

2026 WIAA GIRLS SOCCER TOURNAMENT PROCEDURES

OFFICIALS

A. Contracted WIAA Officials

1. Officials have been informed of the dates they will be contracted. WIAA will assign the Center Referee who will identify their two Assistant Referees (lines). Assistant Referees must be licensed WIAA soccer officials.
2. Officials assigned www.wiaawi.org > located under Sports, Girls Soccer, Tournament, and chose Officials Assignments. Officials will be listed using their Officials Number. Please use Officials Quick Lookup to obtain their name, phone numbers, etc.
3. **NEW FOR THE SPRING SOCCER SEASON:** WIAA will be issuing the contracts and payment to the contracted officials via Arbiter Pay. The WIAA will be sending out the initial contract through Arbiter to the center official and after gathering the Assistant Referees (ARs) from the center official, the WIAA will update the two ARs onto the contract. We still encourage the host school to reach out to the officials and the visiting school to provide more game details.
4. If an official informs you that he/she cannot work your match(es), notify LeVar Ridgeway <lridgeway@wiaawi.org> at the WIAA immediately. The WIAA will find a replacement official(s) who is not working that date(s) from the same geographical area. The WIAA will then contact you as tournament manager with the name of the replacement.

B. Fees and Expenses: Officials

1. **NEW THIS YEAR:** Each host school will complete the [Girls Soccer Financial Statement](#) with the WIAA officials number & exact mileage paid to each official, this information will be recorded on the financial statement and then the WIAA will pay the officials. We ask that you complete the financial information in a timely manner so payment can be sent to the officials by the WIAA.
2. Officials are to be paid:
Regionals - Referee - **\$90**, Assistant Referees (2) - **\$80**
Sectionals - Referee - **\$100**, Assistant Referees (2) - **\$90**
3. Officials are to be paid **55¢** per mile (round trip) for travel.
4. Officials shall travel together when geographically feasible with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.

C. Miscellaneous

1. Family members or other individuals accompanying officials to a tournament must pay the full admission price.
2. Please have a designated individual greet and attend to any of their other needs.

TOURNAMENT ADMINISTRATION

A. Format

All tournament matches are to be played on the dates specified and times provided, unless approval for change is granted by the WIAA. If you have additional questions, you are encouraged to call me at (715) 344-8580 or email me at <lridgeway@wiaawi.org>.

1. **Regional Semifinal**
 - Divisions 1 & 2: Tuesday, June 2 (4 p.m. or 7 p.m.)
Note Divisions 1-2: When a play-in match is necessary, the match will be played on Saturday, May 30 or on a mutually agreed upon date before the next match (June 2).
 - Divisions 3 & 4: Tuesday, June 2 and Thursday, June 4 (4 p.m. or 7 p.m.)
Note Divisions 3-4: When a play-in match is necessary, the match will be played on Saturday, May 30 or on a mutually agreed upon date before the next match (June 2).

Regional Final

- Divisions 1, 2, 3, & 4: Saturday, June 6 (1 p.m., 4 p.m. or 7 p.m.)

Sectional Semifinal

- Divisions 1, 2, 3, & 4: Thursday, June 11 (4 p.m. or 7 p.m.)

Sectional Final

- Divisions 1, 2, 3, & 4: Saturday, June 13 (1 p.m., 4 p.m. or 7 p.m.)

2. Each grouping will be seeded by the coaches in that group.

- a. The higher seeded team will host through the sectional semifinal match provided that school has a facility, or has access to a facility on the approved site list.
Note: A school may prearrange to host at another facility, BUT that facility must still be listed on the approved site list.

Note: Criteria for Approved Site List

- Minimum of 65 x 110 field.
 - Artificial turf football fields are acceptable.
 - If agreed upon by participating schools prior to the day of the game, a shared football and soccer field can be used.
 - Able to charge admission.
- b. If the higher seeded team does not have access to a field on the approved site list, the opponent will be given the opportunity to host under the same criteria.
- c. If neither team is able to secure a field on the approved site list, the higher seeded team will host.
- d. The final decision for hosting all tournament matches rests with the WIAA. If a host school does not have an appropriate facility to accommodate a tournament match or seat the anticipated crowd, the WIAA will move the match to a site they deem appropriate.

3. Location of Field

Please provide participating schools and officials with a map and/or directions to your field. Many times visiting schools do not know where your field is located.

4. Length of Periods (7-1-1)

During the WIAA tournament series, all matches will be played in two forty (40) minute halves, two (2) full ten (10) minute overtimes (no sudden victory) and then penalty kicks if the match is still tied.

- a. There shall be two 10-minute overtime periods. (No sudden victory).
- A coin toss shall be held as in Rule 5-2-2(e) (2).
 - At the end of the first overtime period, teams shall change ends. There shall be a two-minute interval between periods.
- b. If the score still remains tied, all coaches, officials and team captains shall assemble at the halfway line to review the procedure as outlined below:
- The head referee shall choose the goal at which all of the penalty kicks shall be taken.
 - Each coach will select any five players, including the goalkeeper, on or off the field (except those who may have been disqualified) to take the penalty kicks.
 - A coin toss shall be held. The team winning the toss shall have the choice of kicking first or second.
 - Teams will alternate kickers. There is no follow-up on the kick.
 - Following five kicks for each team, the team scoring on the greatest number of these kicks shall be declared the winner.
 - If the score remains tied after each team has had five penalty kicks, each coach will select five different players than the first five who already have kicked to take the penalty kicks in a sudden victory situation, wherein if one team scores and the other team does not score, the match is ended without more kicks being taken.
 - Credit each team with a tie and include the final score of the shootout in parenthesis, e.g., 1-1 (5-4).
- c. After 60 minutes of play, if there is a score differential of 8 or more goals the match shall end.

B. Location of Teams/Team Boxes

Team boxes must be marked. Both teams should be on the same side of the field. Coaches, players, managers, etc., must remain in the team box during play.

C. Handshake Protocol

The handshake protocol should be allowed during the tournament series. Five minutes prior to the start of the match, teams should move to their team areas and prepare for the prematch handshake. After the match has ended, there is NO requirement for handshakes. If players choose to seek out an opponent and shake their hand, they may do so. Officials are NOT required to monitor any post-match handshakes.

D. Field Clock/Substitution Table

If you are using a field clock, please consider using an air horn to signal the end of a half and end of the match. A scorer and scorer table are required. Please provide the scorer with a copy of the match report for use at the table. The clock should be counted up from 0:00 to 40:00.

E. Suspended Tournament Contest

If a tournament contest is suspended at any point, it will be continued from the point of suspension on the next available date, unless both coaches agree to let the recorded score stand.

F. Guidelines on Handling Practices and Contests During Lightning or Thunder Disturbances

These guidelines provide a default policy to those responsible for sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and match personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

G. Yellow Cards

1. At the start of the WIAA tournament series, a player will start with a clean slate if they have accumulated less than five yellow cards during the regular season. During the tournament series, once a player accumulates three yellow cards, they are suspended for the next match; three more yellows, suspended for two matches, etc.
2. If a player enters the tournament series having accumulated five or more yellow cards during the season, their yellow card count continues. Once they reach eight total cards (regular season and WIAA tournament series) they are suspended for two matches, eleven yellows - suspended for three matches, etc.
3. Any varsity team whose players and coaches, during the regular season, collectively receive a total of 24 or more yellow cards (including all second yellow/red cards) will be prohibited from participating in the WIAA State Tournament series. This ruling may be appealed by the school involved. This rule does not apply to yellow cards received during the tournament series.

H. Red Cards

1. During the WIAA tournament series, if a player receives a red card, they must miss the next match.

I. Class Interrupted/Terminated

1. Due to infectious/communicable diseases, refer to WIAA Bylaws, Article II, Section 6-A (pg. 25) of WIAA Senior High Handbook.

J. Medical Coverage

1. It is recommended that physician or properly trained personnel (ATC, EMS, etc.) be present or available and that you have an established emergency response plan in place.
2. If you do have medical coverage, that individual will determine whether an athlete may continue play. He/she may consult with another physician and/or the coach, but his/her decision will be final.

K. Jersey Color/Home Team

1. Higher seeded teams will wear dark uniforms and be designated as the home team throughout the WIAA tournament series.
Note: For the sectional final match if equal seeds, the first school alpha will wear dark uniforms and be designated as home team on the scoreboard.
Note: If sectional final host school is not the higher seed, the host school will wear white jerseys and be recognized as the home school on the scoreboard.
2. Schools are listed alphabetically according to their official school's name in the WIAA Directory of Member High Schools.
3. Both teams shall be located on the same side of the field.

L. Team Size

1. The maximum number of participants for each tournament match is 25. Each participating school will be allowed a maximum of 25 players in full uniform for each tournament match. Noncompliance with this regulation, once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her immediate ejection (leave premises) when brought to the attention of the match officials. Note: If no other coach or faculty member of that school is present to supervise the team, the match shall be forfeited and the team disqualified from further participation in the tournament.
2. A school may change its team make-up from one tournament match to the next.
3. If a student athlete is suspended from one or more WIAA tournament matches for a Code of Conduct violation, he/she is immediately disqualified for the remainder of the total tournament series in that sport.
4. Athletes who are ineligible during the WIAA tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA Tournament. Exception: An injured athlete will be allowed to participate in the awards ceremony provided he/she is included in the roster allotment for that match.

M. Officials State Tournament Ball

1. Regional hosts are to supply game balls. Any legal ball may be used.
2. Sectional final hosts will be sent (6) Select Royale tournament balls directly from the WIAA.
3. The Select Royale will be used for all State Tournament matches.

N. Practice Session

1. Host schools are not permitted to allow participating schools to practice at their facilities prior to their tournament.
2. Schools hosting a tournament at a facility other than their school (i.e., college/university, high school with a larger gymnasium, etc.) are not permitted to practice at that facility.

O. Neutral Atmosphere

1. Announcements made over the public address system should pertain only to the tournament being conducted. The sportsmanship statement provided below must be read over the PA prior to the start of the match.
WIAA Sportsmanship Statement
“_____, _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated.”
2. The WIAA expects schools hosting a tournament, even though their school might be involved, to provide a neutral atmosphere.

3. Tournament managers please make sure your tournament announcer, band director, etc., are aware of the tournament responsibilities and necessary/appropriate tournament behavior.
4. Sales or giveaways of spirit items (megaphones, towels, t-shirts, posters, etc.) should not be conducted within one hour of the scheduled starting time of the match.

P. Banners and Signs

1. For indoor events, temporary banners are allowed, with some restrictions. Banners and signs must be hand held and stationary. These banners may NOT have offensive language, be used to disrupt players or officials, interfere with spectators' view, used in an inappropriate manner or be carried around the facility during an event. Banners of the host school are allowed, such as those hanging in a gymnasium depicting conference schools, sportsmanship themes, current team member recognition or with welcoming messages. At outdoor tournament events, banners may be displayed and/or hung with the approval of the tournament manager.
2. Shakers and pennants for spectators, cheerleaders and pom pon squads are allowed, even if attached to wooden/plastic sticks. "Rally," towels, "hands" with "No. 1 fingers" are permitted, but are subject to the following restrictions: (a) They may contain no printing except school name, team nickname and/or school mascot; (b) Tournament and meet managers have the authority to prohibit items if they are deemed to cause crowd control problems.

Q. Prohibited Activities

Lotteries, drawings, raffles, or contests are prohibited at WIAA tournament events. Campaigns (including but not limited to political campaigns, solicitations, petitions, etc.) and campaign materials.

R. Program

1. Schools assigned to your tournament are expected to provide you, by a date you designate, a list of its participants for purposes of publicity, programs, etc.
2. Include in your program the names of the band director, cheerleader coach, pom pon coach, and school song, etc.
3. The sportsmanship statement provided below must be printed in the program:

WIAA Sportsmanship Statement

“_____, _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated.”

S. Use of WIAA Logo on Apparel, Licensing Policy

The name, emblem and/or logos of the WIAA are registered service marks with the U.S. Patent Office and are protected from unlawful use for the benefit of the Wisconsin Interscholastic Athletic Association and its member schools. Any use of the WIAA brand and logos shall obligate a vendor doing business with the WIAA or with a WIAA member school to adhere to WIAA licensing policy. For all WIAA brand royalty and licensing fees information, contact the WIAA in connection with any commercial or noncommercial venture using WIAA marks on any merchandise and/or apparel, or with any promotion or service. Adherence to the WIAA licensing policy, including royalties and fees, for all agreements/contracts between member schools and outside vendors for products or merchandise received in the agreement are the responsibility of the member school arranging the agreement. For additional information on licensing, please review the Licensing and Royalty Policy in the Senior High Handbook on page 52.

T. Photo/Video/Audio

Any non-editorial, commercial or other unauthorized use of any transmission, internet stream, photo, image, film, videotape, audio tape, play-by-play depiction or description of any competition and/or game action; and/or any non-editorial or commercial use of any team school name or logo is strictly prohibited without written consent of the WIAA.

A license to commercialize on the sale of images captured or transmission originated at WIAA regional and sectional tournament events, or levels 1-4 for football, may be purchased and granted through the WIAA executive office. Commercialization and/or sale of images taken or transmissions originated at the WIAA State Tournaments is strictly prohibited without written consent of the WIAA.

Spectators are permitted to take photos for personal, non-commercial purposes and to record audio and/or video for personal, non-commercial and/or non-transmittable purposes.

Spectators attending WIAA State Tournament events may also be subject to restrictions on the electronic devices, sizes of cameras and/or camera lenses according to venue policies.

U. WIAA Tournament UAV Policy

The Board of Control has approved a policy for Unmanned Aerial Vehicles or drones at outdoor WIAA State Tournament Series events. UAVs are prohibited at all WIAA indoor tournaments. Drone operation requires a Remote Pilot Command license. Operators must also receive written consent from the WIAA executive office at least 24 hours in advance, as well as approval of the host facility event management. The complete policy for UAVs is located on page 50 of the Senior High Handbook. Contact the WIAA office with all requests to operate drones at WIAA tournament events.

V. Emergency Action Plan - Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies ([Anyone Can Save A Life - \(http://www.wiaawi.org/Portals/0/PDF/Health/ACSAL_Event_Portocol.doc\)](http://www.wiaawi.org/Portals/0/PDF/Health/ACSAL_Event_Portocol.doc))

TOURNAMENT FINANCES

A. Admission Policies

Free admissions will be provided only for (35 Total):

1. 25 members of the team.
2. 10 additional individuals (coaches, managers, athletic trainers, etc.).
3. For WIAA State Tournaments contests, where space is available, two complimentary tickets will be provided to the athletic director and principal of participating schools for their personal use. These tickets are not transferable and will be provided upon request.
4. For Regional and Sectional level contests, there is a maximum of 6 cheerleaders. For WIAA State Tournament contests, there is no provision for free admissions for bands or cheerleaders.
5. For Regional and Sectional level contests, there is a maximum of 8 individuals designated by the participating schools. It is expected that staff members from that pool will be available for any assistance associated with contest management. Whether a program is a stand-alone or part of a multi-school co-op, a maximum of eight individuals will be provided free admission. The same allotment may be applied to host schools which are not playing in the tournament.
6. No other persons from any school or any community (including the host school and community) shall be provided complimentary admissions. If the host school wishes to permit its usual complimentary ticket contingent to see the match at no cost, the host school must purchase tickets for these individuals.

B. Finances

1. Please review the Girls Soccer Tournament Finances Sections of the WIAA Spring Edition of Tournament Procedures, Regional/Sectional on pages 32-33.
2. A Financial Form ([Soccer Financial Statement](#)) is available on the WIAA Form Directory page. (School Directory > Forms then under Schools > Forms Directory). Please complete these forms as quickly as possible following your event and submit them to the WIAA. It is NOT necessary to include payment with your report. **A host school will not receive any allowances or reimbursements unless form is completed and submitted to the WIAA office within two weeks of the conclusion of the tournament.**
3. Tournament managers having questions regarding tournament finances should contact Kassie Mortimer at the WIAA <kmortimer@wiaawi.org>.

C. Ticket Allocations

1. Host schools must furnish their own ticket supplies. You must charge admission. In order to be on the Approved Site Listing, the ability to charge admission was one of the criteria.
2. Ticket Prices
 - a. Regional - Child/Student/Adult - \$6
 - b. Sectional - Child/Student/Adult - \$7
 - c. Host schools may sell, if their facilities permit, a \$1 ticket for children under 6 years of age, if accompanied by a parent/guardian.

SUPPORT GROUPS

A. Cheerleaders

1. For Regional and Sectional level contests, there is a maximum of six cheerleaders. For WIAA State Tournament contests, there is no provision for free admissions for bands or cheerleaders.
2. For reasons of safety, the following provisions apply to all levels of WIAA tournament competition:
 - a. Minitramps, springboards, or any other rebounding devices or related pieces of equipment are prohibited.
 - b. All legal pyramids or mounts are limited to two persons high. The top person must be in direct contact with the base(s) who is in direct contact with the floor or ground.
 - c. Member schools are reminded to review their copies of the National Federation Spirit Rules Book.
3. Tournament managers must decide if they will allow cheerleaders to have break-through hoops.

B. Conduct of Spectators

Sportsmanship and self-control takes on new dimensions during the soccer tournament series. Therefore, crowd control responsibilities need additional attention.

Please inform your fans of these rules/regulations:

1. Alcoholic beverages, tobacco products or illegal substances may not be available or present at high school events.
2. Laser Pointers are prohibited at all WIAA tournaments. Any individual using a laser pointer will be immediately ejected and will not be allowed to re-enter.
3. Noisemakers may NOT be used during playing action. Air horns (including vuvuzela horns), whistles, and devices that simulate gunfire are not allowed. Tournament managers may restrict the use of noisemakers if, in their judgment, they are disrupting coach/athlete communication or if the devices are excessively loud.
4. Antics involving throwing paper airplanes, coins, toilet paper, miniature balls, etc., will subject a violator to ejection.
5. Paper confetti - is prohibited.
6. Bluetooth speakers or other sound systems and related radio equipment are prohibited.
7. Bands may use amplifying devices with permission from meet managers.
8. Other items like balloons, bubble machines, etc., which can create crowd control concerns or clean up problems are prohibited.
9. Body paint, other than on the face, is not allowed where prohibited by venue policy. Check with the host school for their policy.

C. Rushing The Field

Rushing the field during or immediately following a match is prohibited.

D. Spectator Conduct Statement

The Wisconsin Interscholastic Athletic Association objects to the use of activities, materials, logos, apparel, mascots or gestures that are profane, vulgar, insulting or offensive to others. The membership disapproves of any form of taunting or expression that is intended or designed to embarrass, ridicule, disrespect or demean others under any circumstances including on the basis of race, religion, gender, or national origin.

POST TOURNAMENT

A. Awards

Will be sent directly from our supplier, Erffmeyer and Son to the highest seeded teams in the grouping:

1. Regionals:
 - a. Plaques awarded all championship teams.
 - b. There are no individual regional awards (medals).
 - c. In the event that the higher seeded team is eliminated, please make sure to send the Championship regional plaque home with the winning team so that it can be presented to the Championship team at the Regional Final match.

2. Sectionals:
 - a. Plaques awarded all championship teams.
 - b. Medals to members (25) of championship and runner-up teams.
3. Open your awards package immediately upon receipt and check for damage.
4. If the plaque is damaged, please keep the original packing, carton, and contents intact and call the WIAA office.
5. Extra medals - To order additional medals online from our jeweler ESCO. Access their website <<http://wiaa.escoinc.com>> ESCO "WIAA Award & Gift Store" and choose "extra" medals. The medals are offered in "Plain" for quick turn around and also "Engraved" for those that want/need the copy on the back.

B. Reporting Scores

Arrangements for all matches are the responsibility of schools involved. Primary responsibility rests with the host school.

1. Regional/Sectional Winners
 - a. Open the 'Report Scores' form in ONE of the following ways:
 - From a saved shortcut on your mobile (or other) device
 - Click 'Schools' | 'Report Scores' on the WIAA website: <https://www.wiaawi.org>
 - Open the School Directory website: <https://schools.wiaawi.org> and select 'Forms' | 'Report Scores' from the menu:
 - Or use this direct link: <https://schools.wiaawi.org/Scores/Entry/RecentGames>
 - WIAA Score Entry – Regular Season and Tournament Contests - (Click for [instructions](#) for troubleshooting or assistance).
 - b. Responsible for communicating with the school they compete against in the next round.

C. Meet Conduct

You, as the manager, are the WIAA's official directly in charge of your tournament. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should notify LeVar Ridgeway at the WIAA immediately of any special problems which occur before, during, or after your tournament match <lridgeway@wiaawi.org>.

THANK YOU

The WIAA again wishes to Thank You and your school for your time and effort. If you have any additional questions, please do not hesitate to contact LeVar Ridgeway at the WIAA <lridgeway@wiaawi.org>.