



OSAA / U.S. Bank / Les Schwab Tires
2008 SOCCER STATE CHAMPIONSHIPS
EVENT MANAGEMENT INFORMATION



This 13-page .pdf is being sent to all schools that could potentially host a state championship game. Please keep this information in case you host more than one state championship game this fall.

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

PRE-EVENT

1. **EVENT MANAGEMENT CHECKLIST:** This communication is vital to a successful contest and should take place as soon as the teams are finalized. Each host school should send a completed Event Management Checklist and a diagram of the seating plan to potential opponents.
2. **GAME TIMES:** Refer to brackets for locations and home team designation. Game times are by mutual agreement of both schools participating. If schools cannot mutually agree, the OSAA will make the final decision. Please email stevev@osaa.org with the time and site of your game so we can assign officials.
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. See OSAA Handbook, [Executive Board Policy, Officials – Host School Responsibilities](#) for additional information.
4. **OSAA BANNER:** The OSAA along with our title sponsors, U.S. Bank and Les Schwab Tires, purchased and distributed a 3' x 10' banner to all member schools in recent years. The banner recognizes your school as a member of the OSAA. We encourage you to display this banner prominently when you are hosting a state championship event. Thank you in advance for your cooperation.
5. **PRACTICE:** Practice time will not be available for state championship games.
6. **PA SCRIPT:** Please ensure that your announcer has a copy of the attached PA script and reads these announcements during each state championship game. The script includes information to be announced in the case of a need for overtime or penalty kicks.
7. **PROGRAMS:** The host school has the right to produce a roster sheet / game program through the semifinals. These may be handed out or sold by the host school. The OSAA will produce and sell programs at the state championship finals.
8. **TICKET BOOTH SIGNS:** There are five signs attached, Ticket Prices (1st Round – Quarterfinals AND Semifinals), Pass Gate, Online Tickets, and Spectator Conduct. Please ensure that these signs are posted at your gates prior to each state championship game.
9. **ADMISSION:**
 - a. **Reserved Seating:**
 - 1) Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6.
 - 2) If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.
 - b. **General Admission Tickets (available on-site):**

First Round – Quarterfinals	Adults – \$6	Students – \$4
Semifinals	Adults – \$7	Students – \$5
Finals	Adults – \$8	Students – \$5
 - c. **Complimentary Tickets:** Each school that participates in a state championship game will receive the following Complimentary Tickets: Superintendent, 2; Principal, 2; Athletic Director, 2. The **host school** is to provide these tickets for all games prior to the finals.
 - d. **Passes:** ONLY the OSAA Gold Card, OSAA VIP pass, OSAA Media pass, Soccer Media pass, and Soccer Discount Ticket, 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. See the Pass Gate sign in this information.

10. **OFFICIAL BALL ADOPTION:** The Baden Elite SX 751/651 are the officially adopted soccer balls of the OSAA. Due to contractual obligation the OSAA will mandate use of these balls 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.
11. **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.
12. **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. For additional information, see "Clock Operator Instructions" in this packet.
13. **BALL HOLDERS:** Host schools shall provide at least two ball holders.
14. **STATE CHAMPIONSHIPS – RADIO, TELEVISION, & 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)"

POST-EVENT

1. **REPORT FINAL SCORE:** Email stevev@osaa.org or call 503.682.6722, ext. 232, and report the final score IMMEDIATELY following your game. Be sure to say which classification, sport, and gender you are reporting. Results will be posted each evening to www.osaa.org/soccer/.
2. **EVENT MANAGEMENT EXPENSES:** **Within one week** after completion of each game the host school shall forward the following to the OSAA office:
 - a. **Event Management & Ticket Report** – Please use this form to record ticket sales, and game management expenses such as PA announcer, scoreboard operator, ticket-takers, sellers, and supervision. Programs and game films are not reimbursable expenses.
 - b. **Important Reminders** –
 - 1) Expenses are **not** to be withheld from ticket sales.
 - 2) Use only one report form per game.
 - 3) Receipts must be attached.
 - 4) OSAA will pay officials through the commissioner.

Congratulations on your success so far this season and good luck in your remaining games!

If you have any questions please contact Kristie at our office, 503.682.6722, ext. 222, or kristiep@osaa.org.



OSAA / U.S. BANK / LES SCHWAB TIRES
STATE CHAMPIONSHIPS
Event Management Checklist



Each school hosting a state championship contest must complete this form and send a copy to the guest school. It is necessary to contact the guest school in order to confirm some of the information needed. Communication is vital to a successful contest and should take place as soon as the teams are finalized. In addition, some of the information may not apply to your school's facilities. If you have any questions, please call the OSAA office, 503.682.6722.

1. _____ vs. _____
2. Location of game _____ Date _____ Time _____
3. Names of Principals: Host _____ Visitor _____
4. Names of Athletic Directors: Host _____ Visitor _____
5. Names of Head Coaches: Host _____ Visitor _____
6. Others:
 - Host _____ Visitor _____
 - Host _____ Visitor _____
7. Contact persons in charge of event:
 - Host _____ Phone _____
 - Visitor _____ Phone _____
8. Seating plan sent to visiting school? Yes No Seating capacity _____
9. Number of tickets available to visiting school _____
10. General Admission Ticket Prices: Adults: \$6 Students: \$4

OSAA Reserved Seating Policy: Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.

11. Time ticket gates will open _____
12. Dressing room location _____
13. Location of visiting team bench _____
14. Color of uniforms: Host _____ Visitor _____
15. School colors: Host _____ Visitor _____
16. Was program information sent to host school? Yes No
17. Introduction of Players? Yes No If yes, time _____
18. National anthem to be played by _____ Time _____
19. Host school band present? Yes No
20. Visiting school band present? Yes No
21. Halftime entertainment provided by host school? Yes No Length of performance _____
22. Halftime entertainment provided by visiting school? Yes No Length of performance _____
23. Concession(s) available? Yes No
24. Athletic Trainer, EMT or Doctor present or on call? Yes No
25. Parking location(s) for team and spectator buses _____
26. Cultural and socio-economic issues discussed?
27. Other items of concern: Security Announcer Publicity of the game
 Field / Facility markings & equipment Notify OSAA and media of scores



Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 fax: 503.682.0960 www.osaa.org



SPORTSMANSHIP GUIDELINES FOR HOSTING AN ATHLETIC EVENT

When hosting an athletic event the home team should:

- Provide an environment that is free of safety hazards. Provide appropriate number of supervisory personnel for the activity.
- Develop a plan of action to address inappropriate behavior at interscholastic contests. This procedure should be discussed and explained to all involved.
- Make contact with the visiting school's administrator and / or coaching staff.
- Meet and accompany visiting schools and officials to their locker rooms.
- Assure that visiting team and officials' locker rooms are secure.
- Escort officials and visiting team from playing area to their locker rooms at the completion of the contest.
- Provide the same services that are available to the home team to the visiting team, such as an athletic trainer, filming area, access to the press box, whiteboards, etc.
- Provide beverages and food to officials prior to, during and after contests whenever possible.
- Allow only positive cheers that boost their own team / spirit without antagonizing the opponents or the officials.
- Establish a designated area for cheerleaders to stand that causes the least distraction to players.
- Provide students and fans from the visiting school adequate seating and cheering areas. During playoff or rivalry contests, the student sections shall be specifically marked and separated (such as by ropes, pennants, or other barrier) from the general spectator seating areas. In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other or directly behind the bench of the opposing team.
- Monitor the music played by bands, performance groups or over the PA system to assure that it is appropriate and is played at the proper time during the athletic contest.
- Have the public address announcer read a prepared citizenship / sportsmanship message prior to each contest.
- Assure that the announcer acts in a professional manner absent of emotional favoritism and editorial comment.
- Remain at the site upon completion of contest to assure that all needs and concerns are met.
- An administrator from each participating school, the host site administrator and representative of the game officials shall make contact prior to game time to reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest.

INDOOR CONTESTS

- At least one empty row must serve as a buffer between the floor and the student sections.
- The student sections for competing teams shall not be directly behind either goal or directly behind the bench of the opposing team.
- At no time should cheerleaders be stationed directly underneath the goal.



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.



OSAA / U.S. Bank / Les Schwab Tires

EVENT MANAGEMENT & TICKET REPORT

To receive OSAA reimbursement, this form must be completed. Use only one form per game report. Please submit within one week of contest.



_____ vs. _____ Class: _____ Date of game: _____

Reimbursement for Expenses

Do Not Deduct From Gate Receipts

Sport: _____ Boys Girls (Check one)

- _____ Ticket takers @ \$20.00 per game = \$ _____
_____ Ticket sellers @ \$20.00 per game = \$ _____
_____ Announcer @ \$20.00 per game = \$ _____
_____ Clock @ \$20.00 per game = \$ _____
_____ Score Book @ \$20.00 per game = \$ _____
_____ Supervision @ \$20.00 per game = \$ _____
Other with prior approval: _____ = \$ _____
Other with prior approval: _____ = \$ _____
\$ _____

Approval must be granted by the OSAA for any expense that is beyond your normal expenses to host a league game. These might include, but would not be limited to, field rental, additional security or police, portable bleacher rental, portable restrooms. Receipts must be attached.

TICKET SALES - The OSAA auditor has requested a record of beginning and ending ticket numbers.

SCHOOLS WILL BE HELD RESPONSIBLE FOR TICKETS SOLD AND CASH RECEIVED.

Table with columns: Event, Event, No., x, Price, TOTAL \$
Begin # - Ending # = Sold
Student
Adult
Reserved

*TOTAL \$ _____ *Please attach check.

Send to: Oregon School Activities Association 25200 SW Parkway Avenue, Suite 1 Wilsonville, OR 97070

School: _____

Address: _____

MAKE ADDITIONAL COPIES AS NEEDED

Principal / AD Signature: _____



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- 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.

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SOCCER

STATE CHAMPIONSHIPS
1st Round - Quarterfinals

TICKET PRICES

ADULT: \$6 STUDENT: \$4*
(HS and younger)

RESERVED (IF AVAILABLE): _____

**Student is defined as any child that occupies a seat up to a senior in high school.*

Passes accepted with photo ID:

OSAA "Gold Card" OSAA VIP Pass OSAA Media Pass
OSAA Soccer Media Pass OSAA Soccer Discount Ticket

No school, athletic district, officials association, etc., passes.

2007 OSAA / U.S. BANK / LES SCHWAB TIRES

SOCCER STATE CHAMPIONSHIPS SEMIFINAL

TICKET PRICES

ADULT: \$7 STUDENT: \$5*
(HS and younger)

RESERVED (IF AVAILABLE): _____

**Student is defined as any child that occupies a seat up to a senior in high school.*

Passes accepted with photo ID:

OSAA "Gold Card" OSAA VIP Pass OSAA Media Pass
OSAA Soccer Media Pass OSAA Soccer Discount Ticket

No school, athletic district, officials association, etc., passes.

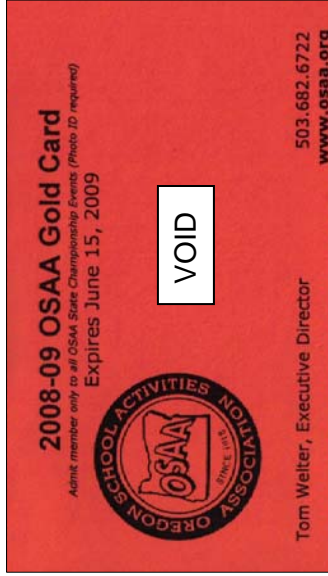
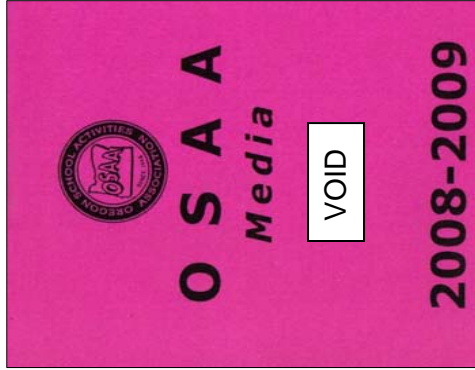
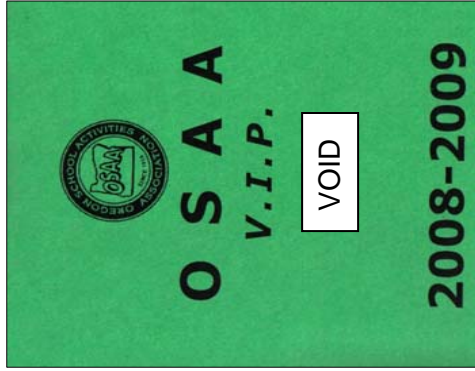


Soccer State Championships

PASS GATE



Passes accepted with photo ID:



No school, athletic district, officials association, etc., passes.

SPECTATOR CONDUCT

- 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.
- 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.
- Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- 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.
- Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

OSAA Handbook, Executive Board Policy, Spectator Conduct at OSAA Sanctioned Events

Be LOUD! Be PROUD! Be POSITIVE!

**OSAA / U.S. Bank / Les Schwab Tires Soccer State Championships
Public Address Script**

Good afternoon/evening ladies and gentlemen and welcome to today's/tonight's OSAA Soccer State Championship playoff match sponsored by U.S. Bank and Les Schwab Tires. The Oregon School Activities Association is proud to partner with the participating schools in presenting this match between the visiting _____ and your _____!

Good sportsmanship is a vital component of high school athletics. The OSAA and our student-athletes recognize that judgment calls – either by coaches, officials or the players themselves – are made in good faith and should be respected. We encourage you to support your team in a positive manner while pursuing victory with honor. Sportsmanship is all about respecting the game, each other and yourselves. Please enjoy the game by supporting these student-athletes.

INTRODUCTIONS

Now let's meet the starting lineups for this state championship playoff match.

Visiting team and coaches, then Home team and coaches

OFFICIALS

The officials for this game are: Referee: _____

Asst. Referee: _____

Asst. Referee: _____

NATIONAL ANTHEM

Ladies and Gentlemen we now ask that you please stand and remove your hats as we honor America with the playing our National Anthem.

OSAA SPONSOR ANNOUNCEMENTS

Sponsor announcements are for use during breaks in the action and can be read more than once.

1. Osaa.org is the online home of the OSAA Soccer State Championships. The official website of the OSAA has updated results and brackets, plus links to purchase tickets and souvenir merchandise. You can also find year-by-year results from past soccer state championships and links to media coverage throughout the state. Be sure to visit osaa.org.
2. U.S. Bank is dedicated to helping students build a strong financial future. They offer an entire package of products and services designed just for students. Visit your local U.S. Bank to learn more about their banking products. U.S. Bank, proud sponsor of the OSAA State Championships.
3. Les Schwab Tire Centers and the OSAA would like to thank you for attending today's event, and for supporting our young people. Pride in performance; its up to all of us to set a positive example.
4. Visit osaastore.com to purchase official Soccer State Championship t-shirts, sweatshirts, letterman patches, lapel pins, and hats from Sports U, official merchandiser of the OSAA. Order your official OSAA merchandise today at osaastore.com.
5. High school athletics emphasize positive values. These participants have worked hard to create a sense of teamwork, respect, responsibility and perspective. The OSAA and the participating schools remind you to set a good example and treat everyone with respect.
6. The Dairy Farmers of Oregon are proud to join OSAA in its recognition of outstanding performance by Oregon student athletes, both on the field and in the classroom. The Academic All-State program recognizes teams for earning the highest cumulative Team Grade Point Average in each OSAA-sanctioned activity. Visit

osaa.org to see where your team finished in the standings and thanks to Oregon's Dairy Farmers for sponsoring this outstanding student recognition program.

7. The Oregonian, the Northwest's largest daily circulation newspaper, is proud to sponsor The Oregonian Cup. This prestigious award is presented to the school in each classification with the best all-around performance in academics, activities, athletics and sportsmanship throughout the entire school year. Look for Fall standings in The Oregonian and at osaa.org on mid-December.
8. The OSAA Foundation was started in 2005 by the OSAA and its member schools. Through contributions, we're able to enhance the future of high school activities through education and involvement. To find out how you can make your very own tax-deductable donation visit osaafoundation.org.
9. Listen LIVE when the OSAA Radio Network broadcasts all of the final games of the 2008 OSAA Soccer State Championships. Hear all the action on osaa.org. The broadcasts are brought to you by Pacific Office Automation, where they've been supporting their local communities for more than 30 years. Learn more at pacificoffice.com.
10. OSAA and Sports U have teamed up to help commemorate your teams season with a shirt that includes the name and logo of every school in the playoffs. These classification specific, championship t-shirts will be available exclusively online at osaastore.com shortly after the playoff teams are announced. Make this trip to the playoffs a memorable one with your very own playoff shirt by Sports U.
11. The OSAA and its member schools are working together to promote good sportsmanship by students, coaches and spectators. We encourage you to positively support these teams and to remember what high school activities are all about – participation, teamwork, effort and sacrifice.
12. U.S. Bank is proud to celebrate its 24th year of sponsoring the OSAA State Championships and salutes the spirit of teamwork and achievement throughout the communities it serves. U.S. Bank, home of the five star service guarantee. How many stars does your bank have?
13. Commitment is essential to achieving goals in life. Les Schwab Tire Centers and the OSAA are committed to helping provide opportunity for today's youth to reach their goals both in the classroom, and through school activities.
14. Baden is the official soccer ball of the Oregon School Activities Association proving once again that the best choose Baden. Play with the ball that is revolutionizing the game. Baden – a passion for a better game. Visit them online at badensports.com. (pronounced Bah-den)

END OF GAME ANNOUNCEMENT

Special thanks to OSAA title sponsors U.S. Bank and Les Schwab Tires. Please visit osaa.org for updated Soccer State Championship brackets, locations and game times. The OSAA thanks you for your support of high school activities and encourages you to drive home safely.

OVERTIME AND PENALTY KICK SCRIPT

READ IN CASE OF A TIE AT THE END OF REGULATION

We will now have a five minute break as the teams prepare for overtime. Overtime will consist of two 10-minute periods. This is not a sudden victory or golden goal situation; both 10-minute periods will be played regardless of any scoring. There will be a two-minute break between periods. If the score is still tied at the end of the second overtime, the team that advances will then be determined by kicks from the penalty mark.

READ IN CASE OF A TIE AT THE END OF OVERTIME

Officials, coaches and team captains will now gather at midfield to prepare for kicks from the penalty mark. The team that wins the coin toss can choose to kick first or second. Teams will alternate with each team getting five kicks. Following the five kicks, the team with more goals will advance to the next round of the state championships. If the score remains tied after the first five kicks, the kicks will continue in a sudden victory situation. At this point, if one team scores and the other does not, the game will end.