

WIAA // GESA CREDIT UNION

POSTSEASON STANDARD OPERATING PROCEDURES

FALL SOCCER

NOVEMBER 17-18, 2023

All Girls Classifications, 1B/2B Boys - Various Sites

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COACH INFORMATION

EVENT SCHEDULE

- **BRACKETS:** [1B/2B Boys](#) | [1B/2B Girls](#) | [1A Girls](#) | [2A Girls](#) | [3A Girls](#) | [4A Girls](#)
- **Monday, November 13** - Coaches Meeting, 8:00 pm via Zoom - [LINK](#)

TOURNAMENT SITES & MANAGERS

- 1B/2B Girls, 1B/2B Boys - [Federal Way Memorial Stadium](#) | [Aaron Roetcisoender](#)
- 1A, 2A Girls - [Mount Tahoma Stadium](#) | [James Neil](#)
- 3A, 4A Girls - [Sparks Stadium](#) | [Jim Meyerhoff](#)

PRE-TOURNAMENT PRACTICES

- Schools may contact the tournament manager to request practices for Thursday November 16.
 - All requests must be made by 12:00 noon on Wednesday, November 15.
 - Each tournament manager will determine a practice schedule and notify qualified schools.
 - Schools should not expect more than a half field for an hour between 12:00 and 6:00 pm.

PRE-GAME SCHEDULE

- Pre-game warm-up will be a minimum of 15 minutes, with up to 20 minutes if time allows.
- Each school will furnish their own warm-up balls.
- The following time schedule will be kept, using the stadium scoreboard clock:
 - Five minutes remaining: Teams line up at their respective team benches
 - Four minutes remaining: Introduction of officials
 - Three minutes remaining: Team introductions, as follows:
 - Visiting team - reserves, starters, and coaches
 - Home team - reserves, starters, and coaches
 - When introduced, athletes run from the sideline to the 40-yard-line, facing the middle of the field.
 - Two minutes remaining: Teams turn to face the American flag on the north end of the field.
 - The National Anthem will be sung or played prior to each game as part of introductions.
 - One minute remaining: Teams face each other and advance to midfield to shake hands.

SITE DETAILS & PARKING

- **Federal Way Memorial Stadium**
 - All spectators will park northeast of the field in Federal Way High School's main parking lot.
 - Bus parking can be found at the visitor's entrance in the southwest parking lot off 308t St.
- **Mount Tahoma Stadium**
 - There is parking near the stadium, near the school, and in two large lots behind the stadium.
 - All school vehicles park in the large grassy parking area off of Verde St, just past the stadium.
- **Sparks Stadium**
 - Ticket gates are on the south side of the stadium, where the parking lots are located.
 - Gates will be open at 12:00 pm on Friday and 10:00 am on Saturday.
 - The actual paved stadium parking lot on the south side of Sparks can accommodate 120 cars.
 - There is curbside parking on surrounding streets or in the Puyallup Fair Red Lot.

- Teams arriving by bus will receive directions about parking on either the home or visitor side.

LOCKER ROOMS

- Locker rooms are available after halftime of the preceding game and vacated after halftime of game being played.

GAME JERSEYS

- Home teams will wear dark jerseys.
- Visiting teams will wear white jerseys.
- Schools should have both home and away uniforms at all times.

TRAINER

- The tournament medical authority will be provided by the WIAA.
- If a team will have a physician/athletic trainer in attendance, please complete [this form](#).
- WIAA tournament medical authority will make the final determination regarding return to play.

PRE-MATCH OFFICIALS AND COACHES MEETING

Tournament Managers will meet with coaches, officials, assessors, and WIAA representatives (if present) one hour before the first match on Friday to discuss introductions, medical aspects, warm-up procedures, and pre-match procedures.

SEATING

WIAA tournament regulations provide that a section of seating **must be available** for students who wish to stand for prolonged periods.

VIDEO TAPING/FILMING

- All filming will be done from the spectator seating area.
- No special arrangements will be provided to schools.

AWARDS

- Academic State Champions
 - The team with the highest GPA in each classification receives an academic achievement plaque.
 - If one of the teams in the tournament is a recipient, the presentation will take place prior to the Saturday game during team introductions.
 - If the recipient is not a tournament participant, the presentation will take place during half time of the championship match for their classification.
- Participation Certificates
 - All participants in the state tournament will receive participation certificates, mailed directly to the schools from the WIAA.
- Trophies
 - Trophies will be awarded to all teams, 1st through 4th.
 - The trophies will be presented at the conclusion of each match on Saturday.
 - A WIAA traveling trophy will also be presented to the Championship team.
- Sportsmanship Medallions
 - After each match, tournament officials will award two sportsmanship medallions to players who displayed good sportsmanship throughout the match.

- An updated bracket will be displayed on-site and will be presented to the champion of each classification as part of the post-game awards ceremony.

EVENT PHOTOGRAPHY

- NW Sports Photography will post all of the action and awards pictures online at 4nsp.com.
- One complimentary 8"x10" picture will be given to the school. Players will be able to order additional copies.
- Schools will be assigned to take their team photo approximately 1 hour and 15 minutes prior to their Friday game (exception is for teams that play at 1:00pm will take their team photo after the 1:00pm game).

STREAMING

- All matches will be streamed live on the [NFHS Network](#) and available for viewing on demand.
- Live streaming of any WIAA State event by schools or fans is not permitted during or after the tournament.
- Any such action is a direct violation of WIAA/NFHS media rights and will not be allowed.

MERCHANDISE SALES

Rush Team Apparel will have State Tournament merchandise for sale onsite.

SPORT-SPECIFIC REGULATIONS

ROSTERS & PASS GATE LIMITS

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- Teams may make roster changes between each round of postseason play except at the final tournament site.
- No changes are permitted between the Semifinal and Championship rounds once the tournament begins.
- Pass Gate limits:
 - 22 players
 - 6 designated team/school personnel (Coaches, Adult/Student Managers, and Statisticians).
 - 1 medical (must be a licensed health care provider).
 - Only district-approved, regular season coaches may be on the sidelines during a State Playoff game.
 - Additional staff must be district-approved adults or 7th- through 12th-grade students.
- Pass Gate personnel are restricted to only those individuals and/or teams who have qualified for that event.

RULES & REGULATIONS

- FIFA's "Laws of the Game," NFHS Rules (uniforms), and WIAA modifications will be the official rules for all games.
- Any exceptions to any of the rules by league or individual school must receive Executive Board approval.
- Players may not change their practice or team jerseys on the sidelines prior to, during, or after the game.
- All regular season and playoff games consist of two 40-minute halves, kept on the field by the referee.
- State Playoff games will use four officials: the center referee, two assistant referees, and the fourth official.
- If the field site has a clock, it shall run to 2:00 before official time is used, including stoppage time.
- Referees will notify Coaches of remaining stoppage time. Exceptions must receive Executive Board approval.

TIEBREAKERS

In all State playoff games, the method of breaking ties will be as follows:

- Two five-minute Golden Goal overtime periods.
 - A coin toss shall be held prior to the first overtime to determine possession.
 - Both teams may take a five-minute break prior to the beginning of the first overtime.

- At the end of the first overtime period, teams change ends of the field.
- If the game remains tied at the end of the second overtime, penalty kicks will decide the outcome.
- The head referee shall choose the goal at which all of the kicks from the penalty mark shall be taken.
- A coin toss shall be held prior to the penalty kicks, with the winner choosing between kicking first or second.
- Each Coach will select five players to take the penalty kicks.
- Only players on the field of play at the end of the match are eligible to participate, including the goalkeeper.
- Teams will alternate kickers.
- The defending team may exchange goalkeepers with an eligible player prior to each penalty kick.
- Following the five kicks, the team scoring on the greatest number of kicks shall be declared the winner.
- If the score remains tied, each Coach shall select five different players to take kicks until one team has scored a goal more than the other after the same number of kicks.

SITE SELECTION & ADMINISTRATION

- Additional practice sessions will be allowed only if each qualifying team can be provided with equal access.
- Any expenses involved in this practice will be paid by the individual schools using the facility for practice.
- WIAA Districts will submit three to five approved sites per classification to the WIAA office by October 1 .
- Only those sites that meet NFHS field specifications should be selected for postseason contests.
- Sites for all First and Second Round contests will be determined by the Directors of the WIAA districts involved.
- If the two Directors cannot resolve site issues, the WIAA Executive Staff will resolve the dispute.
- Sites will be determined based on facility suitability and revenue maximization.
- There is no guarantee that contests will be played on neutral sites.
- Sites for Semifinals and Finals will be set by the WIAA.
- Authorization and responsibility to alter sites due to unsafe conditions may be required of participating schools.
- The WIAA Executive Director shall have final decision-making authority.

TOURNAMENT SCHEDULE

- Directors of the involved districts will determine dates and times for Round 1 & 2.
 - Round 1 must be played no later than the Wednesday prior to Round 2.
 - If District Directors can't reach a scheduling decision, Round 1 will be played the Wednesday before Round 2.
 - Round 2 must be played no later than the Saturday prior to the Semifinals & Finals.
 - The default date for Round 2 will be the Saturday prior to the Semifinals & Finals.
- The default time for weekday games will be Wednesday at 5 pm; weekend games will be on Saturday at 1 pm.
 - If multiple contests take place at a single site, weekday game times will be 4 pm and 7 pm; weekend game times will be 1 pm and 4 pm for two games, and 1 pm, 4 pm and 7 pm for three games.
 - The visiting team with the furthest to travel will have a choice of game time.
- Teams have a 15-minute warm-up for each game unless both teams' coaches agree to a shorter duration.
- Beginning with the 2022-23 school year, when two classifications of schools play their Semifinals, Consolation, and Championship games at the same site, the smaller classification will play the later game times during the school years ending with an even number and the larger classification will play the later game times during the school years ending with an odd number.

GAME BALL

The [Baden Perfection Thermo ST7](#) shall be the Official Game Ball used during the Semifinals and Finals.

GENERAL REGULATIONS

ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

STATE TOURNAMENT TICKETS

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

PASSES

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**
Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.
- **School Media**
School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.
- **Schools Billed for Pass Gate Entry**
Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.
- **College Coaches**
Passes shall not be issued to college coaches for scouting purposes.

ALL-TOURNAMENT TEAMS

- The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team.
- If one is selected, it is announced and publicized by an outside group.

INSURANCE

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

GAMES COMMITTEES

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

Games Committee Duties:

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
 - The Tournament Manager or designee;
 - The Head Official;
 - A Coach, Athletic Director, or School Administrator;And MAY include:
 - The Official Scorekeeper, OR
 - Another member of the event staff

PROTESTS

In all WIAA State Tournaments, the following process will be conducted for protests:

Protest Process:

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
 - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
 - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.

- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
 - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.
 - The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
 - If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

INCLEMENT WEATHER

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.
- Thunder & lightning:
 - When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

The following practices shall be observed:

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

Procedures to follow if contests are rescheduled:

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted, requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

TEAM CEREMONIES

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

SUPERVISORY PERSONNEL

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
 - Report to the Tournament Manager upon arrival.
 - Wear a WIAA-issued ‘Supervisor’ pass for easy identification.
 - Monitor fan behavior as outlined in the [WIAA’s Fan Expectation Guidelines](#).
 - Assist the facility security staff or Tournament Management staff when necessary.

FAN/SPECTATOR EXPECTATIONS

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers

and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

PEP BAND EXPECTATIONS

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

CHEERLEADER EXPECTATIONS

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

TEAM ARRANGEMENTS

- **Lodging:**
 - Participating teams are responsible for their own lodging.
 - Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
 - Teams must be supervised by school personnel while in their assigned locker room.
 - Participants are responsible for leaving locker rooms in undamaged condition.
 - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
 - Teams are encouraged to supply their own physician/trainer.
 - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
 - The roster limits for each of the State events are listed in the respective sport-specific regulations.
 - Only those participants included on the roster can be in uniform.
 - Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
 - Participant admission/asses is non-transferable.

STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:

- Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
- Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
 - Send the entire team to the center of the field/court/competition area to receive their award,
 - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
 - Remain on the field/floor until after the award has been presented to the winning team,
 - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
 - Remain on their own side of the floor or field until after the award has been presented to the other team,
 - Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
 - Demonstrate respect for the opposing team.