

WIAA // GESA CREDIT UNION

# POSTSEASON STANDARD OPERATING PROCEDURES

# FALL SOCCER

## NOVEMBER 21-22, 2025

1B/2B Boys & Girls - Mount Tahoma Stadium (Tacoma)

1A, 2A Girls - Federal Way Memorial Stadium (Federal Way)

3A, 4A Girls - Sparks Stadium (Puyallup)

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# COACH INFORMATION

## EVENT SCHEDULE

- **BRACKETS:** [1B/2B Boys](#) | [1B/2B Girls](#) | [1A Girls](#) | [2A Girls](#) | [3A Girls](#) | [4A Girls](#)
- **Monday, November 17** – Coaches Meeting, 7:00 pm via Zoom – [LINK](#)

## TOURNAMENT SITES & MANAGERS

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

## PRE-TOURNAMENT PRACTICES

- Schools may contact the tournament manager to request practices for Thursday, November 20.
  - All requests must be made by 12:00 noon on Wednesday, November 19.
  - Each tournament manager will determine a practice schedule and notify qualified schools.

## PRE-GAME SCHEDULE

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

## SITE DETAILS & PARKING

- **Federal Way Memorial Stadium**
  - All spectators will park northeast of the field in Federal Way High School's main parking lot.
  - Bus parking can be found at the visitor's entrance in the southwest parking lot off 308th St.
- **Mount Tahoma Stadium**
  - There is parking near the stadium, near the school, and in two large lots behind the stadium.
  - All school vehicles park in the large grassy parking area off of Verde St, just past the stadium.
- **Sparks Stadium**
  - Ticket gates are on the south side of the stadium, where the parking lots are located.
  - The actual paved stadium parking lot on the south side of Sparks can accommodate 120 cars.
  - There is curbside parking on surrounding streets or in the Puyallup Fair Red Lot.

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

## **LOCKER ROOMS**

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

## **GAME JERSEYS**

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

## **TRAINER**

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

## **PRE-MATCH OFFICIALS AND COACHES MEETING**

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

## **SEATING**

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

## **VIDEO TAPING/FILMING**

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

## **AWARDS**

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

## EVENT PHOTOGRAPHY

- NW Sports Photography will post all of the action and awards pictures online at [4nsp.com](http://4nsp.com).
- One complimentary 8"x10" picture will be given to the school. Players will be able to order additional copies.
- Schools will be assigned to take their team photo approximately 1 hour and 15 minutes prior to their Friday game.

## SPORT-SPECIFIC SOPs

### ROSTERS, PASS GATE, & SIDELINE LIMITS

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- Roster Limits:
  - 22 players
- Refer to the Pass Gate submission in FinalForms for personnel availability and limits.

### RULES & REGULATIONS

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

### SIDELINES & TEAM BENCH

Both team benches will be placed on the SAME sideline. Benches are separated by 10 yards. A fourth (4th) Registered Soccer Official is placed at a table between the benches to assist in Substitution and Bench Control.

### TIEBREAKERS

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

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

## **SITE SELECTION & ADMINISTRATION**

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

## **TOURNAMENT SCHEDULE**

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

## **GAME BALL**

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

# 2025-26 GENERAL SOPS

## ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender. Additional information can be found on the WIAA's [Tournament Berths](#) page.

## QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must conclude by the Saturday before the WIAA State Tournament begins.

## STATE TOURNAMENT TICKETS

The WIAA partners with GoFan to offer digital ticketing. Fans are encouraged to buy tickets online in advance but can also purchase digital tickets onsite. Limited paper tickets will be available at most sites on event day.

- The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.
- Visit the WIAA's [State Tournament Tickets](#) page for detailed ticket information.
- Service fees apply to all tickets.

## PASSES

Passes are provided to participating schools according to the respective Sport-Specific Guidelines.

- SUPERVISORY PASSES: Supervisory passes are provided for the school staff designated to supervise student fans.
- SCHOOL MEDIA: School photographers will receive entry and, depending on the event, may also be granted floor access for their school's contests if they are pre-registered on the Pass List in FinalForms. Spots are intended for student media but may be filled by adults if requested by the school.
- COLLEGE COACHES: Passes will not be issued to college coaches for scouting purposes.

## ALL-TOURNAMENT TEAMS

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

## INSURANCE

Leagues, WIAA Districts, and the WIAA maintain General Liability for their respective tournaments. The WIAA also provides catastrophic insurance for its postseason events. All other coverage, including accident insurance, is the responsibility of participating schools and/or individuals.

## GAMES COMMITTEE

Tournament Managers will appoint a Games Committee available onsite or by phone for all postseason qualifying and State events. Full details regarding the members and duties of the Games Committee can be found in Rule 22.0.0 of the [WIAA Handbook](#).

## PROTESTS

All WIAA State Tournaments will follow the Protest Process outlined in Rule 29.0.0 of the [WIAA Handbook](#). Please visit the [Postseason Protest Procedures](#) resource page for general and sport-specific guidelines.

## **INCLEMENT WEATHER: TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR A STATE EVENT**

Teams and individuals qualifying for State Events should have their participation rights protected, while participants must also understand these events follow specific facility, officiating, and operational restrictions. For safety reasons, uncontrollable weather may require delaying, postponing, or canceling a contest or tournament, though the goal is to accommodate teams/individuals by rescheduling. Detailed information regarding the WIAA's Inclement Weather Policy and procedures for postponement or rescheduling can be found in Rule 25.4.0 of the [WIAA Handbook](#).

### **Thunder & Lighting:**

- If thunder is heard or lightning is seen, play is suspended for at least 30 minutes and people are immediately moved to a designated safe location.
- After suspension, wait at least 30 minutes after the last thunder or lightning before resuming play. Any new thunder or lightning resets the clock to another 30 minutes.

## **TEAM CEREMONIES**

Except for postgame awards, team ceremonies before or after contests must occur in the locker room or on the sideline to avoid delaying the contest or affecting other teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age may only hold support positions at WIAA State Championships if the parent signs the Underage Worker Form on the [Tournament Registration Page](#) and assumes all risk.

## **SUPERVISORY PERSONNEL**

Participating schools must register a Supervisory Staff member on their [Pass Gate](#) with the following expectations:

- Upon arrival, Supervisor will check in with Event Staff at the Pass Gate and receive a WIAA-issued 'Supervisor' pass to be worn for easy identification during their team's contests.
- Supervisor will monitor fan and student behavior for their crowd as outlined in the WIAA's [Fan Expectations](#) and assist the facility security staff or Event Staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

- The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments about identity (race, ethnicity, gender, disability, religion) are prohibited. Tournament Managers and event staff may remove offenders. Witnesses can report incidents using the WIAA's [Discrimination & Harassment Reporting Form](#).
- Schools are encouraged to share the WIAA's [Fan Expectations](#) with their communities and students prior to attending State Events for policies regarding cheers, signs, artificial noisemakers, mascots, face painting, continuous standing, clean-up, drones and more.

## **PEP BAND EXPECTATIONS**

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

## **CHEERLEADER EXPECTATIONS**

Use only school district-approved cheers at appropriate times, direct cheers/chants only toward their school's team, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

## **TEAM ARRANGEMENTS**

- **LODGING:** Participating teams are responsible for their own lodging and must provide supervision for all school representatives at their place of lodging.
- **LOCKER ROOMS:** Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **PHYSICIANS/TRAINERS:** Teams interested in supplying their own physician/trainer must complete the [School Athletic Trainer/Physician Form](#) and return it to the Tournament Manager.
- **PARTICIPANT ADMISSION & ROSTER LIMITATIONS:**
  - Roster limits for each State Event are listed in the respective sport-specific regulations. Only those participants included on the roster can be in uniform.
  - Students not included on a team's roster/squad or school pass list must pay admission or be included on the Pass List..
  - Participant admission/access is non-transferable.

## **RETURN TO PLAY AUTHORIZATION**

Athletes removed from participation and attended to by a physician cannot re-enter competition until authorized by the physician who made the original decision.

## **STATE TOURNAMENT IDENTIFICATION AND MERCHANDISE**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

- The WIAA has licensed [Rush Team Apparel](#) to print, sell, and/or distribute WIAA-registered merchandise. Schools are encouraged to contact the [WIAA Staff](#) for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- Schools interested in producing merchandise using any of the approved phrases listed above must do one of the following:
  1. Contact the [WIAA Staff](#) to procure merchandise through [Rush Team Apparel](#), or,
  2. Remit a percentage of the gross revenue of merchandise sold to the WIAA. The percentage will be agreed upon by the school and the WIAA.
- Permission to distribute items onsite at a State Event must be approved by the WIAA Staff.

## **SPONSORSHIP/VENDOR PRESENCE**

Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors. Political displays and/or solicitation are prohibited.