

Fall 2017
NYSPHSAA Girls Soccer



Championship Tournament
Information Packet

(Note: This packet is for Sectional Coordinators, Participating Teams and Game Officials)

NOTE: AFTER YOUR REGIONAL GAME AND UPON QUALIFYING FOR THE NEW YORK STATE CHAMPIONSHIPS THE SECTION COORDINATORS MUST CONTACT:

JOSEPH VASILE-COZZO GIRLS STATE COORDINATOR 631 774 5052 BEFORE 7PM.

Section Coordinator's Checklist

- _____ Identify and notify Joe Vasile-Cozzo of official(s) for tournament by October 20th distribute all pertinent information to your chosen official(s)

- _____ Provide all your SECTIONAL FINALISTS with a State Tournament Information Packet (Located on the NYSPHSAA Website) AT THEIR SEMI-FINAL CONTEST. This contains information they must bring to the Regional Contest

- _____ E-mail results of your SECTIONAL FINALS to Joe Vasile-Cozzo (Jvas@ehufsd.org) AND Chris Watson, cwatson@nysphsaa.org

- _____ E-mail results of your REGIONAL GAMES to Joe Vasile-Cozzo (Jvas@ehufsd.org) AND Chris Watson, cwatson@nysphsaa.org

- _____ Notify Joe Vasile-Cozzo of qualifying teams for the semi-finals *ASAP via e-mail: Jvas@ehufsd.org AND Todd Nelson, tnelson@nysphsaa.org

- _____ Notify Machell Phelps of your lodging needs. (Reservation form attached in Appendix)

- _____ Remind participating schools to FAX "Pre-Tournament Registration Form" to Machell Phelps at #607 753-1296 by 12 noon on November 5th

Recommendation: *Make photocopies of ALL information and send these to participating schools and officials!
 *Should you need anything further, contact Joe Vasile-Cozzo via phone Office: #631 329-4143 email: Jvas@ehufsd.org

State Committee Assignment Meeting:

Date: Friday, November 10th, 2017
Time: 12 noon
Site: Country Inn & Suites

State Committee /Team Registration

Date: Friday, November 10th, 2017
Time: 3:30 PM
Site: Country Inn & Suites

State Game Officials Meeting

Date: Friday, November 10th, 2017
Time: 8 pm
Site: Country Inn & Suites

Championship Tournament Packet:

Section Coordinators, Participating Teams and Game Officials

Please Note: The table of contents is labeled for your convenience.

Please refer to the www.nysphsaa.org Website for the most up to date information

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Item #1: Team Pre-Tournament Registration Form *(Participating Team)*

All participating teams MUST submit the Pre-Tournament Registration Form by NOON on Monday, **November 6th**. *This form needs to be **faxed to Machell Phelps #607 753-1296*** **or emailed to machellphelps@yahoo.com**

Requests for Housing, Practice Times, Banquet Seating, etc. are included on the attached form (found in the appendix). **Teams cannot and will not be registered for the Tournament until this process is completed.**

The designated school contact person will receive a confirming e-mail from Machell Phelps; all pertinent travel information will be included.

Item # 2: Team Lodging *(Participating Team)*

All lodging arrangements will be made through Machell Phelps on the Pre-Tournament Registration form. The Housing Bureau will make all assignments. **Reservations will be made for team personnel ONLY.** Schools will be limited to eight rooms (quads). Room reservation and room assignment forms are enclosed.

Item #3: Team “On Site Team Registration” *(Participating Team)*

One representative from each school will be required to report to Tournament Headquarters at the Country Inn & Suites between 1 pm and 3 pm on **Friday, November 11th**. Tournament information, field passes, vouchers, etc. will be distributed at this time. Teams not arriving within this time frame are REQUIRED to notify Joe Vasile-Cozzo (Office: 631.329.4143) or email to: jvas@ehufsd.org in advance ... **DEADLINE... Tuesday, November 7th** to make alternative arrangements.

Item # 4: Team Rosters *(Participating Team)*

Teams are required to submit **FIFTEEN** (15) copies of **player rosters** with **numbers** at the On-Site Registration, **Friday, November 10th**.

Item # 5: Practice Schedules: *(Participating Team)*

Practice surfaces have been made available for brief practice sessions on Friday afternoon, **November 10th**, between 12 Noon and 3 pm. Length of practice sessions will be determined by available practice fields, number of teams requesting practice time and weather conditions. Teams may be required to share facilities depending upon demand.

Item # 6: Footwear: *(Participating Team)*

Homer High School, Cortland High School, and SUNY Cortland are “field turf” surfaces. “Normal” footwear is appropriate. It is recommended **NOT TO WEAR SNEAKERS**.

Item # 7: Team Banquet (Section Coordinator/ Participating Team)

This year's banquet will be held at the Corey Union, SUNY Cortland. The banquet will start at 6 pm (SHARP) on Friday, **November 10th** and will cost \$20 per person. **Schools planning on attending need to provide a count and method of payment on the registration form.** At the onsite tournament registration, the form of payment can be turned in (i.e.: cash, voucher/PO or check).

Please attempt to limit your team to 25 total guests.

All teams are STRONGLY URGED to attend this year's banquet. It is the hope that this event will be a memorable experience for the students-athletes. It will offer each participant the opportunity to meet with other athletes from diverse backgrounds and to share in the "Tournament Experience".

As of the printing, teams may be asked to make a 2 minute presentation based on their school & their school soccer experience. All teams will be notified as to what will be done in this time slot.

All Section Coordinators are expected to attend unless previous arrangements are made with Joe Vasile-Cozzo.

Item # 8: Coaches Meeting (Participating Team)

Date: Friday, November 10th, 2017

Time: During the Banquet

Site: Corey Union, SUNY Cortland

Item # 9: Game Schedule (ALL)

Round: **Semi-Finals**

Date: **Saturday, November 11th, 2017**

Sites & Times:

<u>Class</u>	<u>Field</u>	<u>Time</u>
AA	SUNY CORTLAND	5:30 pm
AA	SUNY CORTLAND	5:30 pm
A	CHS	10:00 am
A	CHS	12:30 pm
B	CHS	3:00pm
B	CHS	5:30 pm
C	HHS	3:00 pm
C	HHS	5:30 pm
D	HHS	10:00 am
D	HHS	12:30 pm

****PLEASE NOTE: Above schedule is subject to change due to availability and/or conditions.***

HOME TEAM IS ALWAYS THE BOTTOM TEAM ON THE BRACKET

Both teams will be announced during the Pre-Game Ceremonies. Players and coaches will walk to the center of the field with the Game Officials. Teams should line up starters first led by the goalkeeper and then the reserves.

Item # 10: Committee, Game Officials and VIP's Reception: *(Section Coordinator/ Game Officials)*

Saturday evening the tournament committee will meet for the purpose of making final assignments for Sunday's contests. This will take place as part of a social for all people involved with the tournament from 8 pm to 11 pm. The location of this meeting will be announced at the banquet site

Item # 11: Game Schedule *(ALL)*

Round: Finals

Date: Sunday, November 12th, 2017

Sites & Times:

<u>Class</u>	<u>Field</u>	<u>Time</u>
AA	CORTLAND HIGH SCHOOL	3:00pm
A	CORTLAND HIGH SCHOOL	10:00am
B	CORTLAND HIGH SCHOOL	12:30pm
C	HOMER HIGH SCHOOL	12:30pm
D	HOMER HIGH SCHOOL	10:00am

***PLEASE NOTE: Above schedule is subject to change due to availability and/or conditions.**

HOME TEAM IS ALWAYS THE BOTTOM TEAM ON THE BRACKET

***NOTE: Nov. 12 Girls Soccer- all 5 championship games streamed live from Cortland on www.myspectrumsports.com**

Item #12: Tournament Programs *(Participating Team)*

Submitting Rosters for Championship Programs

Section coordinators/schools/coaches must follow the roster submission procedure to ensure their roster appears in the program. Rosters should only be submitted via **MAX PREPS** site. Here are the revised instructions (4/1/09):

As the 2017-18 school year approaches, MaxPreps and the NYSPHSAA continues our joint-partnership that will provide team information entered into MaxPreps directly to the NYSPHSAA. The partnership will provide member schools with a single process to report schedules, scores, and box score information. MaxPreps will automatically provide the following information to the NYSPHSAA:

***Rosters Information**

***Team Pictures**

***State Records**

***Statistical Leaderboards**

In order to efficiently manage the above initiatives and equitably promote all member schools, coaches are instructed to submit complete box score information to MaxPreps after each contest. NYSPHSAA will also require teams who qualify for state championships to submit their photo and roster on MaxPreps for championship program purposes.

***If you do not have your "access code" to your team account, MaxPreps will send coaches and Athletic Directors an easy set-up guide with their "access code" prior to the start of the season. You can also contact MaxPreps support staff directly at 800-329-7323 x1 or email support@maxpreps.com to get your "access code" at any time. **Or Chris Watson, cwatson@nysphsaa.org**

HOW DO I LOAD MY ROSTER AND TEAM PHOTO ONCE I SIGN IN?

1. After you sign into Maxpreps.com with your email and password, hover over test in the upper right-hand corner that says “hi, Your First Name” to access your admin account. IMPORTANT: you can contact MaxPreps at 800-329-7323 x1 or email support@maxpreps.com if you don’t have your “access code” already.
2. Once you go to your team page you can upload your roster by clicking “Roster” in the horizontal menu bar.
3. From the Roster page, you have a few options to update your roster:
 - *You may “Copy Roster From Last Year”
 - *To add individual athletes, select “+Athlete”
 - *You may also email your roster to rosters@maxpreps.com and MaxPreps team will load them in 3-5 business days.
4. To load your team photo, go back to your team admin homepage by clicking “HOME” in the horizontal menu bar.
5. Then click on “Photo” in the “Mascot & Team Photo” section in the lower right-hand section of the admin homepage.
6. From there simply click “Choose File” and select the file from your computer, then click “Submit” and you are done!

WHAT IS NEXT?

Enter your stats, print season totals, and email media and more – all for free, all from your team’s admin. MaxPreps helps you save time while getting your athletes the recognition they work so hard for!

- *Entering stats is quick and easy; averaging less than 15 minutes per game
- *Stat entry automatically creates averages & totals for useful coach insight
- *Instantly send stats to all your local media with one click
- *Manage more efficiently with Varsity, JV, & freshman information all on 1 site
- *Keep your team & families informed by hosting coach notes & calendar events to your page
- *Find games, tournaments, & fill coaching positions quickly & easily in our national directories

In addition, for detailed questions about MaxPreps partnership with the NYSPHSAA you may contact MaxPreps New York Representative Eric Frantz at 937-554-0477 or efrantz@maxpreps.com

FOR INQUIRIES WITH THE NYSPHSAA OFFICE, contact Joe Altieri (Altieri@nysphsaa.org) or Todd Nelson (tnelson@nysphsaa.org) Or Chris Watson, cwatson@nysphsaa.org

Submitting “WHERE ARE THEY NOW” Information for Championship Programs

If you are interested in submitting information about where former NYSPHSAA athletes are, we will include that info in our programs. Simply visit our website to fill out the form and/or send photos to us at: wherenow.nysphsaa@gmail.com

Item #13: Team Uniforms (Home/Visitor) *(Participating Team)*

SEMI-FINAL AND FINAL GAMES

For all **SEMI-FINAL** games, the team listed on the **BOTTOM** part of the bracket will be designated the **HOME** team.

For the **FINAL** games, the team listed on the **BOTTOM** of the bracket will be designated the **HOME** team.

HOME team designation means **light colored** uniforms.

Teams are asked to dress according to these stipulations. However, they are asked to bring both **HOME & AWAY** uniforms just in case.

It will be the responsibility of the team designated the home team to contact their opponent to determine appropriate shirt colors: In order to avoid any possible conflicts it is **highly recommended** that every team **bring both their home and away jerseys to each game site. Also, please make sure your team complies with the current sock rule.**

Item # 14: Ball People *(Participating Team)*

Participating teams **are required to provide** at least one and preferable two “Ball People” to run the sidelines. These individuals are **NOT** to be wearing the team’s uniform (home or away) colors. They will be allowed into the game free of charge.

Item # 15: Water at Game *(Participating Team)*

Water will be provided to participating teams. However, cups are **NOT** allowed on the fields. It is the responsibility of participating teams to provide their own water bottles.

Item # 16: Awards/Gifts *(Section Coordinator/ Participating Team)*

Post-Game Awards Semi –Finals:

At the conclusion of the Semi-Final game both teams will shake hands and then come to the spectator side of the field for the awards presentation. The runner-up will be presented with their NYSPHSAA Semi-Final Plaque. The Head Coach and Captains will be called up to receive the Plaque and game ball for their school trophy case.

NYSPHSAA Sportsmanship Award will be presented to a player from each team in recognition for sportsmanship throughout the year.

Post-Game Awards Finals:

At the conclusion of the Championship Game **both teams will shake hands and then come to the spectator side** of the field for the awards presentation. The **second place** team will be announced first; each member of the team will be introduced and receive a silver NYSPHSAA Championship Medal. Next the **State Champions** will receive their gold NYSPHSAA Championship Medals; **each player will be introduced as described above.**

After the medals are distributed three special awards will be presented. Each team will be awarded an **Outstanding Player Award** chosen by the awards committee. The committee will also recognize and award the **Outstanding Goalkeeper of the Game.**

The Championship Plaques will be presented last to both teams. **The runner-up coaches and captains will receive their Finalist Plaques. The final presentation will be to the NYSPHSAA State Champion. Coaches and captains will receive there Championship Plaque.** Pictures and interviews will take place at this time. The runner up may leave the field.

Note: Teams will receive **up to 25** individual awards at the presentation ceremonies after the final game. Additional awards may be ordered through the State Office in Latham.

Item # 17: Cheerleaders: *(Participating Team)*

Some schools may wish to bring cheerleaders to the tournament. Enclosed for you is a copy of the NYSPHSAA's policy regarding cheerleaders. It is important that this information be passed along to the proper school personnel. Schools wishing to bring cheerleaders to the tournament need to contact Joe Vasile-Cozzo (Office: #631.329.4143 or email: Jvas@ehufsd.org) by **November 7th** of this intent as well as for housing purposes. Cheerleading squads will be limited to FIFTEEN members unless alternative arrangements are made with the State Chairman. Additionally, they will need to register at Tournament Headquarters upon their arrival at the tournament site.

Item # 18: Security *(Participating Team)*

The NYSPHSAA GIRLS SOCCER COMMITTEE **REQUIRES** all participating schools provide at least **two security personnel** for each game your team plays in. These individuals should wear **identifiable school security jackets** and **report to the site director one hour prior to game time.**

The names of these individuals are to be submitted to Machell Phelps on the Pre-Tournament Registration form.

Item #19: Post Game Security Procedures *(Section Coordinator/ Participating Team)*

With ten minutes remaining in the game an announcement(s) will be made to remind spectators to remain in the stands and off the playing surface.

Security from the host site/facility, the two security personnel from each school, local/host tournament committee members and available State Committee members will align themselves inside of the fenced off area near spectator seating. No individuals will be allowed onto the field.

Upon completion of the game both teams will be ushered towards the spectator area for the awards presentation.

Item # 20: Submitting State Tournament Results & Schedules: *(Section Coordinator)*

ALL SITES MUST REPORT RESULTS OF ALL STATE TOURNAMENT GAMES/EVENTS. When reporting Regional and State Tournament scores/results, please forward all results to the following e-mail immediately after they happen:

cwatson@nysphsaa.org . All NYSPHSAA sports information will be posted at www.nysphsaa.org .

For questions on reporting or on championship programs, contact NYSPHSAA Todd Nelson tnelson@nysphsaa.org or Chris Watson cwatson@nysphsaa.org

Item #21: Reporting State Tournament Results and Schedules: *(Section Coordinator)*

Upon completion of Regional and State Tournament games please forward the scores/results and/or scheduled game information immediately to:

Todd Nelson, tnelson@nysphsaa.org

Chris Watson, cwatson@nysphsaa.org

Joseph Vasile-Cozzo, Jvas@ehufsd.org

Note: all NYSPHSAA sports information will be hosted at www.nysphsaa.org

Item # 22: Committee Members and Game Officials Lodging: *(Section Coordinator/ Game Officials)*

Game officials and **State Committee Members** are also required to contact Machell Phelps for lodging (machellphelps@yahoo.com or FAX #607 753-1296). It is recommended that by November 1st officials and committee members make arrangements with Machell. Officials and committee members are encouraged to share rooms.

Item # 23: Game Officials Information: *(Game Officials)*

The **Section Coordinator** is responsible for selection of officials. **Note: officials are to be selected on ability – not as a honorium. The coordinator shall make his/her decision based upon the evaluation of ALL certified officials that are members in good standing of a recognized officials group from within their section.**

The Section Coordinator **must** notify **Joe Vasile-Cozzo** by **October 20th**. Failure to meet this deadline may result in your section **NOT** being represented by an official at the Championship Tournament. You will need to provide the official's name, home and work phone numbers, and their home address.

Each Section is to send 2 Officials. Both Officials should have experience in the "3 Official System". At least **one** of the two **MUST** have experience working the "middle" in the "3 Official System".

In the event that a section is not able to provide the required number of **competent** officials, the **State Chairperson** will select individuals from another section. Each Section is responsible to research the background of their officials as to the experience they may or may not have in the "3 Official System". That information will be crucial in the committees' ability to assign the middle (referee) and side (AR) assignments.

Note: the official(s) must be National Federation Certified and a member in good standing of the State Officials' Association. There will be a referee working the "middle" (Referee) of the field, 2 Officials working the "side" (AR) of the field, and 1 Official working "scorer's table" (Timer/Scorer) who's duties include bench discipline.

Reminder: There will be a Mandatory Officials meeting Friday, Nov. 10th at 7pm at the Country Inn & Suites.

There will be 40 assignments for SATURDAY (Semi-Finals) and 20 on **SUNDAY** (Finals). Game assignments for Saturday (Semi-Finals) will be announced at the **Friday evening meeting**. **Assignments for Sunday** will be announced at the **Saturday evening social**. **Sunday's assignments** will be made based upon the judgment of a designated committee with input from the Officials Association.

It should be understood that there will be **Officials that DO NOT RECEIVE A "REFEREE'S" ASSIGNMENT.**

Reminder to officials:

- 1) Officials are to pay all their own expenses.
- 2) Reimbursable expenses are only those listed on the enclosed hand-out given out at the officials meeting.
- 3) Vouchers should be submitted prior to leaving the tournament site.
- 4) Officials are expected to room with other officials. If different arrangements are made for lodging the official will only be reimbursed half the tournament arranged rate.
- 5) Any questions should be addressed to **German Lesmes (Officials' Rep)** at 716-785-7087 or
E-mail: leser@stny.rr.com

Item #24: Media: *(Section Coordinator/ Participating Team)*

The tournament committee wishes to work with all media sources in covering the State Tournament. If participating schools or section representatives are aware of media sources planning on covering the tournament please request them to call Chris Watson, Director of Communications, with email cwatson@nysphsaa.org or phone is 518.690.0771.

or
Machell Phelps (daytime phone: 607-756-1864), cell phone: 607-423-1394, e-mail: to_machellphelps@yahoo.com or fax: 607-753-1296) so that appropriate credentials and passes may be made available. Please note that the game facilities may not have phone lines available to the media – transmission may need to be made through their own cellular phone system.

Item # 25: Tournament Sponsorship and Memorabilia: *(All)*

You will find available a variety of memorabilia for sale at the tournament sites. We are currently arranging to have the local vendor representing CP Sportswear available at the banquet site to make memorabilia available to team members prior to their arrival at game sites.

APPENDIX

**NYSPPHSAA Girls Soccer
On-Site Team Registration Checklist**

At least one representative from each participating team must report to Tournament Headquarters at the Country Inn and Suites between 1 PM and 3 PM on Friday, November 10th.

Representatives need to bring with them:

- **Fifteen (15) rosters (to include names of players, coaches, scorekeepers, managers,**
- **Trainers, security personnel, etc. In addition, player's numbers, grades and**
- **Position need to be indicated**
- **NYSPPHSAA School Gate list**
- **Final banquet count**
- **Banquet payment**
- **Contact information for all on-site supervisors/personnel**
(Names and cell phone numbers)

Representatives will receive:

- **Final/updated tournament information**
- **Field passes**
- **Banquet tickets**

**2017 NYSPHSAA Girls Soccer Championships
Tournament Registration Confirmation**

Participating Team

School:	
Section:	
Class:	

Contact Information:

Athletic Director:	
Athletic Director/ School Phone & Fax No.	
Contact # while at Tournament	
Athletic Director/ e-mail address:	

Tournament Information:

Supervisor at Tournament:	
Required Security Name (1)	
Required Security Name (2)	
Athletic Trainer:	
Total Number to be Housed:	
_____ Females _____ Males	___ Players ___ Bench personnel (ie: Coach, Trainer) ___ Bus Driver
Method of hotel Payment:	
Housing required on Saturday (if team loses)	

Banquet:

Attending Banquet:	Yes No
Number Attending Method of Payment	

Hotel:	
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Semi-Final Game Information:

Opponent:	
Game Time:	
Game Site:	
You are the Team	Home Away

Opponents Information:

Uniform Colors:	
Sock Colors:	
Contact Name:	
Contact Phone No.:	

Important Information:

- 1) Housing information provided at the left will be used to make hotel arrangements for you. Confirmation of the hotel and pertinent information will be sent after this form is received.
- 2) Additional information (driving directions, restaurants, spectator hotel information, practice time, etc.) will be provided by the Cortland Regional Sports Council with the hotel information.
- 3) Information regarding your next round opponent will be sent to you prior to departing for the tournament. We highly recommend that you contact them prior to the tournament to avoid any possible conflicts.
- 4) CONTACT INFORMATION:
Machell Phelps 607-756-1864 (office)
607-423-1394 (cell)
Email: machellphelps@yahoo.com



NYSPHSAA Championship (Semi and Finals only)

School Gate List

School: _____

Championship Event: _____

Date: _____

Site: _____

Please write down the number of players and bench personnel your school will be bringing to the Championship event. Please note that each sport has a maximum number of players and bench personnel allotted for each school. If your school chooses to bring more than the maximum number allowed the NYSPHSAA will bill the school for the difference. We will use these numbers to prepare the proper credentials and awards for your school.

of players _____ # of Bench Personnel _____

Note: This list below is designed for school administration and appropriate school personnel. The list is limited to a maximum of 8 individuals and is exclusive of the team players and bench personnel. If your school wishes to have more than 8, the NYSPHSAA will bill the school for the additional individuals. Team photographers can be listed on the Gate List but they will **NOT** have access to the field. They are allowed in the same areas as spectators. This list should be faxed to the NYSPHSAA office (518-690-0775) or email (tnelson@nysphsaa.org) two days prior to the championship event. Please type or print names and titles.

Name

Title

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |

Athletic Director or Principal: _____ Date: _____
(signature)

NYSPHSAA Staff Approval: _____ Date: _____
(signature)

ALL

2017 NYSPHSAA Girls Soccer Championships

Room Request Form

DUE DATE: October 28, 2017

Please complete the following information request in ENTIRETY and process as requested. (Forms NOT completed in entirety will NOT be processed.)

Name: _____

Section/Position: **Section** _____

Committee Member _____

Referee _____

Other _____

Phone (H): () _____

Phone (W): () _____

Phone (cell): () _____

E-mail Address: **Work** _____

Home _____

It is recommended that committee members room with other committee members or game officials.

Please check one of the options below:

Wish to room with _____

No preference with whom I room

I will be bringing someone with me

Name of that individual: _____

I prefer to room by myself (Please note that depending upon room availability this may not be an option.)

Please complete and e-mail this form to:

Machell Phelps [to machellphelps@yahoo.com](mailto:machellphelps@yahoo.com)

Or

Fax to: 607 753-1296

Section Coordinator **Finances:**

1. It is the responsibility of the participating Sections' Treasurers to work out an agreement regarding the financial obligations of the games.
2. NOTIFY YOUR TREASURER and have him/her contact the opponent's Treasurer to work out arrangements.
3. Collect all vouchers and revenues and turn them into your Treasurer. He/she will handle all further transactions.

Section Coordinator **Awards:**

1. There are **NO** awards for sub-regional play.
2. The State Chairman/NYSPHSAA Office will order all awards and have them sent to the host Section's Chairperson. The cost of the awards will be billed to the host Section's Treasurer.
3. The State Chairman/NYSPHSAA Office will send a copy of the order to the host Section's Treasurer and Chairperson.

Section Coordinator **Communications:**

1. The host Section's Chairperson will contact participating Section's Chairperson regarding:
 - Location, dates, times and directions to all sites
 - Qualifying schools, contact person(s) and phone numbers
 - Clarification of officials assigned to the game(s)
2. Each Section Chairperson will then:
 - Contact officials with site information
 - Contact participating teams regarding sites, opponents (who, contact person, phone numbers, etc.)
3. Host Chairperson will contact the State Chairperson:
 - Prior to the contest(s) with site assignments
 - Immediately after the contest with results

ALL

**NYSPHSAA GIRLS SOCCER CHAMPIONSHIPS
GAME PROTOCOL**

SEMI-FINAL GAMES:

For the first game of the day: teams may take the bench area 30 minutes prior to the game. They may take the playing field with 25 minutes remaining on the clock.

For the remaining games:

At the beginning of the Awards Presentation of the previous game 30 minutes will be put on the scoreboard. (Note: the Awards Presentation must be completed within the time frame noted below.)

25:00 on the clock – teams scheduled to play the next game may take the bench area and the field.

7:00 on the clock – game officials will call the captains and coaches to the middle of the field.

4:00 on the clock – players must leave the playing surface and report to the bench area.

2:00 on the clock – players will align single file on the sideline at midfield. The game officials will walk the players out to the middle of the field for introductions.

FINAL GAMES:

For the first game of the day: teams may take the bench area 30 minutes prior to the game. They may take the playing field with 25 minutes remaining on the clock.

For the remaining games:

At the beginning of the Awards Presentation 35 minutes will be put on the scoreboard.

25:00 on the clock – teams scheduled to play the next game may take the field.

7:00 on the clock – game officials will call the captains and coaches to the middle of the field.

4:00 on the clock – players must leave the playing surface and report to the bench area.

2:00 on the clock – players will align single file on the sideline at midfield. The game officials will walk the players out to the middle of the field for introductions.

ALL Overtime Procedures

1. If a game is tied after regulation play – two 10 minute overtime periods are to be played. Both 10 minute periods must be played in their entirety. Five minutes between the end of the game and the first overtime period and two minutes between the overtime periods are to be allowed.
2. If the score is tied at the end of the two 10 minute *overtime* periods, there will be a two minute rest period followed by up to two five minute *sudden victory* periods.
(Note: a two minute rest period will be allowed between the two periods.)
3. If the score is tied at the end of the two *sudden victory* periods, there will be a two minute rest period followed by *penalty kicks*. The procedures for the *penalty kick system* are found in the National Federation rulebook. * Penalties Kicks procedure will be for Semi-Finals only, in the Finals Game teams will be declared Co-Champions after the two sudden victory periods.
4. The non-host team will be considered the *visiting team* and will call the coin flip at the beginning of the game, and if necessary, prior to the *overtime* periods and *penalty kicks*.

ALL Suspension/Termination of Games

1. Prior to the start of a game, it is the responsibility of the designated site Chairperson to make the determination whether a facility is suitable for play (or not) due to weather conditions. Chairpersons are encouraged to consult participating coaches and game officials for input. IT IS SOLELY THE RESPONSIBILITY OF THE DESIGNATED CHAIRPERSON TO MAKE THE DECISION.
2. Once the game has begun, it is the responsibility of the game officials to determine whether a site is suitable for play or not. Game officials should consult with participating coaches and the site Chairperson before making their decision. IT IS SOLELY THE RESPONSIBILITY OF THE GAME OFFICIALS TO MAKE THE DECISION!
3. The safety of the participants is the FIRST PRIORITY when making such a decision.
4. If a game is suspended during the first half and is not able to be resumed that day, it must be played to its end from the *point at which it was suspended*.
5. If a game is suspended after the completion of the first half, it will be considered a full game and complete.

ALL WEATHER POLICY:

* IF THUNDER IS HEARD OR LIGHTNING IS SEEN, PLAY IS SUSPENDED FOR 30 MINUTES.* ANY SUBSEQUENT THUNDER OR LIGHTNING AFTER THE BEGINNING OF THE 30 MINUTE COUNT WILL RESET THE CLOCK AND ANOTHER 30 MINUTE COUNT SHOULD BEGIN.

Section Coordinator / Game Official

Protest Committee

Each site must have a protest committee in place in the event that a situation occurs which needs immediate attention. It is the responsibility of the host Section Coordinator to determine the make-up of this committee.

“...Any and all questions and/or protests as to a game/meet rules or as to the conduct of the game or meet shall be heard and decided by the game/meet committee established by that Section or State Sport Championship Committee as the case may be; and all such decisions shall be final with no right of appeal.”
-NYSPHSAA Handbook

Section Coordinator/ Participating Team

Player Suspension

1. Any player issued a red card will not be allowed to participate in the next Post Section Play Game.
Note: Do NOT apply individual Section’s policy!!

Approved by the State Girls Soccer Committee January 20, 1990

Approved by the NYSPHSAA Central Committee August 7-10, 1990

ALL

NYSPHSAA Concussion Policy

**To: NYSPHSAA Member Schools
Sport Official Organizations**
From: New York State Public High School Athletic Association
Date: August 19, 2010
Re: NFHS Concussion Rule

revised 8/19/10

This memo is to serve as a clarification of the NFHS Concussion Rule, effective for the 2010-2011 school year, for the sports that use the NFHS rules.

The NFHS Concussion Rule states, “Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headaches, 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 NFHS emphasizes in the concussion rule that coaches and officials are NOT expected to “diagnose” a concussion. This is the responsibility of the appropriate health-care professional.

The responsibility for observing signs, symptoms, and behaviors that are consistent with a concussion is shared by both sport officials and school officials. The following protocol should be followed if any signs, symptoms, or behaviors are observed.

Sport Official: Remove the athlete from the contest. The official is NOT responsible for the sideline evaluation or the management of the athlete once they have been removed from the game. The official does not have to receive any paper work clearing the player to return to the game.

School Official: The athlete needs to be assessed by an appropriate health care professional. School health personnel are considered appropriate health care professionals. School health personnel include the Chief School Medical Officer, school nurse, physician, certified athletic trainer, or an EMT that is a member of the on-site EMS squad. If the appropriate health care professional suspects a concussion, the student/athlete MAY NOT return to the contest. The athlete MAY NOT return if an appropriate health care professional is not available. The NFHS and NYSPHSAA recommend that any athlete that suffers a concussion should not return to play the day of the injury. a student/athlete that has been diagnosed with a concussion MUST be cleared by the Chief School Medical Officer.

The NFHS and NYSPHSAA have developed many resources to help school officials, sport officials, parents, and students learn more about concussion management. A concussion DVD, sideline cards, and other useful materials can be found on the NYSPHSAA website (www.nysphsaa.org). A cost free concussion management course can be found on the NFHS website (www.nfhslearn.com).

We have included a list of possible signs, symptoms, and behaviors that can be observed by sport officials and school officials. We have also included for school officials a recommended return-to-play protocol. We encourage anyone that has questions or concerns to contact the NYSPHSAA office or the Section Concussion Management Team.

ALL

SIGNS, SYMPTOMS, AND BEHAVIORS OF A POSSIBLE HEAD TRAUMA

1. *Problems in Brain Function ...*

a. Confused state --

Dazed look, vacant stare, confusion about what happened or is happening.

b. Memory problems --

Can't remember assignment on play, opponent, score of game, or period of the game.
Can't remember how or with whom he or she traveled to the game, what he or she is wearing, what was eaten for breakfast, etc.

c. Symptoms reported by athlete --

Headache, nausea, or vomiting, blurred or double vision, oversensitivity to sound, light or touch, ringing in the ears, feeling foggy or groggy.

d. Lack of sustained attention --

Difficulty sustaining focus adequately to complete a task or a coherent thought or conversation.

2. *Speed of Brain Function ...*

Slow response to questions, slow slurred speech, incoherent speech, slow body movement, slow reaction time.

3. *Unusual Behaviors ...*

Behaving in a combative, aggressive or very silly manner, or just atypical for the individual. Repeatedly asking the same question over and over. Restless and irritable behavior with constant motion and attempts to return to play or leave. Reactions that seem out of proportion and inappropriate. Changing position frequently and having trouble resting or finding a comfortable position. These can be manifestations of post-head trauma difficulties.

4. *Problems with Balance & Coordination ...*

Dizzy, slow, clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.

ALL

RECOMMEND RETURN TO PLAY PROTOCOL

Day 1: No exertion or activity until medically cleared and asymptomatic for 24 hours.

Day 2: Begin low-impact activity such as walking, stationary bike, etc.

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Day 3: Initiate aerobic activity fundamental to specific sport such as skating, running, etc.

Day 4: Begin non-contact skill drills specific to sport such as dribbling, ground balls, batting, etc.

Day 5: Full contact in practice setting

If the athlete remains without symptoms, he or she may return to play.

Special note: Athlete must remain asymptomatic to progress to next day.

If symptoms return, the athlete must return to the previous level.

Medical check should occur before contact.

Cheerleading Policy

The purpose of cheerleading is to foster school spirit, encourage sportsmanship and assist in crowd control. In the interest of safety and to prevent injury to cheerleaders, the following pyramids and vaulting devices are PROHIBITED at all post-sectional competitions:

- Mini-trampolines, spring boards, and any other devices used for increasing height.
- Falling to the knees or falling to a knee slide.
- Flips, handsprings, walkovers, and falls from the tops of pyramids or bases (walk-overs, splits, round-offs, and cart wheels from the floor ARE allowed).
- Pyramids in excess of double level stunts.
 - A pyramid is limited to multiple double level stunts which may or may not connect to other multiple double level stunts on single people.
 - Definitions:
 - a double level stunt is defined as a stunt involving a base in mount(s).
 - a mount is defined as a person held by a base.
 - support is defined as touching for the purpose of design, but not balance.

**NYSPHSAA
Championship Tournament
AED Provision**

Directions: Please complete the form below indicating that the 2012-2013 State Championship tournament site(s) will have an *Automated External Defibrillator(s)* (AED) provided with trained personnel available for the AED's proper operation in case of an emergency. Return this form at least 30 days prior to the State tournament date to the NYSPHSAA via mail, e-mail, or fax.

.....

___ An AED & trained personnel to operate an AED will be present at the site(s) being used for the NYSPHSAA State Tournament (Semi's & Finals) in my sport.

___ The personnel & equipment will be provided by:

(Name of organization or institution/school)

___ No AED's nor trained personnel can be secured. I request assistance in meeting this provision.

Signature

Sport

Date

**NYSPPHSAA Regional/Championships
Emergency Preparedness and Crowd Control**

CHECK LIST

Directions: Please instruct your site chairperson(s) to verify each of the following measures will be in place at the time of your sport's State tournament.

Have this list checked & signed prior to the State tournament. Forward a copy to the NYSPPHSAA office, c/o Assistant Director.

- _____ **A site emergency plan is in place for the State tournament**

- _____ **The local authorities (fire department, police, school personnel) have been contacted on reacting to an emergency.**

- _____ **Plans have been made to have the tournament site secured prior to teams/spectator arrival.**

- _____ **Evacuation routes for cars & pedestrians are planned.**

- _____ **Proper supervision (police & non-police) including duties outlined & times to remain on site has been arranged.**

- _____ **Participating schools have been notified of all emergency & crowd control measures that will be in place before, during & after the tournament.**

- _____ **Parking for contest officials & emergency medical personnel has been provided.**

- _____ **Our announcer will be familiar & possess a copy of what to broadcast in case of emergency.**

Sport: _____ **Date:** _____

Signature/Title: _____

EMERGENCY PREPAREDNESS & CROWD CONTROL POLICIES AND PROCEDURES

The implementation of the following procedures is the responsibility of the site chairperson:

- 1. Review site emergency plan and incorporate relevant sections into an emergency preparedness & crowd control plan. In absence of a pre-existing plan, a plan must be developed.**
- 2. Become familiar through consultation with local police & fire departments, & school personnel (if school site is used) of the protocol to be followed in the event of activated fire alarms, bomb threats & other disturbances.**
- 3. Assure championship site is secure prior to the scheduled opening time & arrival of teams & spectators.**
- 4. Work with police or appropriate personnel to provide efficient & safe auto & pedestrian routes to & from the game site. Prepare or obtain maps/charts illustrating evacuation routes.**
- 5. Arrange for supervision until all spectators & student/athletes have left the game site. Prepare a supervision chart & inform the assigned personnel of their duties before, during, & after the game. Supervisory personnel on duty should have some type of distinctive marking that can be recognized by spectators & participants, e.g., distinctive colored jackets, arm bands, or badges.**
- 6. When not otherwise provided, arrange for adequate police supervision before, during, and after the contest.**
- 7. Inform participating schools:**
 - ☛ **if metal detectors and/or searches will be utilized.**
 - ☛ **supervision responsibilities (ratio of chaperones to students), parking facilities, seating arrangements for spectators, cheerleading guidelines and location of squad area, and directions to site.**
 - ☛ **post game activities & protocol, e.g. sportsmanship handshake and award presentations, sportsmanship code of conduct.**
 - ☛ **noise maker policy, if any.**
- 8. Meet with the principal or representative of each competing school/section upon their arrival to discuss final details including:**
 - ☛ **location of each school's supervisory personnel.**
 - ☛ **location & directions to dressing/locker rooms**
 - ☛ **security procedures to protect players' clothing & valuables.**
- 9. Provide parking for officials and emergency medical personnel.**
- 10. Secure a competent announcer who will be familiar and have possession of scripted materials to broadcast in case of emergency.**