



## Oregon School Activities Association

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To: Soccer Commissioners and Playoff Officials

From: Lauren Brownrigg, OSAA Assistant Executive  
Director Patrick Duffy, OSAA Soccer State Rules  
Interpreter

Subject: 2024 OSAA Playoff Procedures and Points of Emphasis

Thank you for all your extraordinary efforts this season! We are looking forward to the playoffs and hope that you are as well. As we approach the playoffs, we want to make sure that all officials are following the same procedures.

*NOTE: These same procedures and points of emphasis should be followed at all 4A "Play-In" games, with the exception of the roster limitation, and that Wilson Vivido soccer balls are not required for "Play-In" games.*

### **NFHS RULES**

National Federation of State High School Associations (NFHS) rules and signals, as modified by the Oregon adoptions, are in effect for all games. Please do not use FIFA/USSF or NCAA rules or procedures.

### **OFFICIALS UNIFORM**

All officials must be dressed alike. The crew should all wear the same length sleeves if possible but matching shirt colors is absolutely required. Be sure to take your alternate color shirts to the game site with you, since you may not know until you arrive whether one of the teams is wearing a conflicting color. 4<sup>th</sup> officials may wear their warm-ups during the game, over their referee uniform. Warm-ups must be USSF or NISOA warm-ups. ***(See attached 4<sup>th</sup> Official Responsibilities).***

### **ARRIVAL TIMES**

Officials should arrive 45 minutes before the scheduled start time. Those selected to do an OSAA State Championship Final will be informed separately of when they need to arrive. The early arrival will allow you to complete your pre-game responsibilities before player introductions, etc. Allow enough transit time to get to the game by this time, even if traffic is heavy.

### **SITE ADMINISTRATOR INTRODUCTION**

Please identify and introduce yourselves to the site administrator and the stadium clock operator at least 20 minutes before the game. Confirm with the site administrator that they will provide an escort for officials to their cars following the contest. You should, of course, follow the normal routine of inspecting the field and game balls, introducing yourselves to the coaches, obtaining rosters from the coaches and inspecting the players. Pay special attention to inspecting the balls. With cooler weather, they may be underinflated at this time of year.

### **PRE-GAME MEETING**

Be sure to conduct a pre-game meeting with your fellow officials. Communication with them is a key to the success of the officiating team! A good pre-game focuses everyone's attention on this game and conveys expectations and needs for help in various situations. A good pre-game discussion helps everyone look good and provides the best experience for participants.

### **STADIUM CLOCK**

If there is a stadium clock and clock operator available, it is official! Please verify in advance whether the clock has a horn that sounds when it hits zero. If the clock is in significant error, correct it at the next stoppage. Do not wait until later to make a correction. If the clock operator is repeatedly missing stoppages or restarts, get the site administrator to resolve the problem. If all else fails, the clock operator may be replaced, or the clock turned off.

## **OSAA OFFICIAL SOCCER BALL – WILSON NCAA/NFHS VIVIDO**

Wilson Vivido is the officially adopted ball of the OSAA. For state playoff games, referees shall use Wilson Vivido balls. If the home school does not supply Wilson Vivido balls, the referees should check with the visiting team. If neither school has Wilson Vivido balls, they should obtain suitable balls from the home team, and play the game using those balls, and note that no Wilson Vivido balls were provided by the home team in the game report. If the host team does not provide Wilson Vivido balls for the contest, that should be reported to Lauren Brownrigg by the commissioner as soon as possible.

## **PROPERLY EQUIPPED PLAYERS**

Be sure that each head coach positively verifies that their team is legally and properly equipped. “I hope so,” or “They’d better be” is not sufficient. Players must remove all jewelry, including bracelets and rings, no matter where they are found. Sweatbands, provided they are soft, are permitted. Since they may be wearing warm-ups before the game, please do a quick visual check of the players just before the game begins. Remember that tape/straps/etc. applied over the socks must match the color of the part of the sock to which it is applied. Goalkeeper socks may not be the same color as the opposing team’s field players’ socks. Please check that player shin guards are legal and work with the coaches to see that all player uniforms conform to NFHS rules.

## **ROSTER LIMITATION**

OSAA Board Policy limits teams to a “maximum in uniform: 6A - 24; all other classifications - 22” for state playoff games. Additional players in the bench area not in uniform but listed on the roster shall be in street/team travel clothes and are allowed to shag balls but are not allowed to participate in warm-ups.

## **START OF GAME**

The coin toss should be conducted prior to public address introductions. Officials will walk to the center of the field, with the game balls, at the beginning of introductions. At the completion of the introductions, national anthem, etc., the assistant referees should jog to their goal and inspect the nets. The 4<sup>th</sup> official should jog to the touchline. When the assistant referees have jogged to their place on the touchline, and they have counted the players on their half of the field, they should unfurl their flag. This will signal the referee that everything is in order.

## **TEAM AREA**

During the game, coaches, trainers, substitutes, etc. are confined to the team area. Everyone in the team area must be listed on the team roster. Anyone else is a spectator and should not be permitted close to the team area, even if it is not marked. Do not allow coaches to wander out of the team area, interfering with the assistant referee or 4<sup>th</sup> official. Players may warm up outside the team area, behind the benches. While doing so, they may not use balls. They must wear a warm-up jacket or pinnie.

## **SPORTSMANSHIP**

We appreciate everyone’s efforts during the regular season to address sportsmanship issues. This becomes even more vital in the playoffs. Be sure to collaborate with the coaches and event management to interrupt discriminatory and unsportsmanlike behaviors. This sort of behavior is not acceptable in a high school setting and must be dealt with immediately as they will not get better by itself. If spectator behavior is an issue, do not resume play until event management has dealt with the behavior. If such behavior resumes later, notify event management again and allow them to address it before resuming play. Any such incidents must be included in your game report and shared with your commissioner.

## **PHYSICAL PLAY**

Some of you are accustomed to officiating college and/or adult games where more physical play is allowed and expected. Please adjust for high school games. Far more games are ruined by referees that allow too much physical play than games where the referee calls it too tight.

## **ISSUING CARDS**

If a card is issued, you must inform both coaches of the player’s number and the reason. This does not require a lengthy explanation, e.g. “White number seven, caution, unsporting conduct.” If a coach asks, politely, what your decision was, please try to answer, politely. You are not expected to go out of your way to see the coach when they ask, but you can do so when your route on the field allows you to swing by.

Every carded player must leave the field! Cautioned players may return as soon as the next legal substitution opportunity for their team, if the coach wishes. Red carded players may not be replaced, of course, and may not return to the game. When

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determining whether a card is appropriate, do NOT consider any OSAA sanctions (suspension or fine) that the card may carry. That is not your responsibility.

Red carded players may remain on the bench. They are there under the supervision of their coach. If the red carded player becomes a further problem, you should work with the coach to change the player's behavior. If you are not successful, you may need to card the coach for the continuing misconduct of the red carded player.

### **Discriminatory Acts Witnessed/Reported**

Remember that if a discriminatory incident is witnessed or reported to an official, coach, or event management it is important to take action to interrupt the contest.

- The officials should stop the game and immediately bring both coaches together to discuss what was specifically reported. Explain to both coaches what behaviors were reported and that any such behavior will not be allowed to continue, and consequences will occur if reported again. This could include potential postponement of the game.
- Return coaches to their teams to explain what was reported and the consequences that will be applied if the behaviors continue.
- Officials immediately alert event management of what has been reported so event management can follow through with the school administrators present at the game and be prepared for further follow through with schools after the event. Officials and event management should be in communication throughout the remainder of the game regarding alleged behaviors.

### **INJURY STOPPAGE**

If a player is injured and it is apparently a minor injury, you may allow play to continue until an appropriate stoppage. However, safety comes first in high school sports. If the injury may be serious, stop play and stop the clock. Once you call on the coach/trainer to assist the injured player, they must leave the field. There is no exception for goalkeepers. If the coach/trainer does not want to come onto the field, the player still has to leave the field. If a player has blood on their body or uniform (but is otherwise uninjured), have the situation remedied at the next stoppage.

### **DRONES**

OSAA policy prohibits the use of drones over or in close proximity to game fields. If you are aware of a drone operating in the area, stop play, stop the clock and have the teams return to their benches. Work with the site administrator to have the problem resolved. Only after the drone is no longer operating in the immediate vicinity of the field should you restart the game.

### **HALFTIME**

At halftime, the officials should jog to the center of the field, with the game balls, and walk to the area where their bags are located. This is not the time to socialize with coaches, players or spectators. You are still "on duty". If you are asked by a coach for a rule interpretation, please do so in a quiet professional manner and then remove yourself from the area.

### **GAME REPORTS**

All cards given must be included in your game report. Please file your game report immediately, no later than midnight of the day of the game. Commissioners will, as usual, notify the school and OSAA of the disqualifications. Enforcement of suspensions for ejections in prior games is the responsibility of the schools and not that of the referees.

### **OVERTIME PROCEDURES**

Know the overtime and shootout procedures. Remind the coaches of the procedures before the game. It is absolutely essential that these procedures be followed to the letter. ***(See attached OSAA Overtime Procedures)***

### **END OF GAME PROCEDURES**

At the conclusion of the game, the referee and assistant referees must jog to the center circle and then exit the field as a team. DO NOT WAIT FOR THE TEAMS TO SHAKE HANDS. LEAVE. GO DIRECTLY TO YOUR CARS. Do not stop to talk with players, coaches or spectators or shag balls. NFHS rules allow referees to issue cards after the game for misconduct by players or bench personnel. Since you are leaving immediately after the game, this should not be necessary unless someone really goes out of their way to interfere with your departure. Do not respond to shouted complaints, opinions, etc. Just keep going. However, if someone who is on the roster blocks your exit or otherwise gets face to face with you, then you will have to deal appropriately with what is said or done. That may involve issuing a card. However, since you are being escorted to

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your cars by the home school representative, let them deal with it first. Cards should be your last resort and only be used if they will make the situation better. Post-game disorder should always be included in your game report, even if a card is not issued.

Please contact Lauren Brownrigg ([laurenb@osaa.org](mailto:laurenb@osaa.org)) or Patrick Duffy ([patd@amgearpdx.com](mailto:patd@amgearpdx.com)) with any questions. Thank you in advance for your hard work!

# THE ROLE OF THE FOURTH OFFICIAL

## What is expected of the Fourth Official?

### Fourth Official Responsibilities

- Stand 2 to 4 yards off the intersection of the half-line and touch line, between the benches. (DON'T sit!)
- Control the benches – This involves use of your personality to keep everyone's focus on the game, rather than the bench. Work through the coaching staff to change the behavior of other bench personnel. Have referee come over at a stoppage only when you believe a card should be issued to someone on the bench.
- Check the equipment of substitutes prior to their entry onto the field!
- Record keeping – Record ALL information regarding the match including jersey number of player(s) who scored goal(s), received cards and who entered or left the game.
- Keep accurate back-up time – even if a stadium clock is being used.
- Make every effort to have a distinct sound device available for substitutions.
- Wear complete uniform in the event you need to replace an official!
- Watch the game as if you were the referee...be prepared to take an active role in the match if necessary!
- Know where you are to go should an official go down! (Normally, Fourth should take over AR1 and continue record-keeping, bench control, etc.)
- If the referee has missed a clear act of misconduct, work with AR1 to get the referee's attention. This should only happen if the referee needs to give a card.
- Fourth Official is responsible for the game balls!
- Fourth Official may wear warm-ups, with the consent of the referee.



Oregon School Activities Association  
Soccer State Championships  
Tie-Breaking Procedures



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

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

1. There shall be two, full 10-minute overtime periods – not sudden victory:
    - A. A coin toss shall be held as in Rule 5-2-2d(3).
    - B. At the end of the first 10-minute overtime period, teams shall exchange ends of the field.
    - C. There shall be a two-minute interval between the 10-minute overtime periods.
  2. If the score still remains tied, all coaches, officials, and team captains shall assemble at midfield to review the kicks from the penalty mark procedures:
    - A. The referee shall choose the goal at which all of the kicks from the penalty mark shall be taken.
    - B. Each coach shall select any five players on their roster who have not been disqualified to take part in the kicks. Any player on the roster is eligible. Players do not have to have been on the field of play at the end of overtime, nor are they required to even have played at all during the game; players may be added to the roster at any time per Rule 3-1-3. The list of kickers is to be provided to the nearest official.
    - C. A coin toss shall be conducted. The team winning the toss shall have the choice of kicking first or second.
    - D. Teams will alternate kickers. There is no follow-up kick; the kicker can only kick the ball once. The kick is over once the ball's momentum is spent, it goes out of bounds, or it is retouched by the kicker.
    - E. The defending team may change goalkeepers prior to each kick.
    - F. Following five kicks for each team, the team scoring the greater number of goals from these kicks shall be declared the winner. If, before both teams have taken five kicks, one team has scored more goals than the other could score even if it were to complete its five kicks, no more kicks are taken.
    - G. Add one goal to the winning team's score and credit the team with a victory. An asterisk (\*) may be placed by the team advancing to indicate the advancement was the result of a tie-breaker system.
  3. If the score remains tied after each team has taken five kicks from the penalty mark:
    - A. Each coach shall select five players, different from the previous five kickers who already have taken a kick, to take kicks in a sudden-victory situation. The list of kickers is to be provided to the nearest official. Kicks continue as in the procedures in step 2 above; however, if one team scores and the other team does not within the same pair of kicks, the game is ended without more kicks being taken.
    - B. If the score still remains tied, continue the sudden-victory kicks as in 3.A with the coaches selecting any five players from their team to take the next set of alternating kicks. If a tie remains, repeat 3.A and 3.B until there is a winner.
- During the taking of kicks from the penalty mark, all eligible players from both teams (not including any player disqualified from the game) and their coaches, other than the kicker and the defending goalkeepers, shall be in and around the center circle.
  - If a team has fewer than 10 players available to participate in the tie-breaking kicks from the penalty mark, all available players for that team shall take kicks, as necessary, until all players have done so. If it is necessary for players to take a second kick or more, they may do so in any order. The IFAB "reduce to equate" principle does not apply in NFHS tie-breaking procedures.
  - Refer to the next page for misconduct procedures to be used during the taking of kicks from the penalty mark.

## MISCONDUCT PROCEDURES:

### 1. Cautioned Players

- A. One of the five players listed to take a kick is cautioned **after** they take their kick. That player is not eligible to kick again until one complete set of five kicks has been completed beyond the set of kicks in which the caution was issued. E.g.:
  - (1) Player "X" is one of the first five kickers and is cautioned after taking their kick. Player "X" is not eligible to kick again until the set beginning with the 11<sup>th</sup> kick.
  - (2) Player "Y" is one of the second set of five kickers and is cautioned after taking their kick. Player "Y" is not eligible to kick again until the set beginning with the 16<sup>th</sup> kick.
- B. One of the five players listed to take a kick is cautioned **before** they take their kick. That player is not eligible to kick until the next set of five kicks. Another eligible player not listed in that set of kicks must take the cautioned player's original turn.
- C. When a goalkeeper who is defending a kick is issued a caution before the kick is taken during any set of five kicks, they cannot defend against that kick that has yet to take place and are eligible to defend against the next kick by their opponent. If a goalkeeper is issued a caution after defending a kick that has already taken place during any set of five kicks, they are not eligible to defend a kick until after the next opponent completes their kick. A substitution is permitted for a cautioned goalkeeper.

### 2. Disqualified Players

- A. Any player, including the goalkeeper, who is disqualified may not participate any further and must leave the field of play and return to their respective team area. If their kick is not already completed, an eligible substitute is permitted.