



**Championship  
Information  
Packet**

## 2018 Girls Soccer Championship Information Packet

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### Contact Information

#### *Girls Soccer Committee*

State Coordinator	Joe Vasile-Cozzo	<a href="mailto:vasilecozzo@ehschools.org">vasilecozzo@ehschools.org</a>	631-774-5052
Asst. State Coordinator	John Westbrook	<a href="mailto:john.westbrook2@verizon.net">john.westbrook2@verizon.net</a>	
Tournament Director	Machell Phelps	<a href="mailto:machellphelps@yahoo.com">machellphelps@yahoo.com</a>	607-756-1864 (o) 607-423-1394 ©
Section I	Frank Mazzuca	<a href="mailto:fmazzuca@nufsd.lhric.org">fmazzuca@nufsd.lhric.org</a>	
Section 2	Tom Husser	<a href="mailto:tomhusser@yahoo.com">tomhusser@yahoo.com</a>	
Section III	Peter Lautensack	<a href="mailto:Peter.t.lautensack@me.com">Peter.t.lautensack@me.com</a>	
Section IV	Bill Stepanovsky	<a href="mailto:bstepano@uek12.org">bstepano@uek12.org</a>	
Section V	Jeff Wheaton	<a href="mailto:jwheaton@youngwomenscollegeprep.org">jwheaton@youngwomenscollegeprep.org</a>	
Section VI	Chris Durr	<a href="mailto:willeastcoach@gmail.com">willeastcoach@gmail.com</a>	
Section VII	Tim Mulligan	<a href="mailto:tmulligan@plattscsd.org">tmulligan@plattscsd.org</a>	
Section VIII	Mike Bongino	<a href="mailto:mbongino@csh.k12.ny.us">mbongino@csh.k12.ny.us</a>	
Section IX	Diane Wanser	<a href="mailto:Wand9@hvc.rr.com">Wand9@hvc.rr.com</a>	
Section X	Rose Bronchetti	<a href="mailto:rbronchetti@twcny.rr.com">rbronchetti@twcny.rr.com</a>	
Section XI	Joe Vasile-Cozzo	<a href="mailto:vasilecozzo@ehschools.org">vasilecozzo@ehschools.org</a>	

#### *NYSPHSAA Staff*

Executive Director	Robert Zayas	<a href="mailto:rzayas@nysphsaa.org">rzayas@nysphsaa.org</a>
Assistant Director	Todd Nelson	<a href="mailto:tnelson@nysphsaa.org">tnelson@nysphsaa.org</a>
Assistant Director	Joe Altieri	<a href="mailto:altieri@nysphsaa.org">altieri@nysphsaa.org</a>
Assistant Director	Kristen Jadin	<a href="mailto:kjadin@nysphsaa.org">kjadin@nysphsaa.org</a>
Director of Sales & Marketing	Chris Joyce	<a href="mailto:cjoyce@nysphsaa.org">cjoyce@nysphsaa.org</a>
Director of Communications	Chris Watson	<a href="mailto:cwatson@nysphsaa.org">cwatson@nysphsaa.org</a>
Director of Finance	Lisa Hand	<a href="mailto:larnold@nysphsaa.org">larnold@nysphsaa.org</a>
Administrative Assistant	Sandy Schanck	<a href="mailto:sschanck@nysphsaa.org">sschanck@nysphsaa.org</a>
Distribution Coordinator	Jill Gregorius	<a href="mailto:jgregorius@nysphsaa.org">jgregorius@nysphsaa.org</a>

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### Welcome Letter

Welcome to the New York State Public High School Athletic Association Girls Soccer Championships at SUNY Cortland. The teams that have reached this level of play represent some of the finest student athletes in their schools and in our sport.

There is nothing like playing for your school team, wearing your school colors and representing your community. Many of you have put in hours of hard work. You have committed yourselves to being the best athletes and best teammates so that you have this opportunity to win a State Championship. The journey started in August practicing (2 –a- days), on a hot field somewhere across the state. It will end this weekend playing in colder weather here in beautiful Cortland New York. Play your hearts out this weekend, leave it all on the field and know that you should be proud of your accomplishments no matter the outcome. Congratulations on a great season.

I would also like to thank the members of the Girls Soccer Committee who have volunteered their time to represent their Sections, their work help make our game the best it can be for the athletes.

Lastly, we appreciate the efforts of our host; Section 3. Together working with Homer High School, Cortland High School and SUNY Cortland they share some of the finest facilities in the state to make our tournament a wonderful event.

Congratulations again and good luck. Cheer Loud, Cheer Proud.

Keep on Kicking.

Joe Vasile-Cozzo  
NYSPHSAA Girls Soccer State Coordinator

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### Participating Team Checklist

**At least one representative from each participating team must report to Tournament Headquarters at the Country Inn and Suites between 1pm and 3 pm on Friday, November 9.**

#### 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
- NYSPHSAA 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

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### Tournament Information

#### *Championship Dates*

Semifinals Saturday, November 10, 2018

Finals Sunday, November 11, 2018

#### *Championship Sites*

Semifinals

Class AA & A Tompkins Community College, 170 North Street, Dryden, NY 13053

Class B & C Cortland High School, 8 Valley View Drive, Cortland, NY 13045

Class D Homer High School, 80 South West Street, Homer, NY 13077

Finals

ALL CLASSES SUNY Cortland, 17 Lankler Drive, Cortland, NY 13045

#### *Alternative Finals Sites (only used if necessary):*

Class AA Tompkins Community College

Class A Cortland High School

Class B Cortland High School

Class C Cortland High School

Class D Tompkins Community College

#### *Admission & Ticket Sales*

Admission is \$10 cash at the gate (CASH ONLY). Tickets are general admission. Bus drivers with proper ID will be admitted to regionals, semifinals and finals free of charge. There are no discounts for senior citizens or students. Children age 5 and under are free. Only NYSPHSAA passes will be honored at the championship site. No Section Lifetime, Service or other passes will be accepted. Regional ticket prices are determined by the host section.

#### *Advanced Sale*

\$8 online (plus service fee) at [www.gofan.co/nysphsaa](http://www.gofan.co/nysphsaa)

#### *CP Sportswear – Official NYSPHSAA Merchandiser*

CP Sportswear, NYSPHSAA Official Merchandiser, will be selling T-shirts, championship programs, and other products at the throughout the tournament. Use the following link to access Championship merchandise: <http://shop.cpsportswearonline.com/default.asp>

#### *Submitting Team Roster/Photo*

Section coordinators/schools/coaches must follow the roster submission procedure to ensure their roster appears in the program. This should have been completed at the beginning of the season. However, if not, it needs to be complete at the completion of Section Finals.

Rosters should only be submitted via MaxPreps website. Instructions are below:

1. After you sign into <http://www.maxpreps.com/> with your email and password, hover over text in the upper right-hand corner that says “hi, Your First Name” to access your admin account.

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IMPORTANT: you can contact MaxPreps at 800-329-7324x1 or email [support@maxpreps.com](mailto: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: a. You may "Copy Roster From Last Year" b. To add individual athletes, select "+Athlete" c. You may also email your roster to [rosters@maxpreps.com](mailto:rosters@maxpreps.com) and MaxPreps team will load them in three to five business days.
4. To load your team photo, go back to your team admin homepage by clicking "HOME" in the horizontal menu bar.
  - a. Then click on "Photo" in the "Mascot & Team Photo" section in the lower right-hand section of the admin homepage.
  - b. From there simply click "Choose File" and select the file from your computer, then click "Submit" and you are done!

In addition, for detailed questions about MaxPreps partnership with NYSPHSAA you may contact MaxPreps New York Representative Eric Frantz at 937-554-0477 or [efrantz@maxpreps.com](mailto:efrantz@maxpreps.com). FOR INQUIRIES WITH THE NYSPHSAA OFFICE, CONTACT Chris Watson at [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org).

**\*\*\*The photo/roster from MaxPreps are used in the Championship program. If the photo/roster are not entered into MaxPreps by Tuesday, October 30 please email directly to Todd Nelson at [tnelson@nysphsaa.org](mailto:tnelson@nysphsaa.org) \*\*\***

**Teams are required to submit FIFTEEN (15) copies of player rosters with numbers at the On-Site Registration, Friday, November 9.**

### *School Gate Lists/ID Badges*

ID badges will be provided for participants, coaches and support staff. Twenty-five participants and seven team personnel (coaches, statisticians, managers, etc.) will comprise the traveling squad and will be admitted to the tournament site. Bus drivers are provided entrance free to the facility with proper ID.

Each championship team is required to submit a School Gate List (attached) to the NYSPHSAA office two days prior to the championship event. Athletic Directors and school administrators should be listed on the School Gate List. Keep in mind, this list ONLY provides entry into the facility. It does NOT provide field access.

Athletic Directors should submit the School Gate List to Kristen Jadin at the NYSPHSAA office by **Thursday, November 8.** Individuals listed on the School Gate List must check in at a ticket sales gate for admittance to the tournament.

### *Awards*

For NYSPHSAA championships, finalist and semifinalist plaques will be awarded to teams in all five classifications, plus individual medals to members of the champion and finalist teams. Only 25 individual awards are authorized for each team. Each state champion team will also receive 25 champion T-shirts. If you have more than 25 athletes, a blank award will be handed out and will be collected at the conclusion of all photo opportunities. You may order additional awards & t-shirts with a form from the NYSPHSAA office.



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### Sportsmanship Award

One student-athlete from each team during the semifinals will be selected to receive a Sportsmanship Award and receive a T-shirt. The student-athletes selected have consistently shown positive sportsmanship traits throughout the entire season. The promotion of sportsmanship is a priority for the New York State Public High School Athletic Association. Student-athletes, coaches and fans are encouraged to give your best and be a great sport!

### *Pre-Tournament Registration*

All participating teams **MUST** submit the Pre-Tournament Registration Form by NOON on Monday, **November 5**. This form needs to be **emailed to Machell Phelps at [machellphelps@yahoo.com](mailto:machellphelps@yahoo.com)**. Requests for Housing, Practice Times, Banquet Seating, etc. are included on Pre-Tournament Registration form attached. **Teams cannot and will not be registered for the Tournament until this process is completed.** The designated school contact person will receive a confirmation email from Machell Phelps; all pertinent travel information will be included.

### *On-Site Team Registration*

One representative from each school will be required to report to Tournament Headquarters at the Country Inn & Suites between 1 pm and 3pm on **Friday, November 9**. 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, Email: [vasilecozzo@ehschools.org](mailto:vasilecozzo@ehschools.org) in advance). **The DEADLINE to make alternative arrangements is Tuesday, November 6.**

### *Team Hotel*

All lodging arrangements will be made through Machell Phelps on the Pre-Tournament Registration form (attached). **Reservations will be made for team personnel ONLY.** Schools will be limited to ten rooms (quads).

### *Team Supervision*

We urge all players to conduct themselves in a sportsmanlike manner consistent with the principles of NYSPHSAA athletic participation. Each individual spending the night in a tournament hotel shall be responsible for any vandalism done to the room, including theft. Coaches are specifically responsible for the conduct of their respective teams during all phases of the Tournament, including all nonplaying time as well as travel to and from the tournaments.

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.**

### *Hotel Accommodations for Fans/Parents*



NYSPHSAA is proud to announce a partnership with the Holiday Inn Hotels of Upstate New York as the Official Hotel Partners of the NYSPHSAA Championships. Tell your fans, families, and friends to contact the Holiday Inn location for their tournament accommodations.

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*Please note that your team may have room blocks arranged at different hotels for this event.*

Holiday Inn Express Cortland  
4.5 Locust Ave.  
Cortland, NY 13045  
(607) 299-0099

### *Championship Banquet*

This year's banquet will be held at the Corey Union, SUNY Cortland. The banquet will start at 6pm (SHARP) on Friday, **November 9** and will cost \$20 per person.

Schools planning on attending need to provide a count and method and 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".

***Each team is asked to prepare a short skit that describes their team, hometown, and their journey to the final four. In the past, skits have included comedy, dance routines, and songs. This will take place after dinner and is the highlight of the evening.***

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

### *Transportation*

Transportation expenses at the rate of \$1.35 per mile, per grid chart, for competing NYSPHSAA member schools will be paid by NYSPHSAA upon submission of a State Voucher by the participating Section Treasurer, directly to NYSPHSAA, 8 Airport Park Boulevard, Latham, New York 12110, Attn: Assistant Director.

- Regionals: All on-site expenses will be paid by the treasurer of the host section. All profit or loss at this level will be the responsibility of the competing sections.
- Semifinals and finals: All on-site expenses will be paid by NYSPHSAA after submission of approved vouchers. Travel vouchers are available at nysphsaa.org.

### *Practice*

Practice sites have been made available for brief practice sessions on Friday afternoon, **November 9**, between Noon and 4pm. 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.

### *Coaches' Meeting*

There will be a coaches' meeting during the banquet on Friday, November 9 in Corey Union, SUNY Cortland.

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### *Team Uniform (Home/Visitor)*

For all **SEMIFINAL** 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 **DARK 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.**

### *Ball People*

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.

### *Water at the Game*

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

### *Footwear*

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

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### Championship Format

#### *Semifinal Game Schedule*

**Saturday, November 10, 2018**

<u>Class</u>	<u>Field</u>	<u>Time</u>
AA -	TOMPKINS COMMUNITY COLLEGE	10:00 AM
AA -	TOMPKINS COMMUNITY COLLEGE	12:30 PM
A -	TOMPKINS COMMUNITY COLLEGE	3:00 PM
A -	TOMPKINS COMMUNITY COLLEGE	5:30 PM
B -	CORTLAND HIGH SCHOOL	10:00 AM
B -	CORTLAND HIGH SCHOOL	12:30 PM
C -	CORTLAND HIGH SCHOOL	3:00 PM
C -	CORTLAND HIGH SCHOOL	5:30 PM
D -	HOMER HIGH SCHOOL	10:00 AM
D -	HOMER HIGH SCHOOL	12:30 PM

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

***HOME TEAM IS ALWAYS AT THE BOTTOM 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.

#### *Finals Schedule*

**Sunday, November 11, 2018**

<u>Class</u>	<u>Field</u>	<u>Time</u>
AA -	SUNY CORTLAND WHITE	1:15 PM
A -	SUNY CORTLAND RED	12:30 PM
B -	SUNY CORTLAND RED	10:00 AM
C -	SUNY CORTLAND RED	3:00 PM
D -	SUNY CORTLAND WHITE	10:30 AM

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

***HOME TEAM IS ALWAYS AT THE BOTTOM ON THE BRACKET.***

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### *Game Protocol*

#### Semifinal Game Protocol

For the first game of the day: teams may take the bench area 35 minutes prior to the game. They may take the playing field with 30 minutes remaining on the clock.

For the remaining games:

At the beginning of the Awards Presentation of the previous game 35 minutes will be put on the scoreboard. (Note: The Awards Presentation must be completed within the time frame noted below.)

30:00 on the clock – teams scheduled to play the next game may take the bench area and the field.

10:00 on the clock – game officials will call the captains and coaches to the middle of the field.

5:00 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 Game Protocol

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 35 minutes remaining on the clock.

For the remaining games:

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

30:00 on the clock – teams scheduled to play the next game may take the field.

10:00 on the clock – game officials will call the captains and coaches to the middle of the field.

5:00 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.

### *Post-Game Security Procedures*

With 10 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.

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### Post-Game Awards (Semifinals)

At the conclusion of the Semifinal 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 Semifinal Plaque. The Head Coach and Captains will be called up to receive the Plaque and game ball for their school trophy case. The NYSPHSAA Sportsmanship Award will be presented.

### 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 and Champion T-shirts; **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 their Championship Plaque.** Pictures and interviews will take place at this time. The runner up may leave the field.

### *Athletic Trainer*

An athletic trainer will be on the site to deal with emergencies and injuries. They are not responsible for any pre-game taping.

### *Cheerleaders*

Some schools may wish to bring cheerleaders to the tournament. Below is 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 by **November 5** 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.

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).

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- a mount is defined as a person held by a base.
- support is defined as touching for the purpose of design, but not balance.

### Press

Chris Watson, NYSPHSAA Director of Communications, will accept media credential requests at the tournament. The Director of Communications must be satisfied that the request for a credential is made by a bona fide member of the working press (daily/weekly newspaper, broadcast/community television station, and/or broadcast radio station). Bona fide members of the working press must contact Chris ([cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)) prior to **Thursday, November 8 at NOON** to assure a credential(s) will be available for them and that seating arrangements can be provided. ALL MEDIA REQUESTS will be reviewed prior to the tournament. 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.

Any requests for radio coverage of the state quarterfinals, semifinals or championship game must be handled through the NYSPHSAA office one week prior to the contest. For radio contracts, visit [nysphsaa.org](http://nysphsaa.org) and click on Media to download a tournament contract. Print and complete the contract and then fax (518-690-0775) or email to Chris Watson, Director of Communications, at [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org). He will approve all radio requests and forward an approved contract back to you with site information. The radio broadcasting fee is \$250 per contest for semifinals and finals. A radio broadcasting agreement must be completed for EACH game. For any questions, contact Chris at 518-690-0771.

### Broadcasting/Streaming

The NFHS Network has exclusive rights to stream NYSPHSAA Regional and Championship events. No other streamed broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.

Spectrum (Charter Communications) has exclusive rights to “televise” NYSPHSAA Regional and Championship events. No other televised broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.

Schools who wish to have a school photographer or videographer attend a NYSPHSAA Regional or Championships, must contact Chris Watson, NYSPHSAA Director of Communications. Videotaping, for instructional purposes only, by the two schools playing in each contest will be permitted with approval by the NYSPHSAA office. Such permission must be obtained at least three days prior to the contest.

### Crowd Control

Please be sure to have an administrator in charge of your spectators to prevent any problems. PLEASE HAVE THIS PERSON IDENTIFY THEMSELVES TO THEIR SECTION COORDINATOR prior to the game. Additional security will be provided at the Championship site. Remember NO spectators are allowed on the playing field at any time.

### Protests and Appeals

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.

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“...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

### 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 official’s group from within their section.

The Section Coordinator must notify **Joe Vasile-Cozzo** by **October 20**. 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 Coordinator** 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. 9 at 7pm at the Country Inn & Suites.***

There will be 40 assignments for SATURDAY (Semifinals) and 20 on **SUNDAY** (Finals). Game assignments for Saturday (Semifinals) 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 (*if space allows*).
5. Any questions should be addressed to **German Lesmes (Officials’ Rep)** at 716-785-7087 or email: [leser@stny.rr.com](mailto:leser@stny.rr.com)



## 2018 Girls Soccer Championship Information Packet

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 8pm to 11pm. The location of this meeting will be announced at the banquet site.

### *Officials Hotel*

Officials are required to contact Machell Phelps ([machellphelps@yahoo.com](mailto:machellphelps@yahoo.com)) for lodging. It is recommended that by **November 1** officials make arrangements with Machell. Officials should share rooms.

### *Overtime Procedure*

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*.

### *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.

### *Player Suspension*

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.*

### *Weather Policy*

Refer to the NYSPHSAA Thunder & Lightning policy for guidelines.



## NYSPHSAA Championship School Gate List

*This list is for **TEAM SPORTS** during the **State Semifinals & Finals ONLY**.  
For information regarding Regional events, contact the **HOST Section**.*

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

Championship Event: \_\_\_\_\_

Championship Date: \_\_\_\_\_

Championship 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 team personnel allotted for each school. These individuals will receive credentials to gain access to the facility. If your school chooses to list more than the maximum number allowed, NYSPHSAA will bill the school for the difference. Please keep in mind, credentials and awards will be provided **only** for the maximum number allowed.

# of Student-Athletes: \_\_\_\_\_ # of Team Personnel: \_\_\_\_\_

This list below is designated for school administration and appropriate school personnel. The list is limited to a maximum of 8 individuals and is **exclusive** of the participating student-athletes and team personnel. This list **ONLY** provides entrance into the facility. It **DOES NOT** provide field/floor access. If your school wishes to have more than 8, NYSPHSAA will bill the school for the additional individuals. **Team photographers and videographers should contact Chris Watson ([cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)) for a media credential PRIOR TO THE EVENT. They do NOT need to be listed below. This list should be faxed to the NYSPHSAA office (518-690-0775) or sent via email to Kristen Jadin at [kjadin@nysphsaa.org](mailto:kjadin@nysphsaa.org) two days prior** to the championship event. Please type or print names and titles below.

*For staff only:*

<u>Name</u>	<u>Title</u>		Day 1	Day 2	Day 3
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

NYSPHSAA Staff Approval: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

# Championship Tournament Registration Form

*This side of form filled out by Tournament Registrar.*

School:	
Section:	
Class:	

Hotel Assignment:	
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**Contact Information:**

Athletic Director:	
Athletic Director/ School Phone & Fax	
Contact # while at Tournament	
Athletic Director/ e-mail address:	

**Opponents Information:**

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

**Tournament/Banquet Information:**

Supervisor Name at Tournament	
Supervisor Cell #	
Required Security Name (1)	
Required Security Name (2)	
Athletic Trainer Name & Contact Information:	
Total Number to be Housed:	
_____ Females _____ Males	___ Players ___ Adults (ie: Coach, Trainer) ___ Bus Driver
Method of hotel Payment:	
Housing required on Saturday (if team loses)	
Attending Banquet:	Yes      No
Number Attending Method of Payment	

**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](mailto:machellphelps@yahoo.com)

## Section Coordinator Checklist

Identify and notify Joe Vasile-Cozzo of official(s) for tournament by October 20 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 SEMIFINAL CONTEST. This contains information they must bring to the Regional Contest.

- Email results of your SECTIONAL FINALS to Joe Vasile-Cozzo [vasilecozzo@ehschools.org](mailto:vasilecozzo@ehschools.org) AND Chris Watson, [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)
- Email results of your REGIONAL GAMES to Joe Vasile-Cozzo & Chris Watson, [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)
- Notify Joe Vasile-Cozzo of qualifying teams for the semifinals ASAP via email to Joe Vasile-Cozzo & Todd Nelson, [tnelson@nysphsaa.org](mailto:tnelson@nysphsaa.org)
- Notify Machell Phelps of your lodging needs (Reservation form attached)
- Remind participating schools to scan/email the Pre-Tournament Registration Form to Machel Phelps at [machellphelps@yahoo.com](mailto:machellphelps@yahoo.com) by NOON on November 5.

\*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: [vasilecozzo@ehschools.org](mailto:vasilecozzo@ehschools.org)

### State Committee Assignment Meeting:

Date: Friday, November 9, 2018

Time: Noon

Site: Country Inn & Suites

### State Committee /Team Registration

Date: Friday, November 9, 2018

Time: 3:30pm

Site: Country Inn & Suites

### State Game Officials Meeting

Date: Friday, November 9, 2018

Time: 8pm

Site: Country Inn & Suites

## 2018 Girls Soccer Championship Information Packet

### *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
3. arrangements.
4. 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/NYSPPHSAA 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/NYSPPHSAA Office will send a copy of the order to the host Section's Treasurer and Chairperson.

### *Section Coordinator Communication*

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

## Reporting Results

### *Regional Results*

**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 email immediately after they happen:

- [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org) - All NYSPHSAA sports information will be posted at [www.nysphsaa.org](http://www.nysphsaa.org) .
- For questions on reporting or on championship programs, contact NYSPHSAA Todd Nelson [tnelson@nysphsaa.org](mailto:tnelson@nysphsaa.org) or Chris Watson [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)

### *State Tournament Results*

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](mailto:tnelson@nysphsaa.org)
- Chris Watson, [cwatson@nysphsaa.org](mailto:cwatson@nysphsaa.org)
- Joseph Vasile-Cozzo, [vasilecozzo@ehschools.org](mailto:vasilecozzo@ehschools.org)

Note: all NYSPHSAA sports information will be hosted at [www.nysphsaa.org](http://www.nysphsaa.org)

## 2018 Girls Soccer Championship Information Packet

### *Section Coordinator Hotel Information*

State Committee members are required to contact Machell Phelps ([machellphelps@yahoo.com](mailto:machellphelps@yahoo.com)) for lodging. It is recommended that by **November 1** State Committee members make arrangements with Machell. Committee members are encouraged to share rooms.

## Coordinator/Official Room Request Form

2018 NYSPHSAA Girls Soccer Championships

**DUE DATE: October 29, 2018**

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): \_\_\_\_\_

Email 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 (Please note that depending upon room availability this may not be an option.)

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 at [machellphelps@yahoo.com](mailto:machellphelps@yahoo.com)