

# TEAM NOTICE

THE PAPERWORK  
CONTAINED IN THESE  
INSTRUCTIONS

MUST

BE COMPLETED AND  
TURNED IN WHEN  
YOUR TEAM CHECKS  
IN AT THE  
CHAMPIONSHIP SITE



## 2014 GHSA SOCCER CHAMPIONSHIPS

### Team Instructions

Please read the “General Instructions” very carefully. Each year we have problems arise because the coaches/team representatives did not follow the instructions. Pay particular attention to the State Tournament bracket regarding the issue of which uniform your team should be wearing each game.

Enclosed you have the following forms:

- **OFFICIAL TEAM TRAVEL FORM** – Please fill out this form out completely and turn it in at the “Team Entry Gate” at the arena. You are allowed to list (24) names on this form.
- **EXCESS TEAM ENTRY FORM** – You are required to list names on this form of individuals who are “team essential personnel” to your team operations over the limit of the (24) names on the TEAM TRAVEL FORM. (trainers, doctors, managers, etc.)
- **FIELD PASSES** – Each team will be allowed a total of (6) FIELD PASSES. The passes are to be worn in clear view by the non-playing essential members of the team who will be allowed in the bench area (coaches, managers, trainers, etc.). These passes may be picked up when the team arrives at the arena. **ONLY team members and individuals with official “field passes” will be allowed to be on the field.**
- **GAME ADMINISTRATOR/RESOURCE OFFICERS** – Each school is responsible to have a School Administrator and Resource Office on site during the game. Please provide the name and cell # of those individuals on the enclosed form and submit it at the “Team Entry Gate” upon arrival at the venue. These individuals will receive a “Game Credential” for their respective game.
- **BRACKET/JERSEYS** – The team listed with the “H” on the respective bracket will be the “Home Team” and shall wear white jerseys and socks. The “Visiting Team” shall wear dark jerseys.
- **GAME SITE** – Contact your respective “Site Contact” immediately to confirm game details and site logistics information.
- **BALL RUNNERS** – Each participating school is required to provide two (2) “ball runners”. They will receive a “Field Pass” that must be visible during the contest. Game balls will be provided by the GHSA.
- **TEAM WARM-UP** – Each team in the subsequent game will have the ability to warm-up on an auxiliary field, or area, near the stadium, and a minimum (30) minute warm-up in the stadium prior to the start of the game.
- **SCHOOL/MASCOT LOGO** – If you are playing at Kennesaw State send a jpeg of your logo to if playing at Kennesaw send it to [cbryan42@kennesaw.edu](mailto:cbryan42@kennesaw.edu) .
- **PHOTOGRAPHERS** – The only photographers allowed on the field are those official photographers with a “field credential”. They shall remain outside the restraining lines, and are NOT allowed on the team bench sideline.
- **AWARDS** – Team and individuals awards will be presented in a ceremony following the conclusion of each game. For additional championship items contact the following: T-Shirts (TEAM IP 407-406-3249) – Caps (Pro Sports 770-943-9692) – Medals (Tanya Anderson, GHSA 706-647-7473 ex. 29).

# GAME ADMINISTRATORS SCHOOL RESOURCE OFFICERS

Please list the individual(s), and their cell phone #'s, which will be at your schools GHSA State Tournament contest.

## ADMINISTRATORS

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

## RESOURCE OFFICERS

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

The head coach is responsible for turning in this form to the "Game Manager" upon arrival at the venue. Game Administrators and Resource Officers will receive field credentials when they check in at the "Team Entry Gate".

# OFFICIAL TEAM TRAVEL FORM

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

Each team is allowed (24) names on the "Team Travel Form", consisting of players, managers, trainers, statisticians, etc. Coaches are admitted on their GHSA Coaches Pass. Teams wishing to admit more than the (24) names on this form must list the names of those individuals on the "Excess Team Entry Form" at the team entry gate.

NAME	FUNCTION (player, manager, etc.)
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____
16 _____	_____
17 _____	_____
18 _____	_____
19 _____	_____
20 _____	_____
21 _____	_____
22 _____	_____
23 _____	_____
24 _____	_____

COACH: \_\_\_\_\_ DATE: \_\_\_\_\_

**The head coach is responsible for turning this form in at the "Team Entry Gate" upon arrival at the venue.**

# EXCESS SCHOOL ENTRY FORM

Teams wishing to admit more than the (24) names on the "Team Travel Form", must list the names of those "team essential" individuals on this "Excess Team Entry Form" at the team entry gate.

NAME	SCHOOL & FUNCTION
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____
16 _____	_____
17 _____	_____
18 _____	_____
19 _____	_____
20 _____	_____
COACH: _____	DATE: _____

The head coach is responsible for turning in this form prior to the "Game Manager" upon arrival at the venue.



## **SITE CONTACT INFORMATION**

### **KENNESAW STATE UNIVERSITY**

KSU Site Representative – Ms. Kristin Lettiere

Cell – 770-794-7788

Email – [klettier@kennesaw.edu](mailto:klettier@kennesaw.edu)

GHSA Site Representative – Mr. Michael Tolmich

Cell – 770-833-2337

Email – [michael\\_tolmich@gwinnett.k12.ga.us](mailto:michael_tolmich@gwinnett.k12.ga.us)

GHSA Officials Representative – Ms. Katie Dowis

Cell – 770-655-2805

Email – [bkdowis@att.net](mailto:bkdowis@att.net)

### **Game Times/Match-Ups**

Friday, May 16 – 5:00 PM (AAAAA GIRLS)

Friday, May 16 – 7:30 PM (AAAAA BOYS)

Saturday, May 17 – 12:00 PM (AAAA GIRLS)

Saturday, May 17 – 2:30 PM (AAAA BOYS)

Saturday, May 17 – 5:00 PM (AAAAAA GIRLS)

Saturday, May 17 – 7:30 PM (AAAAAA BOYS)

### **EMORY UNIVERSITY**

EU Site Representative – Megan Ahrens

Cell – 404-273-9919

Email – [mahrens@emory.edu](mailto:mahrens@emory.edu)

GHSA Site Representative – Mr. Andy Cowart

478-457-7195

Email - [andy.cowart@windstream.net](mailto:andy.cowart@windstream.net)

GHSA Officials Representative – Ms. Kay Argo

Cell – 770-329-2838

Email – [kay\\_argo@att.net](mailto:kay_argo@att.net)

### **Game Times/Match-Ups**

Friday, May 16 – 5:00 PM (AA Girls)

Friday, May 16 – 7:30 PM (AA Boys)

Saturday, May 17 – 12:00 PM (A Girls)

Saturday, May 17 – 2:30 PM (A Boys)

Saturday, May 17 – 5:00 PM (AAA Girls)

Saturday, May 17 – 7:30 PM (AAA Boys)



## GAME PROTOCOL

1. Following the awards ceremony, and prior to each game, the game clock will be set at 35-minutes. At that time teams may take the field for pre-game warm-ups.
2. When the game clock reaches the 7-minute mark both teams will clear the field and go to their respective bench area. The referee conference and coin toss will take place at this time.
3. At the 5-minute mark the team and officiating crew P/A introductions will take place, along with the GHSA Sportsmanship Statement.
4. When the clock reaches zero (0:00). The kick-off will take place to start the game.
5. The National Anthem will be played following the introductions for the 5:00 PM game each night. Teams will remain on the field during the National Anthem.
6. Immediately following the conclusion of each game an award's ceremony will take place in which both teams shall participate. The runner-up team will be presented with the team trophy and individual medals, followed by the championship team and individual awards.
7. Spectators are NOT allowed on the playing field at any time.
8. Only credentialed photographers will be allowed on the field, and shall remain behind the restraining lines outside the field of play, and not on the team bench sideline.