



ADMINISTRATIVE INFORMATION

Additional information is available on the OSAA website, www.osaa.org/soccer/

1. **EMERGENCY PLAN:** In the event of an emergency, natural disaster, fire, war, etc. that forces postponement or cancellation of an OSAA State Championship event, information will be posted to the home page of the OSAA website (osaa.org) and distributed to statewide media outlets. A recorded message will also be accessible by calling the OSAA office at 503.682.6722, x0.
2. **EVENT MANAGEMENT INFORMATION:** www.osaa.org/soccer/2009/scemi.pdf
Download this packet, which includes necessary information for any school hosting a state championship match, including general information, Event Management Checklist, Reserve and General Admission ticket information, Event Management & Ticket Report, Event Signage, an OSAA PA script for your announcer, etc.
3. **ADMISSION:**
 - a. **General Admission Tickets (available on-site):**

First Round – Quarterfinals	Adults – \$6	Students – \$4
Semifinals	Adults – \$7	Students – \$5
Finals	Adults – \$8	Students – \$5
 - b. **Online Ticket Orders:** www.osaa.org/tickets/
Pre-order General Admission tickets for the Soccer State Championships. Tickets are available online until 10am, November 19. All orders will be placed at the event Will Call window and available for pick-up beginning November 21.
 - c. **Finals Site:**
 - 1) Gates open at 9:30am. Soccer field is located on the north side of the school. Gates located on the East and West sides of the facility.
 - 2) Will Call window located at the West Ticket Booth.
 - 3) VISA / MasterCard sales accepted only at the West Ticket Booth.
 - d. **Member School Discount Tickets:** Tickets are good for all games, first round through final site. Each school may purchase up to six discount tickets for \$18 each.
 - e. **Complimentary Tickets:** Each school that participates in a state championship match will receive the following complimentary tickets: Superintendent, 2; Principal, 2; Athletic Director, 2.
 - 1) The host school is to provide these tickets for all matches prior to the finals site.
 - 2) The OSAA office will provide these tickets at the finals site. Schools may pick up their tickets at the coaches' meeting or we will place them at the "Will Call" window in the name of the school. Photo ID and a signature will be required to pick up tickets at "Will Call." No additional passes will be available at the championship site. Coaches may gain admission with their OSAA Gold Card and photo ID.
 - f. **Bus Drivers:** Schools are responsible for all bus driver admissions. The OSAA does not provide passes for bus drivers.
 - g. **Passes:** ONLY the OSAA Gold Card, OSAA VIP, Media passes, Soccer Discount and Soccer Media passes which will admit the bearer only with photo ID, are to be honored at any OSAA State Championship event. No school, athletic district, officials association, etc., passes are to be accepted.
4. **EXPENSES:** www.osaa.org/forms/ReimbursementFormula.pdf
Team expenses will be paid by check at the conclusion of the fall sports season according to the 2009-10 Reimbursement Formula.

5. **LODGING AND VISITOR INFORMATION**: Schools are to make their own arrangements for lodging.
- a. **Headquarter Hotel – Courtyard Portland Hillsboro**: www.marriott.com/pdxhs
The Courtyard Portland Hillsboro is the OSAA Headquarter Hotel for 6A, 5A Soccer at Liberty High School. Contact Tabi Christensen at 503.268.4413 to receive the discounted team rate. Remember to mention that you are an OSAA member school.
 - b. **Visitor Information**: www.visitwashingtoncountyoregon.com
Visit the Washington County Visitors Association online or call them at 503.644.5555 for more information about dining, shopping, lodging, and more while in Washington County.
6. **STATE CHAMPIONSHIPS – PEP BAND EXPECTATIONS** (*OSAA Handbook, Executive Board Policies*): Complimentary admissions will be given for band members in uniform to the contest in which their school is playing. The purpose of performances by pep bands at athletic events is to entertain, promote school spirit and support cheerleaders in providing positive crowd participation activities. All members of the band are expected to exhibit the highest standards of good sportsmanship. If two pep bands are playing at an athletic contest, the groups shall alternate performances and split the halftime. The directors of the two groups shall meet prior to the contest to confirm how the time will be shared for that particular event. Additional information regarding halftime entertainment can be found in the OSAA Handbook, Executive Board Policies, State Championships – Support Group Policies.
7. **CHEERLEADING – SQUAD SIZE LIMITATIONS**: Complimentary admissions will be given to 6A, 5A – 16; 4A, 3A, 2A, 1A – 12 varsity cheerleading members (plus one advisor) in attendance during the session in which their school is playing. Cheerleaders are to enter the facility at the main entrance. Schools may buy tickets for additional cheerleaders but may not place more than the maximum number cited above on the sidelines at any one time. Squad size for routines performed prior to the contest, during time outs and for halftime entertainment may exceed the maximum limit so long as the additional members return to the stands when the contest resumes.
8. **SPECTATOR CONDUCT AT OSAA SANCTIONED EVENTS**: (*OSAA Handbook, Executive Board Policies*)
“In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials “...shall take all reasonable measures to ensure that the school’s students and supporters maintain a sportsmanlike attitude toward all events...” the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided: (Revised Fall 2008)
- a. All cheers, comments and actions shall be in direct support of one’s team. No cheers, comments or actions shall be directed at one’s opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor. (Revised Fall 2008)
 - b. Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. Spectators are required to wear shirts.
 - c. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
 - d. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially / culturally insensitive action. (Revised Fall 2008)
 - e. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest. (Revised Fall 2008)”
9. **STATE CHAMPIONSHIPS – VIDEOTAPING** (*OSAA Handbook, Executive Board Policies*): Any spectator may videotape State Championships from the stands, providing they do not obstruct the view of others or require extra space. Use of a tripod in the stands is prohibited for safety reasons. When a school films its own team during a State Championship, the official school representative will be granted the privilege of filming from the press box or other designated area established by the OSAA. NOTE: Videotaping or filming is for private use only. Televising, including live or delayed broadcasts and cable, is prohibited unless a contract is signed with the OSAA.
10. **STATE CHAMPIONSHIPS – RADIO, TELEVISION AND INTERNET BROADCASTS** (*OSAA Handbook, Executive Board Policies*): The OSAA owns the rights to and coordinates any radio, television and/or Internet broadcasts for state championship events, first round through championship final. Media outlets that wish to broadcast any state championship event must contact the OSAA for permission and/or to negotiate a rights fee well in advance of the event. The OSAA shall contact the host school athletic director if a media outlet has been granted permission to broadcast an early round event. If the OSAA has not contacted the host school athletic director to confirm that permission has been granted, the broadcast shall not be allowed. It shall be the

responsibility of the media outlet to make all necessary arrangements with the host school athletic director and to pay for any phone line charges or installation fees for any early round event. The OSAA will coordinate arrangements with media outlets at all final sites. (Revised Fall 2007)

COACH / TEAM INFORMATION

Additional information is available on the OSAA website, www.osaa.org/soccer/

GENERAL INFORMATION

1. **STATE CHAMPIONSHIPS – TEAM SIZE** (*OSAA Handbook, Executive Board Policies*): “The following limitations shall apply to replacement players and maximum team sizes for team sport State Championship events, first round through championship final.

Penalties for excessive team size: Suiting up or playing too many players shall be considered a gross act of unsportsmanlike conduct punishable by fines, forfeiture and / or other penalties as determined by the OSAA Executive Board. (*Revised September 2006*)

- d. Soccer. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A – 22; All other classifications – 20. (Revised Fall 2008)”

2. **UNIFORMS**: The current National Federation rules apply.

- a. **Visiting Team**: Wear dark-colored jerseys and stockings. Has honor of calling coin toss.

- b. **Home Team**: Wear light-colored jerseys and stockings.

3. **OFFICIAL BALL ADOPTION**: The Baden Elite SX 751 is the officially adopted soccer ball of the OSAA. Due to contractual obligation the OSAA will mandate use of this ball for all state championship games, first round through final sites. It is the host school’s responsibility to provide an official Baden soccer ball for matches at home sites. Baden soccer balls will be provided at state championship final sites by the OSAA.

4. **OSAA SOCCER OVERTIME PROCEDURES** (*2009 Soccer Plan*):

If a contest is tied at the end of regulation time, the following procedure shall be used to determine the winner:

The referee shall instruct both teams to return to their respective team boxes. There will be five minutes during which both teams may confer with their coaches, and the head referee shall instruct both teams as to the proper procedure.

- a. There shall be two full 10-minute overtime periods – not sudden victory:

- 1) A coin toss shall be held as in Rule 5-2-2(e)(2).
- 2) There shall be a two-minute break in-between overtime periods.

- b. If the score still remains tied, all coaches, officials and team captains shall assemble at midfield to review the procedure as outlined below:

- 1) The head referee shall choose the goal at which all of the penalty kicks shall be taken.
- 2) Each coach shall select any five players, including the goalkeeper; on or off the field (except those who may have been disqualified) to take the penalty kicks.
- 3) A coin toss shall be conducted. The team winning the toss shall have the choice of kicking first or second.
- 4) Teams will alternate kickers. There is no follow-up kick.
- 5) The defending team may change the goalkeeper prior to each penalty kick.
- 6) Following five kicks for each team, the team scoring the greatest number of goals on these kicks shall be declared the winner.
- 7) 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 tiebreaker system.

- c. If the score remains tied after each team has had five penalty kicks:

- 1) Each coach shall select five players other than the first five who already have kicked to take the penalty kicks 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.

- 2) If the score remains tied, continue the sudden victory penalty kicks with the coach selecting any five players to take the next set of alternating penalty kicks. If a tie remains, repeat 3a and 3b until there is a winner.
- d. NFHS tournament progression rules shall apply in the event a player is cautioned during the penalty tiebreaker.
- e. During the taking of penalty kicks, all eligible players from both teams (not including any player disqualified from the game) and their coaches, other than the goalkeeper from each team who is defending the opponents' kicks, shall be in the center circle of the field.
- f. If a team has fewer than 10 players available to participate in the tiebreaker, all available players for that team shall take kicks, as required, until all players have done so. If it is necessary for players to take a second kick (or more,) they may do so in any order. The FIFA "reduce to equate" principle does not apply in NFHS tiebreakers.

FIRST ROUND THROUGH SEMIFINALS

1. **GAME TIMES:** Please notify stevev@osaa.org immediately when a game time has been determined so we can assign officials. Game times are by mutual agreement of both schools participating. If schools cannot mutually agree, the OSAA will make the final decision.
2. **PRACTICE:** Practice time will not be available for state championship games.
3. **OFFICIALS:** One referee and two line judges will be assigned and paid by OSAA through the commissioner. A fourth official will be assigned starting with the quarterfinals. Officials have been instructed to contact the host school AD to reconfirm game times and locations prior to the day of the contest. **The host AD should contact Mike Wallmark, 503.682.6722, ext. 226, if there has been no contact from the officials by the morning of the contest.** See OSAA Handbook, [Executive Board Policy, Officials – Host School Responsibilities](#) for additional information.
4. **FIELD SET-UP:** Both teams' benches should be placed on the same side of the field. Rain shelters, if available, shall be provided for both teams or neither team.
5. **STADIUM CLOCK:** A stadium clock is not required, but if it is used, it shall be the official time for the contest. If the stadium clock is used, a buzzer or horn must be provided to indicate when time has expired. If your stadium clock does not include a working buzzer or horn, the clock operator should use an air horn to indicate when time has expired.
6. **BALL HOLDERS:** Host schools shall provide at least two ball holders.

CHAMPIONSHIP SITE INFORMATION – FALCON FIELD, LIBERTY HIGH SCHOOL

1. **CHAMPIONSHIP GAME SCHEDULE:** Gates will open at 9:30am

5A Boys 10:30am	6A Boys 3:30pm
5A Girls 1pm	6A Girls 6pm

NOTE: Game order may be adjusted due to team travel considerations.
2. **PRACTICE:** Practice times will not be available at the state championship site prior to the contest day.
3. **WARM-UPS:**
 - a. 5A boys teams may warm up on Falcon Field starting at 9:30am
 - b. Teams playing next may warm up in the artificial turf field east of Falcon Field starting at halftime of the prior contest. Access to main stadium will be available immediately following the awards presentation for the previous contest. A minimum of 10 minutes warm-up will be allowed on the main stadium playing surface.

NOTE: Teams playing in the next scheduled championship are asked to keep all players off the field until the awards ceremonies have concluded. Teams are asked to clear the benches and field immediately following the awards ceremony so the teams in the next contest may begin to warm up.
4. **TEAM BENCH ASSIGNMENTS:**
 - a. **Home Team** – West bench.
 - b. **Visiting Team** – East bench.
5. **TEAM AND ROOTER BUSES:** Enter at west entrance and at unload area at northwest corner of school. **Note:** OSAA does not provide passes for bus drivers.

6. **PROGRAMS:** One program will be provided free of charge to the head coach of each team. Additional programs will be available for purchase at the OSAA Merchandise Booth near the covered grandstand for \$5.
7. **BALL HOLDERS:** OSAA will provide six ball holders for each game.
8. **DOCTOR / ATHLETIC TRAINER:** On call at each site. Teams must provide their own first aid supplies.
9. **DRESSING ROOM PROCEDURES:** Teams may utilize the dressing rooms only after the start of the second half of the previous game. Men and women's locker rooms are located in the main building.
10. **VALUABLES:** Each team will be responsible for their own valuables.
11. **TOWELS:** Towels will not be available or issued at the championship site.
12. **COOLERS:** The OSAA will provide a Gleukos cooler for use by each bench during the State Championship finals. The coolers will contain water and ice. Teams may put other drinks (sports drinks, etc.) in the coolers provided by the OSAA. No other coolers will be allowed on the sidelines.
13. **SPECTATOR SEATING:** Spectator seating will be allowed on both sides of the field. Signs will be posted.
 - a. **Home Team** Rooting Sections – West ends of the covered stands.
 - b. **Visiting Team** Rooting Sections – East ends of the covered stands.
 - c. **Handicapped Seating:** Wheelchair access from both gate areas. Elevator in grandstand tunnel for additional access to handicapped seating.
14. **SPECTATOR PARKING:** Park in all school lots. Handicapped Parking – if you are coming from NW Cornelius Pass Road –
 - a. There are four handicapped parking slots in the east parking lot (first entrance).
 - b. There are three handicapped parking slots in the south parking lot (second entrance).
 - c. There are six handicapped parking slots in the west parking lot (third entrance).
15. **PRESS BOX:** Press box will be open for PA announcer and media only.
16. **AWARDS:** Team trophies and medals will be presented immediately following each championship game at Liberty High School.
 - a. **Trophies:** Trophies will be presented to the champion and second place teams in each classification. A trophy will also be sent to each semifinal team.
 - b. **Medals:** Twenty-three medals will be presented to both the champion and second place teams in 5A; 25 for 6A teams.
 - c. **Qwest Player of the Game:** One player from each team in each classification's championship final match will be recognized as that team's Qwest Player of the Game. The winners will be announced over the PA and on the OSAA Radio Network broadcast at the conclusion of each classification's championship final match. A certificate and commemorative gift from Qwest will be mailed to the student's athletic director shortly after the event.
17. **STATE CHAMPIONSHIP RESULTS:** Results, including statistics, will be posted to the Soccer page of the OSAA website following each final at Liberty High School on November 21. Please direct your fans and local media to go there for results.

Please direct your questions or comments regarding officials, schedule, coaches, or other pertinent information, as it relates to the championship, to Mike Wallmark, 503.682.6722, x226, or mikew@osaa.org.

SOUVENIR INFORMATION

Additional information is available on the OSAA website, www.osaa.org/souvenirs/

1. **SPORTS U MERCHANDISE:** www.osaastore.com
 - a. **Playoff T-Shirts:** Commemorate your team's season with a shirt that includes the name and logo of every school in the playoffs (separate design for each classification). This championship t-shirt will be available exclusively online shortly after the playoff teams are known. Make this trip to the postseason memorable with your very own playoff t-shirt!
 - b. **Finals Site:** Sports U will be on-site at Liberty High School with a wide variety of Soccer State Championship souvenir merchandise. Stop by the merchandise booth to purchase t-shirts, sweatshirts, letterman patches, lapel pins, hats and much more. Items not sold at the event will be available for purchase online after the state championships while supplies last.

- c. **Official Letterman Patches:** Get your official OSAA Soccer State Championship letterman patch on-site at Liberty High School or by ordering online. Forget to get one last year? You can order an official letterman patch for any year in any OSAA activity by ordering online.
 - d. **Sports U Contact Information:** Sports U is the official merchandise vendor of the OSAA. For more information, contact Sports U at 888.221.2051 or via email at erics@sportsu-store.com.
2. **NORTHWEST SPORTS PHOTOGRAPHY (NSP):** www.4nsp.com
- a. **Action and Awards Photos:** NSP will shoot action photos during all games at Liberty High School. Awards photos will be taken during each trophy presentation on Saturday. All action and award photos will be available online for purchase by Monday evening following the event.
 - b. **Team Photos:** NSP will have a photographer available to shoot team photos on Saturday at Liberty High School. All team photos will be available online for purchase by Monday evening following the event.
 - c. **NSP Contact Information:** NSP is the official photographer of the OSAA. For more information, contact NSP at 800.446.5758 or via email at customerservice@4nsp.com.
3. **OSAA RADIO NETWORK:** www.osaa.org/media/radionetwork/
- a. **Broadcasts:** The OSAA Radio Network, sponsored by Pacific Office Automation, will broadcast the Soccer State Championships at Liberty High School LIVE via the Internet. Tune in to the action beginning at 10:25am.
 - b. **Archived Broadcasts:** Each OSAA Radio Network broadcast will be archived on the OSAA website so you can listen anytime. Archived links will be posted 48 hours following the LIVE broadcast.
 - c. **CD Copies:** Own a piece of state championship history with a CD copy of each OSAA Radio Network broadcast of the Soccer State Championships. The cost is \$15 per game and includes shipping. Order online or by calling 503.682.6722.
4. **OSAA CHAMPIONSHIP PROGRAMS:** www.osaa.org/souvenirs/programs.asp
- Official Soccer State Championship programs will be available at the OSAA merchandise booth at Liberty High School for \$5. This year's program includes state championship brackets, a full page roster and picture plus season results for each participating team, historical state championship records and an 11"x17" color map of all OSAA member schools. Forget to get yours at the event? Order online or by calling 503.682.6722.
5. **MINI REPLICA TROPHIES:** www.osaa.org/souvenirs/minitrophy.asp
- The OSAA is proud to be able to offer mini replicas of the trophies presented at the OSAA State Championships. Mini replica trophies are 8" tall x 10" wide x 5" deep and make a great gift for coaches, students, parents, etc. Mini replicas can be produced for teams and individuals for any year in any OSAA activity. Each mini replica trophy is \$45 and that includes a personalized nameplate, shipping & handling. Order online or by calling 503.682.6722.
6. **JOSTENS CHAMPION RINGS:** www.osaa.org/souvenirs/jostens.asp
- Both team and individual champions can now celebrate their hard work, dedication and success with an Official Champion Ring from Jostens. Champion rings come in eight stone colors with a metal choice of either White Lustrium or Yellow Sunscast. Customize the sides of your ring with your name, number, school or mascot. The OSAA logo and activity panel depicting your championship will decorate the sides of your Champion Ring. You may also order a Champion Ring from previous years. Contact your Jostens representative or call 800.839.7125 to order.



CLOCK OPERATOR INSTRUCTIONS

The home school may use a “visible timing device,” also known as the stadium clock, to keep the time in soccer. The clock operator is the official timer. The clock operator should note the following information:

- High school soccer games have two halves of 40 minutes each. Halftime is 10 minutes. The clock should be set to count down. Many schools will run the clock during warm-ups before the game, counting down to either kickoff or the introduction of the teams and anthem. The pre-game count down is strictly at the discretion of the home school, however.
- If overtime is to be played in case of a tie, there is five minutes allowed between the end of regulation and the start of overtime. Overtime is two 10-minute periods, with two minutes between overtime periods. Once overtime begins, the entire 20 minutes will be played, i.e. there is no “sudden death,” “golden goal,” or “silver goal.”
- The clock starts when the ball is first kicked, not when the referee whistles for the start. The clock is stopped for goals, yellow or red cards, penalty kicks, injuries and any other time that the referees signal for the clock to be stopped.
- The referee should signal for the time to be stopped with a whistle and crossing his/her wrists over their head. Therefore, any time you hear the referee blow the whistle, you should look at the referee to see if they are also signaling to stop the time. Sometimes, referees forget to do this. If you see that a goal has clearly been scored, the referee is giving a yellow or red card, the referee is signaling for a penalty kick or that play has been stopped for an injury, please stop the clock. Restart the clock when the ball is kicked or thrown back into play.
- It is very important that you stop and start the clock at the correct times. The time you keep is the official time for the contest. The referee is also running a back up watch. If the referee feels that the clock was not stopped or started properly, he or she may ask you to reset the clock. In the event of a power failure, get the correct time from the referee after power is restored, during a stoppage in play.
- If you have a public address system available, the clock operator or announcer should use the public address system to count down the last 10 seconds of each half.
- Most clocks have a horn, buzzer or siren that sounds at zero. If yours does not, you should use an air horn to indicate zero at the end of the verbal countdown.

6A, 5A Soccer State Championships
Liberty HS
21945 NW Wagon Way
Hillsboro, OR 97124



NW Jacobson Road

NW Cornelius Pass Road

WEST GATE
Ticket Sales
Credit Card Sales
Will Call Window

West Athletic Field

Falcon Field

East Athletic Field

Grandstand

Team Entrance

EAST GATE
Ticket Sales

Main Gym

Commons Area

West Parking Lot
Handicapped Parking available

East Parking Lot
Handicapped Parking available

South East Parking Lot
Handicapped Parking Available

NW Wagon Way

NW Croeni Road

