

# **BOYS LP SOCCER TOURNAMENT MANAGERS MANUAL 2015**

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## 2015 LP BOYS SOCCER TOURNAMENT – KEY REVIEW POINTS

- In each of 4 Divisions, schools will be assigned to one of 16 Districts.
- Districts may be played October 19-24.
- From each District, the winning team advances to one of four Regionals in each Division.
- Regional dates are October 27-31.
- Regional champions will advance to MHSAA Semifinal games in each Division conducted on November 4.
- MHSAA Finals in each of four Divisions will be played November 7 at two sites with two Finals games at each site.
- Schools are required to have a school administrator or designee at each tournament game.
- Managers hire officials for District level games; the MHSAA assigns officials at the Regional, Semifinal and Final games.
- Managers must forward Eligibility Lists and Rosters of winning teams to the next level tournament manager.
- Managers must file financial reports to the MHSAA at each level. District managers should include **only District Final games** in the report. Revenue and expenses of first round and semifinal District games are handled locally.
- Participating teams at the District level must submit Master Eligibility Lists and Rosters to the tournament manager by the Opt-Out due date of September 23. Late submission of materials is subject to a \$50 late fee.



## **MHSAA BOYS SOCCER 2015 LP TOURNAMENT MANAGERS MANUAL (Alphabetical by Topic)**

**ADMISSION** – Ticket prices for MHSAA Soccer Tournaments are \$5/person for the District & Regional, \$6 for the Semifinal games and \$8 for Championship games.

**BENCH AREAS** - Teams shall be in designated team bench areas on one side of the field of play.

**CONCUSSION PROTOCOLS** – “Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a. The clearance may not be on the same date on which the athlete was removed from play.
  - b. Only an M.D., D.O., Physician’s Assistant or Nurse Practitioner may clear the individual to return to activity.
  - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity.
  - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA if the situation was brought to the officials’ attention.

5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.

6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

**COMMUNICATION WITH PARTICIPATING SCHOOLS** – Managers must prepare information packets for participating teams at all levels as follows:

**District** - Managers must notify competing schools of the date, time and location of the Draw Meeting. Once the draw has been conducted, each team shall receive a copy of the results of the draw. In addition, managers should provide information to competing schools regarding time schedule, location of field, directions, locker room access (or lack of) and all other pertinent details of the tournament.

**Regional** - Managers must prepare a winning team packet for each District Manager to give to the winning team. This packet should include: (a) map with directions to Regional game field, (b) date and starting time of the game, (c) location of dressing and shower facilities, (d) location of restaurants, (e) locations of hotels and motels, (f) host school facility rules, (g) parking arrangements for buses or cars of competing schools. The District Tournament Manager shall give the packet to the winning team.

**Semifinal/Final** – Managers must prepare a winning team packet for each Regional Manager to give to the winning team. The packet should include directions/map to the Semifinal/Final field location, time schedule, restaurant/hotel information, location of dressing rooms, parking arrangements for school vehicles and host school facility rules. Make sure the winning team packet is at the Regional site for distribution by the manager to winning teams prior to the Regional Championship game.

All school communication/information packets should include reminders of the school administrator attendance requirement (see School Administrator Requirement).

**DATES/TIME SCHEDULES - District** – Games at the District level may be played on Monday, October 19 through Saturday, October 24. The initial draw may not have teams scheduled to play three consecutive days (weather may ultimately force games to be played on three consecutive days). Start times for District games are determined by the host tournament manager and/or host school. If playing on an unlighted field, games should be scheduled early enough so an OT game can be completed before conditions are too dark. District tournament assignments are posted on the MHSAA Website. Only schools assigned to a District tournament by the MHSAA are eligible to participate. **Regional** – All Regional tournaments in all divisions will be four-team tournaments with assignments posted on the MHSAA Website. Dates for Regional games are October 27-31. To determine the time schedules and dates for Regional Tournament games, the following is to be observed by Regional Tournament Managers:

Regional Tournament Managers will host all Regional games. If a manager schedules semifinal games on Tuesday or Wednesday in a doubleheader format, the Regional Championship game may not be scheduled on the next day. If a manager schedules one Regional semifinal game on Tuesday and one on Wednesday, the Regional Championship game must be scheduled on Saturday. Any deviations must be approved by the MHSAA. Start times of individual games are determined by the tournament manager. Once the schedule is posted, game dates, times and location cannot be changed without MHSAA approval. If playing on an unlighted field, games should be scheduled early enough so an OT game can be completed before conditions are too dark. In case of extreme travel, MHSAA staff may change the site and time of Semifinal or Regional games.

On national or state testing days, unless the competing schools and the host site all agree otherwise, no District or Regional Final may start earlier than 5 p.m. (4 p.m. for fall soccer if the facility is without lights). **During the 2015 fall tournament, the ACT is scheduled for October 24 and there is no SAT scheduled during the District/Regional round.**

Teams are encouraged to arrive one hour before game time. Failure to be ready for play by twenty-five minutes after scheduled starting time will result in forfeiture. (In emergency situations and when a delay has been reported, the manager may delay the start time.)

**DISTRICT HOSTING OPTIONS** - District Final host managers have the following options which must be made known prior to the start of the draw. **The District Final host's team may play ALL of its games at home, regardless of its position on the bracket.** The home team can still be drawn to the bottom line and wear dark jerseys, even though the game is played on its home field.

1. Host the District Final game. The Semifinals will be played at the site of the team in the top half of the Semifinal brackets.
2. Host both Semifinal games and the District Final game. Revenue and expenses of the Semifinal games are the responsibility of the District Host. 1<sup>st</sup> Round District games are still hosted by the schools that draw into the top line of the bracket.
3. Host any 1<sup>st</sup> Round game with the approval of both schools in that 1<sup>st</sup> Round game once the results of the draw determine who will play in the 1st Round.

**NOTE to District Hosts: MHSAA guarantees expenses and Host share for District Final game only. The Tournament Financial Form in the Manager's File is for the District Final only.**

When a school draws into the top line of a 1st Round District bracket (and thus would be the host) but does not have a field at least 60 yards wide and 110 yards long, the game will be held at the site of the school which drew to the bottom line of the bracket. If neither school has a field at least 60 x 110 yards, the game will be held at the field offered by the school on the top line of the bracket.

**DRAW PROCEDURES** - Draws for district tournaments may take place no earlier than Thursday, September 24 and must be concluded no later than Friday, October 2 in the presence of representatives of competing schools desiring to attend. There is to be no seeding of teams at any District Tournament.

- Always notify schools of the date, time and place of your draw meeting.
- All byes are to occur in the first round of play by forming brackets of four or eight teams. (See draw examples)
- The District Host may draw a bye.
- The required field dimensions to host a first round game are 110 x 60.
- Teams drawing into top half of each bracket are considered the home team and will wear white shirts and socks.
- Every attempt should be made to avoid a situation where only one of two teams in a game will be playing on successive days or nights. By having night games, it should enable tournament managers to accommodate working parents and other fans.

**ELIGIBILITY LISTS/ROSTERS** – Each manager must FAX the winning team Roster and Master Eligibility List to the next level tournament manager immediately after the conclusion of the final game. It is imperative that the next level manager be made aware of, as soon as possible, what teams have progressed in the MHSAA Tournament.

The maximum player roster size is 25. An exception can be made for teams which have carried more than 25 for the entire season. The roster can change from game to game. In addition, a maximum of 6 additional coaches and/or team personnel are allowed be in the team area.

**FACILITY REQUIREMENTS** - It is paramount that game fields and the surrounding areas are playable and have minimal risk. There must be designated team areas, anchored goal nets, a correctly marked and mowed game field, and restrooms. Any drain areas or track pits should be covered or protected if it comes into play on or off the field. Enforce a 10 foot distance from touchline for spectators and team benches.

It is recommended that a rope, fence or other means is used to keep spectators the required distance away from the touchline. Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site.

**FINANCES/EXPENSES** – Managers must fill out and submit to the MHSAA the appropriate Financial Report form for the District Final and/or Regional tournament games. Revenue and approved expenses, including officials' fees are to be on the form. Hospitality rooms, lunches at draws, refreshments for teams, game balls are not to be included in tournament expenses. Member schools will not be reimbursed for rental or usage fees of school facilities. The MHSAA does not reimburse workers who are hired for any activity which produces revenue for the local site such as concession workers or parking attendants.

Revenue and expenses of games prior to the District Final are **not** to be included in the MHSAA Financial report.

**Audit of Tournament Host Reports** – All MHSAA tournament sports sites are subject to audit. These sites are to be randomly selected and require documentation of all income and expenses. Tournament expenses different from regular season host site expenses in that same sport will require justification before said expenses are approved for payment to or retention by the host site.

**FORFEITURES/USE OF INELIGIBLES** – Teams that are 25 or more minutes late for the start of a contest without prior communication with tournament management are subject to forfeiture. Managers may start games late at their discretion if communication has taken place with teams experiencing legitimate travel delays.

Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate or teams or individuals found to be in violation of contest limitations or maximums do not advance in MHSAA tournaments. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements or receive awards for those places.

**GAME BALL** - The Tournament Manager is requested to inform competing teams of the brand and style of soccer ball that will be used at your tournament site. The distinction between a molded or a hand-stitched ball is significant to competing teams. The MHSAA will not reimburse host schools for the cost of a game ball. The MHSAA will provide games balls (Brine Championship) for all Regional, Semifinal and Finals games.

**INJUNCTION OR RESTRAINING ORDER PROCEDURE** - Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition

(team competition) or events in which that student is intending to participate (individual competition)." If the meet has begun, it shall be completed.

**LOCKER ROOM PRIVACY POLICY** - Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

**MERCHANDISING** - Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites. Raffles and 50-50 drawings are not allowed.

**MEDIA/MULTIMEDIA** - Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager.

The tournament manager shall communicate the results of the draw and game results at the conclusion of each contest to the MHSAA Office and the local media outlets of the participating schools. Draw results shall include the dates, locations and starting times. Game results shall include the final score, team records (when applicable), individual event results (by weight, distance, discipline, etc.), who qualifies to further play and the upcoming schedule. Some media may be willing to receive such information via e-mail.

News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – as long as they are attending the game in a working capacity. Managers are under no obligation to admit or provide press row/box accommodations for non-working companions of media members. It is recommended that managers designate a specific door for media entrance.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable. Under no circumstances should a member of the media who makes advance arrangements for accommodations be required to arrive early to ensure seating or venue access. Press row/box seating should be not used to accommodate non-workers such as school administration, board members, booster clubs, etc. Radio stations are limited to 3 seats when originating broadcasts in football, 2 in all other sports. Newspapers should be limited to 2 seats, unless its circulation (Daily newspapers only) exceeds 40,000, when a third seat may be granted on a space-available basis. Websites should be limited to 1 seat. Daily newspapers may receive a maximum of 2 photo passes, and weekly newspapers may receive 1 photo pass. A complete list of credentialing guidelines can be found in the MHSAA Multimedia Regulations, available on the Media page of the MHSAA Website.

Media should also be provided information about the participating teams (usually in the form of a program for team sports, or heat/flight sheets), and printed results as available (if you're providing printouts for participating schools, they should also be provided to the media).



Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events (baseball, football, lacrosse, soccer, softball), a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. For indoor team events (basketball, competitive cheer, ice hockey, volleyball, team dual wrestling), a school may have a maximum of one authorized representative for still images, and one for moving images. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

Photographers **MAY** use electronic flash/strobe cameras during the progress of a sporting event as long as, in the opinion of the contest officials, the flash does not hinder the actions of or endanger the contestants. The final decision as it relates to electronic flash/strobe equipment rests with the judgment of the site management and contest officials when MHSAA staff is not present at an event. **IMPORTANT** -- When determining whether or not the use of electronic flash/strobe equipment represents a hindrance to an event, do not evaluate the situation while looking directly at the strobe, but rather by taking the view of the game participant or the official who is focusing on the action, not the strobe, and is not aware of when the strobe is about to go off. Strobes properly positioned **DO NOT** pose a threat to the conduct of most contests. If, after careful consideration, the strobe is determined to be a problem, game management should work with the photographer using the strobe to review the strobe's placement, flash strength and direction. Sometimes, adjusting a strobe so that the flash bounces off the walls or ceilings will correct any potential problems. The only sports in which the use of electronic flash/strobe equipment is prohibited are: competitive cheer, gymnastics and diving. Requests to use strobe lights mounted to fixed positions shall be made well in advance of the contest. As a courtesy, contest managers or the MHSAA should inform participating coaches and contest officials that photographers have been approved to use strobe lights in fixed positions. Strobes should be placed in corner or ceiling positions, and should never be placed in the direct line of a basket in basketball or focal point common to that sport. Camera-mounted strobes must always be positioned similarly as fixed strobes. A camera operator with an on-board strobe shall shoot outside the edges of the free throw lane in basketball, for example.

Photographers for other sports shall be placed in positions in accordance with National Federation of State High School Associations National Rules. In the sport of football, for example, photographers shall be positioned behind the restraining line, which is two or more yards from the sidelines and end zones. In addition, photographers shall not be positioned in the team boxes between the 25-yard lines. Also, in the sports of baseball and Softball, photographers are prohibited from being in live ball areas. If a designated media area is used, it shall be established before the game begins, shall be a lined area and shall be considered a dead ball area. **In soccer, photographers should not be positioned within two yards of any sideline or endline. If on the endline, they may be no closer to the goal than the penalty box line.** Some venues and events will have designated areas where photographers may shoot from. Game officials and host management have the authority to remove any member of the media for not staying in their designated area in any sport.

**MEDICAL EMERGENCY POLICY** - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required.
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events.
- Host facility emergency equipment, such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact.
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities.
- Medical transport or first responder contact procedures.
- Proximity/directions of nearest medical facility.

**OFFICIALS** – If the top line is used to determine a game host, the tournament manager should make clear who is in charge of arranging officials for the game. For district semifinal and championship games, managers must select officials from the list of those who attended a current year's rules meeting and who were recommended by competing schools. Schools hosting 1<sup>st</sup> Rounds of Districts are encouraged to select individuals who attended a Soccer Rules Meeting and were recommended by competing school coaches. It is required that all matches use three (3) officials to work a diagonal system.

The MHSAA will assign officials at the Regional, Semifinal and Final level. Tournament Managers are responsible for paying game officials. Fees are \$55 per game for District and Regional games with .20/mile roundtrip mileage after a 50 mile deductible. Schools will be reimbursed by the MHSAA only for the District Final and Regional game officials by reporting the expense on the financial report form. Managers must also notify each official of the time and place of their game.

**OFFICIALS ACCOMMODATIONS** - Whenever we visit, it is comforting to know that when we arrive we are both welcome and expected. An official visiting a school to officiate a game has the same needs, to be expected and to be welcome. Tournament managers can develop a routine which can provide officials with a few comforts that will make their arrival and stay pleasant. Regardless of your school size, someone can be waiting for the official to arrive so he/she can be escorted to their dressing room. The room set aside for the official should be private, clean and contain a place to secure his/her belongings. The coach's office is often used, but it may not allow for privacy nor does it always offer a space for the official to store his/her clothing or equipment.

Check your building, locate the best room and set up an officials room. It may be an unused storage area or office. If you are privileged to have a locker room which is not used on game night, it may be the spot. The official would prefer to avoid being in the same area, especially within sight or sound of the teams. Providing a private place for officials will permit the opportunity to concentrate on their duty to officiate the game. The public areas (coaches' offices) to which officials are often assigned may suffer from interruption or the fish bowl effect. All too often the official becomes involved in conversation with the residents of the office and little time is available for pre-game discussion.

Schools hosting MHSAA tournament events in every sport have a responsibility to prepare a place for the officials assigned to their site. The MHSAA has created a list of guidelines to aid tournament managers in this preparation. Adherence to the essential elements are the expected minimum for tournament hosts. The tournament manager is expected to provide the following for all tournament contests hosted.

**Host** - An identifiable person who will meet official, escort to the dressing area, and assist official as necessary.

**Security** - A person or persons identified to the officials who will assist in passage from the contest site to the dressing area. The security person will be able to unlock and lock the dressing area when necessary. A security person can be assigned to the dressing area to assure that officials are not interrupted by the media, the fans, the players or the coaches.

**Officials' Room** - A room for officials that is private and separate from dressing area of any contestants and provide security for valuables belonging to officials. An adjacent office within a locker room is not desirable. The area should be absent of distractions to enable a proper pre-game meeting. Separate facilities are expected for male and female officials. At no time is it reasonable to expect an official to use an area accessible to the public.

**Showers/Restrooms** - Showers and restroom facilities should be available to officials for private use. It is unacceptable to place officials in a position which requires them to share public facilities. In the event facilities must be shared with contestants, it is best that that use be separate and uninterrupted. The area must allow that valuables will be secure.

The tournament manager may desire to provide the following for all tournament contests hosted.

- Supervised Parking
- Game Program
- Refreshments/Snacks
- Towels & Soap

**OFFICIALS AREA** - There must be an officials area designated between the team areas. At Districts, Regionals, Semifinals and Finals, each Tournament Manager shall secure his/her own personnel for the position of scorer, timer and announcer.

**OFFICIAL SCOREKEEPER** - No MHSAA soccer game shall start without a scorekeeper who will record goals, substitutions, cautions issued and disqualifications of players and coaches. These are minimal requirements of the scorekeeper. The scorekeeper shall receive official rosters from each team which should be available at the score table in the officials' area for review by the officials. A sounding device (air horn, whistle or bell) to notify the referee of a substitution is required. Placing the scorekeeper in the officials' area greatly improves the communication and working relationship between the scorekeeper and the officials.

**OPT OUT DATE/ENTRY MATERIALS** - Each participating school must supply a Master Eligibility List and roster to the District tournament manager by the Opt-Out Due Date of September 23. Late submission of materials is subject to a \$50 late fee to be retained by the District tournament manager. Eligibility lists may be updated any time prior to the first MHSAA tournament date. A complete line-up (first & last name, number and position of each player) and list of all personnel that are going to be in the team box must be submitted to the scorer at least 5 minutes prior to game time.

**PLAYING RULES/OVERTIME** – All National federation playing rules will be followed during the MHSAA Tournament, including the following:

**Duration of Game** - All regular season varsity and MHSAA tournament competition shall be played in two equal halves of 40 minutes.

**Completed Game** - Once the first half has been completed, the game shall end when a team is behind 8 goals or more in any game at any level of the MHSAA tournament.

**Tied Game** - See following procedure:

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

- I. There shall be two full complete 10-minute overtime periods. (No Golden Goal)
  - A. A coin toss shall be held as in Rule 5-2-2(e).
  - B. At the end of the first overtime period, regardless of score, teams shall change ends after a 2-minute interval.
- II. If the score still remains tied, all head coaches, officials and team captains shall assemble at the halfway line to review the procedure as outlined below:
  - A. The referee shall choose the goal at which all shots from the penalty mark shall be taken. Only officials and players taking kicks shall be on the field.
  - B. Each coach will select any five players, including the goalkeeper, on or off the field (except disqualified players) to take the shots.
  - C. A coin toss shall be held. The team winning the toss shall have the choice of kicking first or second.
  - D. Teams will alternate kickers. There is no follow-up on the kick.
  - E. The defending team may change the goal keeper prior to each/any penalty kick.
  - F. Following five kicks for each team, the team scoring on the greatest number of these kicks shall be declared the winner.
  - G. Add one goal to the winning team score and credit the team with a victory. An asterisk (\*) may be placed by the team advancing to indicate the advancement was the result of a tie breaker system.
- III. If the score remains tied after each team has had five shots from the penalty mark:
  - A. Each coach will select five different players than the first five who already have kicked to take the shots 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. These five also may have been on or off the field.
  - B. If the score remains tied, continue the sudden victory kicks with the coach selecting any five players (except disqualified players) to take the next set of alternating kicks. If a tie still remains, repeat 3-a.

**PUBLIC ADDRESS ANNOUNCEMENTS** - Only public address announcements relevant to the tournament and the MHSAA should be made during your games. Additional scripts may be provided to the finals announcer on the day of the event by the MHSAA. The Public Address Announcements may be found on the boys' soccer webpage on [www.MHSAA.com](http://www.MHSAA.com).

**PRACTICE ON TOURNAMENT GAME FIELDS** - During the weeks of District or Regional or Semifinal games, teams may not practice on the respective game fields (except the host school on their home field). A team in the Championship Final, who has not played on artificial turf that season, may practice on the Finals field if Host Management can make arrangements to do so.

**RESCHEDULING POLICY** – If an MHSAA tournament or meet is postponed or suspended because the facility becomes unavailable or a result of acts of persons or nature, and the playing rules require that the meet or contest must be played or resumed, the meet or contest must be played or completed on the first available subsequent date at the same facility.

**SCORE REPORTING** – Results of tournament games should be e-mailed to the MHSAA immediately after each game at: [results@mhsaa.com](mailto:results@mhsaa.com) or at the end of an evening of games, not the next morning. Host schools are responsible for local media and the major daily newspapers.

**SCHOOL ADMINISTRATOR REQUIREMENT** - Tournament Managers shall notify each school competing in their tournament that a school administrator or designee (an employee of the school district, but not a school coach) is required by MHSAA Representative Council action to attend each MHSAA soccer tournament series game, home and away in which their team competes. The start of the game will not be delayed; however, schools not complying will face MHSAA administrative disciplinary action.

**SCOREBOARD** - When available, the home school's scoreboard (stadium) clock is to indicate official time. If necessary, the referee shall immediately direct the adjustment of time on the visual clock if timing discrepancies occur. Do not turn off the visible clock. The stadium clock is the official time and the end of the game will be designated when time expires on the visible clock.

**SUSPENDED/POSTPONED GAMES** – MHSAA Regulations regarding suspension for lightning and thunder apply to all tournament games. When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants. Contestants and support personnel shall be moved to appropriate indoor facilities. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

Weather delays in the MHSAA tournament do NOT follow the regular season guidelines. Games may be delayed by more than 90 minutes. Common sense and discussion with participating team administrators will dictate the maximum length of a delay.

For MHSAA tournament games, if conditions make it impossible to finish any game, the referee shall declare it a completed game if one complete half or more of the game has been played and if a team is behind by more than one goal. The score at the time of the suspension of play will be the final score. If these conditions are not met, it is a suspended game.

For MHSAA tournament games, a match is complete when 60 minutes of the allotted 80 have been played and one team is ahead in score. If fewer than 60 minutes have been played, and if one team is behind by only one goal, then it is a suspended game.

In all cases, whenever the suspended game is resumed it is done so from the exact point of suspension on the next available day.

**SPORTSMANSHIP** – MHSAA Regulation V, Section 3 applies in all tournament contests, including the following provisions:

**Unsportsmanlike Conduct in Previous Contest** - A player or coach who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team. If a school fails to enforce the subsequent disqualification with respect to one of its students or coaches, the tournament managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

**Player Suspension** - A suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not recommended, that the player may sit with the team, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant. **Coach Suspension** - Suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.

**Multiple Disqualifications/Abuse of Officials-** Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the tournament manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

**Taunting** - In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from the contest/day of competition (and the next contest/day of competition). A warning may be given but is not required before ejection.

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

At all MHSAA tournament venues, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

**Team Spectator Sports Celebrations** - During contests, officials will penalize under applicable sportsmanship or playing rules student-athletes or coaches who leave the field of play and contact or approach spectator areas for celebrations.

Each school shall assign an acceptable number of adult crowd control supervisors to be stationed in front of its student cheering sections. These individuals are to be admitted free into the contest, enforce this policy and include a school administrator. Each tournament manager or the MHSAA Staff will determine the acceptable number of crowd supervisors necessary for each school dependent on the situation.

At the conclusion of contests, prior to or after awards are presented athletes shall not enter spectator areas or physically contact spectators in the stands. After awards are presented, athletes may approach their spectators (e.g. stand in front of their sections while on the field of play) but for safety reasons athletes are not to enter or physically contact spectators in the stands. Crowd supervisors are to ensure that spectators do not press the facility and possibly cause damage.

The cost for repair or replacement to facilities damaged as a result of celebrations shall be paid by the school involved directly to the host facility within 30 days of the bill being submitted to the school. MHSAA reimbursement or revenue sharing will be withheld until paid by the offending school. Future tournament hosting privileges or school reimbursements to offending schools may be withheld if payment is not made.

**TOBACCO AND ALCOHOL POLICY** - Use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches and spectators. Managers should stress in coaches meetings that they are not to use tobacco at the tournament venue.

**TROPHIES/MEDALS** - Tournament managers will receive both trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments.

**Distribution** - Medals will be awarded to twenty-five individual members of the winning team in each division at each District and Regional as well as Final championship and runner-up teams. District and Regional champion teams receive trophies.

Tournament Managers are encouraged to have a short trophy and medal presentation immediately following the Championship Games. Persons making the presentations should be limited to faculty members of the host school, the Tournament Managers, members of the Representative Council, or members of the MHSAA staff. Only MHSAA approved awards are to be presented to student athletes at MHSAA meets and tournaments.

**UNMANNED AERIAL VEHICLE (DRONE) POLICY** - The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

**WITHDRAWAL POLICY** - If a school withdraws or fails to show for scheduled competition after the draw is completed for team sports, (or after the pairings, heat assignments or flights are determined for individual sports) of the first level of the MHSAA tournament in a sport; the MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

**YOUTH PROTECTION POLICY** - During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials, or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.



## District Soccer Draw Results (Schedule of District Tournament Games)

In first and second round games, administrative expenses are to be borne by the home team (top line of bracket). Each team will assume its own expenses for competition in the tournament at all levels of play.

DISTRICT NO. \_\_\_\_\_ DIVISION \_\_\_\_\_ HELD AT \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_ DATE \_\_\_\_\_

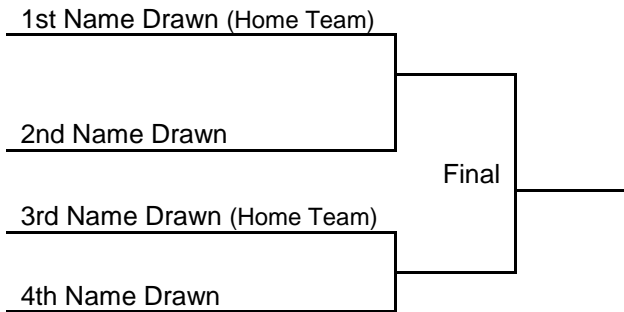
at _____ Time _____	at _____ _____	Time _____
at _____ Time _____	_____	
at _____ Time _____	at _____ _____	
at _____ Time _____	_____	

When a school draws into the top line of a 1<sup>st</sup> Round District bracket (and thus would be the host) but **does not have a field at least 60 yards wide and 110 yards long**, the game will be held at the site of the school which drew to the bottom line of the bracket. If neither school has a field at least 60 x 110 yards, the game will be held at the field offered by the school on the top line of the bracket.

**IMMEDIATELY NOTIFY BY EMAIL ([results@mhsaa.com](mailto:results@mhsaa.com))  
DRAW RESULTS AND EACH GAME'S RESULT**

**REVISED BYE PLACEMENT PER REPRESENTATIVE COUNCIL APPROVAL**

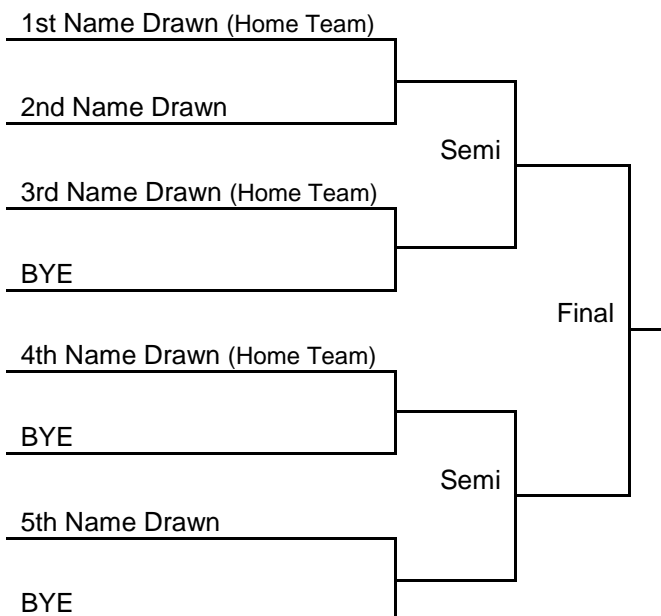
**4 TEAM DISTRICT**



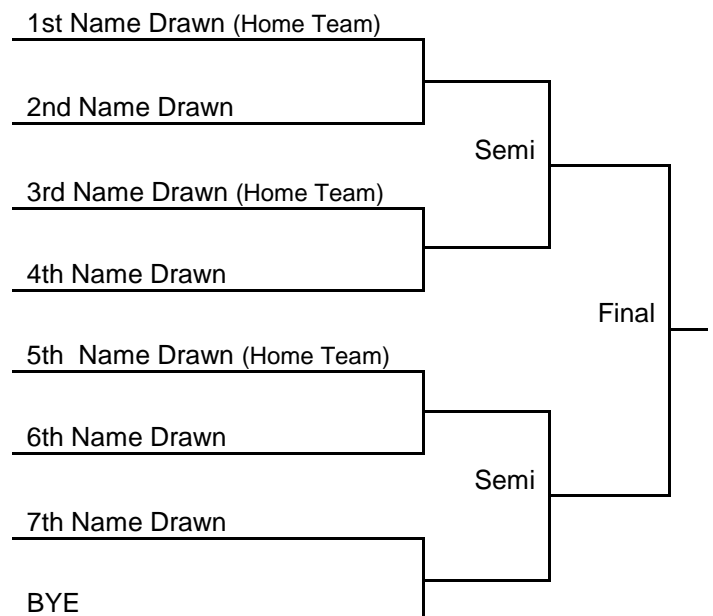
This page of the Soccer District Draw Information Has Been Modified to Reflect that a Team receiving a Bye may not also be the Home Team and host the Next Round (unless that team is the District Host).

These revised brackets are to be used when the District Final Manger conducts the draw.

**5 TEAM DISTRICT**



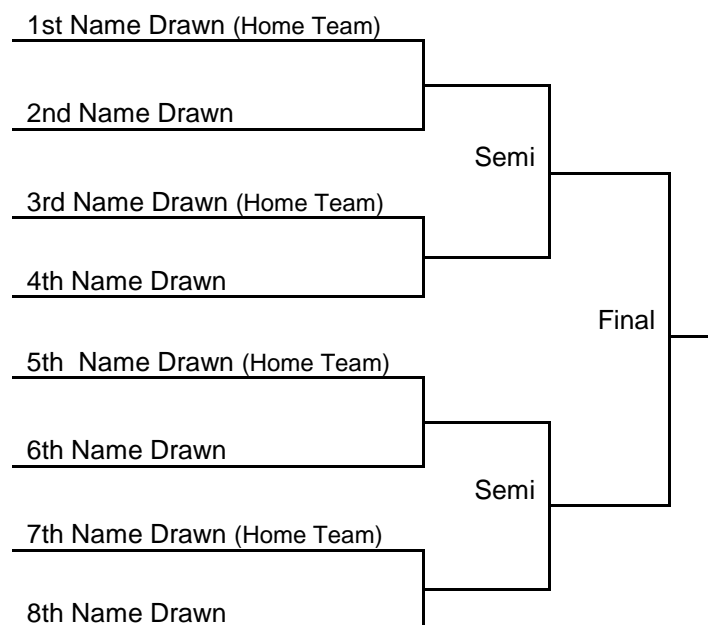
**7 TEAM DISTRICT**



**6 TEAM DISTRICT**



**8 TEAM DISTRICT**





**TOURNAMENT MEDICAL INCIDENT REPORT**  
 The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

\_\_\_ Spectator  
 \_\_\_ Event Official  
 \_\_\_ Athlete \_\_\_\_\_ School \_\_\_\_\_  
 \_\_\_ Other \_\_\_\_\_

\_\_\_ Male \_\_\_ Female Dist # \_\_\_ Reg # \_\_\_ QF # \_\_\_ SF # \_\_\_ F # \_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**CIRCLE SPORT:** BA BKT CC XC FB GO GY IH SK SO SB SWD TN  
 TR VB WR OTHER: \_\_\_\_\_

**INJURY/CONDITION:** \_\_\_ Sprain \_\_\_ Laceration \_\_\_ Concussion \_\_\_ Fracture \_\_\_ Nose Bleed  
 \_\_\_ Dislocation \_\_\_ Strain \_\_\_ Respiratory \_\_\_ Communicable Disease  
 Other \_\_\_\_\_

**BODY PART INJURED/AFFECTED:** \_\_\_\_\_

**TREATMENT:** \_\_\_ Ice \_\_\_ Tape \_\_\_ Wrap \_\_\_ Suture \_\_\_ Compress  
 Other \_\_\_\_\_

**ACTION:** \_\_\_ Treat/Release \_\_\_ Observation/Release \_\_\_ Transport \_\_\_ Hospitalize  
 \_\_\_ Return to Competition (see other side) \_\_\_ Remove from Competition  
 \_\_\_ Referred to \_\_\_\_\_  
 Other \_\_\_\_\_

**MEDICAL ATTENTION:** Did a medical professional assist in treatment? \_\_\_ Yes \_\_\_ No  
 If "yes" Name: \_\_\_\_\_ Title: \_\_\_\_\_

**COMMENTS:**

**TOURNAMENT MANAGER SIGNATURE:** \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ PRINT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

Copies to: MHSAA  
 1661 Ramblewood Drive  
 East Lansing, MI 48823 Fax: 517-332-4071

Optional Copies: Athletic Director  
 Team Coach



## RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require unconditional written authorization from a physician (MD/DO/ Physician’s Assistant/ Nurse Practitioner) before an athlete may return to a activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_

Event/Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

### REASON FOR ATHLETE’S INCAPACITY

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### ACTION OF LICENSED HEALTH CARE PROFESSIONAL

The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O. Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity. A school or licensed health care professional may use a locally created form provided it complies with MHSAA regulations. (See MHSAA Concussion Protocol)

I have examined the named student-athlete following this episode and determined the following:

**Permission is granted** for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

COMMENT: \_\_\_\_\_

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\_\_\_\_\_  
SIGNATURE (Must be MD/ DO/PA/NP) DATE: \_\_\_\_\_

PHYSICIAN’S NAME (Printed): \_\_\_\_\_

**Copies to: Team Coach and Athletic Director (Duplicate as Needed)**

**In addition to this return to competition form, member schools are required to complete and submit the forms on MHSAA.com to record and track head injury events in all levels of all sports.**

# TOURNAMENT MANAGERS

## ***Officials Checklist***

- ✓ Officials for your tournament have been assigned by a MHSAA committee. The officials have been notified of their invitation by the MHSAA and have electronically accepted this officiating assignment. The MHSAA will send an email to you prior to the tournament where you may view the names of the officials assigned to your site. As a tournament manager, you may wish to save the following email contact to help with this information:  
[tournamentofficials@mhsaa.com](mailto:tournamentofficials@mhsaa.com)
- ✓ You must contact your assigned officials immediately to confirm the game dates and times, make position or game assignments when necessary and provide driving directions to your facility. Include any other important information for officials at this time.
- ✓ After the tournament manager has received information about officials assigned, if officials then contact the tournament manager and need to be replaced, notify Andy Frushour at the MHSAA by Email ([andyf@mhsaa.com](mailto:andyf@mhsaa.com)). The email need only contain the name of the official who needs to be replaced and the date and time of the contest for which a replacement is needed. If known, the reason for the replacement should be stated.
- ✓ The MHSAA will find a replacement and notify you by email or FAX usually within 3 days.



## EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: \_\_\_\_\_

BOYS: \_\_\_\_\_ GIRLS: \_\_\_\_\_

DIVISION/CLASS: \_\_\_\_\_

YEAR: \_\_\_\_\_

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 <sup>st</sup> Gold – 2 <sup>nd</sup> Silver – 3 <sup>rd</sup> + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL                      \$

Payable to MHSAA (includes shipping)

ATHLETIC DIRECTOR \_\_\_\_\_ SCHOOL ID \_\_\_\_\_

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Athletic Director)

**\* ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**  
**SEND TO MHSAA, 1661 RAMBLEWOOD DR, EAST LANSING, MI 48823**

# 2015 BOYS SOCCER COMPLIMENTARY TICKET ORDER FORM

Each manager of a MHSAA Soccer Tournament is entitled to two complimentary tickets for a Soccer Tournament Final. Please reply and complete the lower portion of this memo and return it to our office prior to Friday, October 23, 2015. Complimentary tickets will be mailed from our office the following week.

Thank you for your willingness to serve as a Host Tournament Manager.

## 2015 Boys Soccer Finals

**Brighton or Comstock Park**  
November 7, 2015

If you would like two complimentary tickets for a 2015 Boys Soccer Final Tournament, please mark **one** of the boxes below and fax to 517-332-4071 immediately. Your tickets will allow admission to both games played at the Final site that day.

Yes, I would like two (2) complimentary tickets for games played at Brighton HS

Yes, I would like two (2) complimentary tickets for games played at Comstock Park HS

I am hosting: District No. \_\_\_\_ Regional No. \_\_\_\_ Semifinal Div. \_\_\_\_

MANAGER \_\_\_\_\_

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_