coach Removal - If the student's coach observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during any kind of participation, i.e. practices, scrimmages, contests, etc., the student shall be immediately removed from participation and shall not return until the school's designated representative receives written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C.

Contest Official Removal - If a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during scrimmages, contests, etc., the student shall be immediately removed from participation and a designated contest official at the contest/event must receive the written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event, including an event that takes place over multiple days.

- Before allowing a student who has been exhibiting signs, symptoms, and behaviors of a concussion to return to participation (practice and/or competition), licensed health care providers as defined in Iowa Code 280.13C should follow the return to participation protocol from "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009 and "Consensus Statement on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.

6. At events where the Iowa Girls' High School Athletic Union or the Iowa High School Athletic Association have provided licensed health care providers as defined in Iowa Code 280.13C, those licensed health care providers have final authority regarding RTP when a student has exhibited signs, symptoms, and behaviors consistent with a concussion.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION (GUIDELINES FOR LICENSED HEALTH CARE PROVIDERS)

Return to participation following a concussion is a medical decision made on an individual basis by licensed health care providers. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to participation. However, these criteria are GUIDELINES ONLY and not required by Iowa Code Section 280.13C when licensed health care providers determine a student's return to participation.

Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer.

*Written clearance to return by one of these licensed health care providers is REQUIRED by Iowa Code Section 280.13C.

Once the criteria above are met, the student should progress back to full activity following the stepwise process detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.

Progression to return is individualized and should be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time/normal cognitive daily activities, or normal cognitive functions.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heartrate. No weight or resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, field- ing, running drills, etc.) in full equipment. Weight-training can begin.

Step 6. Following medical clearance*, full contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post-concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted. If any post-concussion symptoms occur during this process, the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009; "Consensus Statement on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009. Updated 05/22/12