



**2011
RUSSELL ATHLETIC / KHSAA COMMONWEALTH GRIDIRON BOWL
STATE FOOTBALL PLAYOFFS
CHAMPIONSHIP GAME INSTRUCTIONS
FOR PARTICIPATING TEAMS**

**KHSAA
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www.khsaa.org**

Kentucky High School Athletic Association

November 3, 2011

TO: Member Schools Advancing to Championship Games

FR: Commissioner Julian Tackett

RE: Instructions

NOTE: There will be a conference call on Monday, November 28 at 9:00 a.m. ET to finalize details of the Championship games. School representatives will be faxed and emailed information that morning on how to access the conference. Please have your Principal and his/her designee such as the Athletic Director, as well as the football coach available for this conference that should last less than 30 minutes.

KEEP THIS MANUAL FOR REFERENCE DURING THE WEEK OF THE CHAMPIONSHIPS

Congratulations on advancing to the state championship football game of the Russell Athletic/ KHSAA Commonwealth Gridiron Bowl Football Playoffs. Please take note of these instructions to make your preparations as smooth as possible. Please provide copies of this material so that the Head Coach, Principal, Athletic Director and Bookkeeper/Finance person have copies. You may choose to make copies of this manual, or refer interested parties to <http://www.khsaa.org/football> for further information or to download additional copies. If you have any further questions, please feel free to call on this office at any time.

Best of luck.

TABLE OF CONTENTS

INTRODUCTION	2
ROUND FIVE - CHAMPIONSHIP GAMES (week of December 2/3) CHECKLIST	4
INSTRUCTIONS.....	5
APPENDICES AND OTHER INFORMATION	
TIMETABLE OF EVENTS	15
HOUSING ASSIGNMENT LISTING	16
DIRECTIONS TO BOWLING GREEN AND WKU.....	17
PARKING PLAN AND AREA DIAGRAM	18
SEATING DIAGRAM	19
INFORMATION ON MEDICAL COVERAGE	
STATE PLAYOFFS EXPENSE VOUCHER, KHSAA FORM FB112	
STUDENT MEDIA FORM, KHSAA FORM SI103	
FINALS NON-PLAYER PASS FORM, KHSAA FORM FB124	
FINALS RADIO STATION DESIGNATION, KHSAA FORM FB133	
2-DEEP ROSTER FORM	

KHSAA - 2280 Executive Drive - Lexington, KY 40505 - (859) 299-5472 (859) 293-5999 (FAX) - www.khsaa.org

ROUND FIVE CHECKLIST

BEFORE GAME

- Note the instructions on the previous page regarding the conference call.
- Read this manual thoroughly. In addition, much of the material is on the KHSAA web site, <http://www.khsaa.org/football>.
- Download every map, form and diagram from the KHSAA web site on football (<http://www.khsaa.org/football/state.html>) to be familiar with the stadium and its access.
- Contact Amy Cardwell, Sports Marketing Director, Bowling Green Area Convention & Visitors Bureau regarding your housing for the finals if you have issues. The rooms have been pre-arranged and you should only need to contact her if you have issues. The complete hotel listing is online as assigned.
- Your tickets will be shipped from WKU on Monday, to arrive first thing on Tuesday morning to begin sales. Inspect the tickets as each school has been sent tickets to sell. Begin selling ASAP. If you need additional tickets, a school representative may purchase an additional block of advance tickets by calling Matt Morrison at the Western Kentucky Box Office (270) 745-6074. Any checks for these additional tickets shall be made payable to the KHSAA Be mindful that all tickets in advance are \$8, but persons waiting until the door to purchase will pay \$10. Tickets are also available online up to the date of the game by going to the KHSAA web site.
- Inspect the other package that contained four footballs, which should be used this week of practice to make sure they are ready for the game. Any ball used during the game SHALL be a Rawlings football, but it does not necessarily have to be one of these four balls or any specific Rawlings model football.
- You will need to do some paperwork for this weekend's games –
 - Complete the two-deep roster form and fax or email it back to the office at 859-293-5999. The form was due on Sunday afternoon, but must be received at the very latest by Monday a.m. at 8:30 a.m. A blank copy is attached as an appendix to this manual.
 - Login to the KHSAA school system (<http://schools.khsaa.org>) and update your statistics for the semifinal game.
 - Complete the KHSAA radio station designation form (FB133) and fax back to KHSAA at 859-293-5999 by noon on Monday.
 - Complete the KHSAA school student media form (SI103) and fax back to KHSAA at 859-293-5999 by Tuesday.
 - Complete your request for reimbursement (KHSAA Form FB112) and fax back to KHSAA at 859-293-5999 by Tuesday.
 - Bring your FB113 and GE11 forms and school check to the stadium when you reconcile your advance tickets.
- You will receive correspondence from this office not later than Tuesday via email with the web link to find the names of the officials for the game.
- You will receive several requests for information from the KHSAA during the early days of championship week with requests for information. Please comply as soon as possible and according to published deadlines.
- Please make regular announcements to the student body regarding stadium damage; bringing electronic noisemakers; laser lights and other information that may be contained in these instructions. Especially remind fans of which side of the stadium your team has been assigned, and distribute copies of the parking locator maps.
- Review the KHSAA Tournament Rules for football, in the Tournament Rules section of the KHSAA Handbook. Be familiar with these rules to eliminate problems.
- Make certain to inform your band and cheerleaders of restrictions regarding admission that are contained in these instructions.
- Upon arrival at the Stadium, proceed to Ticket Gate 3/4 to settle your tickets and pickup passes. See the Designated Playoff Staff upon arrival to receive the additional passes from your FB133 form.
- Have a great game!!



**2011 KHSAA COMMONWEALTH GRIDIRON BOWL
CLASS 1A, 2A, 3A, 4A, 5A and 6A CHAMPIONSHIP FOOTBALL GAMES
Houchens/L.T. Smith Stadium, Bowling Green, Kentucky
December 2 and 3, 2011**

INSTRUCTIONS TO SCHOOLS INVOLVED IN CHAMPIONSHIP GAMES

Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on winning your semi-state championship game. We hope that these instructions answer most of your questions about your participation in the 2011 Football Championships.

THE INSTRUCTIONS GIVEN ON THESE PAGES ARE VERY IMPORTANT. PLEASE READ THIS INFORMATION IMMEDIATELY, AND CONTACT JULIAN TACKETT (jtackett@khsaa.org) AT THE KHSAA OFFICES SHOULD YOU HAVE ANY QUESTIONS. IN AN EMERGENCY, MR. TACKETT CAN ALSO BE REACHED VIA 859-229-3916. Inquiries may also be directed to the KHSAA offices at (859) 299-5472.

Thanks again, and best of luck in the championship game.

There will be a conference call on Monday, November 29th at 9:00 a.m. ET to finalize details of the Championship games. School representatives will be faxed and emailed information that morning on how to access the conference. Please have your Principal and his/her designee such as the Athletic Director, as well as the football coach available for this conference that should last less than 30 minutes.

SPECIAL NOTE REGARDING SECURITY PROCEDURES AT STATE CHAMPIONSHIP EVENTS

As is the case in most parts of the country and given the current state of international affairs, there is a continued emphasis on security at all KHSAA events. Please be aware that when you enter an event, bags, purses and packages are subject to be searched. In the event that an item is found to be contrary to the security practices implemented by local and Federal law enforcement authorities, you may be forced to return items to your car and/or hotel prior to entering the arena. Please understand that those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated. Please make your travel plans accordingly and arrive in time to allow time for the venue to properly execute its security plan.

SCHEDULE OF GAMES (ALL TIMES C.T.)

The game dates and times have been set for this week's championship contests. You need to make no further arrangements in terms of game date and time. Note that all games are Central Time. The schedule will be as follows --

- Class 1A Game 11:00 AM - December 2, 2011
- Class 2A Game Approximately 3:00 PM - December 2, 2011
- Class 6A Approximately Game 7:00 PM – December 2, 2011
- Class 3A Game 11:00 AM - December 3, 2011
- Class 4A Game Approximately 3: 00 PM - December 3, 2011
- Class 5A Game Approximately 7:00 PM - December 3, 2011

HOUSING FOR TEAMS, FANS AND PLAYERS

- The Bowling Green Area Convention & Visitors Bureau has coordinated the assignment of teams to housing for this year's finals. The room assignments are listed as an appendix to this manual and on the KHSAA web site. A room allowance is not provided for teams within forty (40) miles of the site and as such, if those teams desire housing, they must find accommodations.
- Contact Amy Cardwell at 270-782-0800 or Julian Tackett at 859-229-3916 if you are unable to make contact with the hotel.
- FAILURE TO STAY IN THE ASSIGNED PROPERTY WILL RESULT IN YOUR TEAM NOT RECEIVING A LODGING ALLOWANCE.

DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM

- Our hosts at Western Kentucky University have gone to great lengths to alleviate any past traffic flow and parking problems.
- Participating teams should note the published maps both in this manual, and on a special web site created just for this event. For information, go to the diagrams on the KHSAA web site and as appendices to this manual.
- From EAST - Go to Cumberland PKWY to I-65 South to Exit 28 - Louisville Rd. (68/80). Following signs to Bowling Green via 31W, 68/80, Adams St.
- From NORTH - Go I-65 South to Exit 28 - Louisville Rd. (68/80). Following signs to Bowling Green via 31W, 68/80, Adams St.
- From WEST - Take Wm. Natcher PKWY to Morgantown Rd.
- From SOUTH - Take I-65 North to Exit 20 - Wm. Natcher PKWY. Take Exit 5 and right onto Russellville Rd. (68/80)

PARTICIPATING TEAM LOADING/UNLOADING/PARKING OF BUSES / VEHICLES

- Official team transportation (including pep busses, etc.) will follow the bus parking locator map contained in these instructions. The busses will unload as per the diagram.
- After unloading, the busses /team vehicles will be directed back to the designated areas for parking.
- The team busses do not need one of the provided parking passes.
- The location of the bus driver must be given to the Tournament Staff that meets the bus in case the bus needs to be moved. Have them see the event staff that greeted the team when they return to the stadium.
- The current plan is to park the buses in a specified location, then move them so as to queue them up ahead of the next game team. The driver must be prepared at any given time to move the team bus.
- Teams are to unload all equipment trucks AFTER they are given parking instructions.

PARTICIPATING TEAM AND FAN PARKING AND TEAM ENTRY TO STADIUM

- Each team is issued 10 parking passes, which are valid for admission at the marked parking entrance off US 68 (University Boulevard). These passes are in the package with the team tickets. This is the total allotted to the KHSAA for use by the team party, cheerleaders, band and administration.
- These passes have no special location, but do offer free parking for the members of the team party displaying them to the surface level parking at the stadium.
- Teams will load and unload players and equipment from the curb side service lane
- Band buses, cheerleading transportation and other support personnel should be directed to any of the available parking entry gates. Any bus or vehicle not bearing the parking pass will be charged the parking fee which is not maintained or controlled by the KHSAA.
- Band and Pep buses may use the Avenue of Champions bus lane for loading an unloading, but the driver must be available to return to the bus and the bus moved to the least obstructive location.

FAN PARKING

- Access to all parking is via University Boulevard (US68). See the parking map for details.
- Parking Structure 2 (the new structure) will be used exclusively for paid parking for those attending all games.
- Parking Structure 1 and the Creason Lot will be used for paid parking beginning with the 3 p.m. Dec. 3 game.
- Fans attending the games are also encouraged to carpool and to use complimentary Park and Ride Service from the Campbell Lane Lot on Friday. Buses leave approximately every 8 minutes.
- Friday evening and all day Saturday, Park and Ride Service will be available from the Adams Street, Kentucky Street and Center Street parking lots.

TICKETING AND ADMISSION FOR THE GAMES

SEATING PATTERN (ALL GAMES TICKETED SEPARATELY)

- Member School Coaches and Schools (\$72 Complete Sets, all six games, in advance) –Club Level Seating. This area is SOLD OUT.
- Member School Coaches and Schools (\$60 Complete Sets, all six games, in advance) –VIP Level Seating. Complete sets are SOLD OUT.
- Member School Coaches and Schools (\$36 General Admission Complete Sets, all six games, in advance) general seating in open seating in stadium. Complete sets sales are now over.
- Chairback seating – There is a limited amount of VIP Level Seating Available. Any remaining seats will be available at the gate.
- General Seating - Per game pricing, \$8 advance, \$10 at door, General Seating. Section seating is described later in this manual.
- Participant Not Competing in Current game – Should sit in stadium sections 325 and 326. If attending on the other date, admission will only be through Gate 3/4 behind the Press Box.

PARTICIPATING TEAM TICKET SALES AND SEATING

- Tickets for pre-sale by your school were delivered to the semifinal host along with your parking passes.
- Participating teams were provided tickets to be sold in advance of game day at \$8 each to the fans of the school regardless of age (for anyone over the age of six). These tickets will be \$10 for all persons (over the age of six (6)) at the gate.
- Children ages 6 will be admitted free.
- **Unsold tickets should be returned to KHSAA Game Management personnel at the team entrance to the stadium two hours before game time. Please proceed to ticket gate 3/4 to check in.**
- Please follow the instructions when settling tickets, and in particular, take steps to ensure the accuracy of the financial settlement. At the time you settle your school's tickets, including giving the personnel your school's check for advance sales, please turn in the KHSAA expense voucher to request reimbursement of the travel allowance.

COMPLIMENTARY TICKETS/PASSES ADMISSION POLICY

- **No passes other than those produced by the Association for the championships will be honored at the gate.**
- Principal passes and cards, Coach passes and cards, Athletic Director passes, Official passes or any other type of identification will not entitle the holder to admission.

WHEELCHAIR/A.D.A. ACCOMMODATIONS

- Accommodations will be made for persons in wheelchairs and otherwise unable to utilize the traditional stadium seating.
- Due to insurance and other concerns, there will be NO wheelchairs allowed on the field level under normal circumstances.

CLEARING THE STANDS

- Each game is intended to be a distinctly different ticketed session. Therefore, there will be significant efforts to clear the stands between games.
- Efforts to clear the stands will be focused on the Club and VIP Seating areas.

SCHOOL STUDENT PRESS REPRESENTATIVES

- Participating schools are allowed a single student press pass (field level only). This should include your yearbook, newspaper or video yearbook personnel at the discretion of the school and is solely for a student.
- Each principal is responsible with corresponding with a written request on KHSAA form SI103 by Tuesday of championship week (Nov. 29).
- No school student media representative will be admitted at the gate the day of the game without advance application.
- No school student media personnel will be admitted to the press box.
- This individual shall be admitted via press credential shall pick that credential up at Ticket Booth 3/4.
- There is to be no cheering or team support from approved media representatives.

OFFICIAL PARTICIPATING TEAM TRAVELING PARTY

TEAM MEMBERS/COACHES/ADMINISTRATION/PARTICIPANT ADMISSION

- Each participating team will be issued a commemorative patch to be given to each person (including coaches and support staff) on the online roster. This list may not at this time be changed or supplemented as it became final during playoff week one per the notification to the member schools.
- Squad members and others with the official team traveling party entering as a group will be allowed to enter for either day of the playoffs by entering through the entrance at Ticket Gate 3/4. Unless involved in that day's play, these teams should find seating in the Sections 325 and 326. A designated member of the KHSAA playoff staff will meet each school upon arrival. This includes participating coaches, managers, doctors, bus drivers, players, cheerleading coaches and all other personnel if they are to have access to the games and the field.
- Each team will be issued four COACHING BOX passes, good for that game only. **Any person coaching from this location must be on the school's list of coaches and must meet all Bylaw 27 criteria.** These passes do including FIELD LEVEL access.
- Each school will be issued VIDEO DECK passes for 2 individuals who will have access to the video deck for taping the team for coaching purposes. These passes do including FIELD LEVEL access.
- Each team will be issued a maximum of four (4) additional passes for FIELD LEVEL administrators to assist with cheering section crowd control. This is to allow for senior administration to be on the field to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections). These passes will be picked up upon arrival at the stadium.
- Individuals needing field access but not in playing uniform will be issued a special credential (a leg wrap) which must be worn to allow the non-uniformed person on the sideline. These will be issued upon arrival.
- All additional persons entering the stadium must have a ticket.
- No pass outs will be issued; all persons leaving the stadium will be directed to a ticket window for return admission.
- FIELD LEVEL PASSES AS WELL AS THE COACHING BOX AND VIDEO PASSES are not valid for admission at any other gate and only serve as a visible credential to allow a non-uniformed person on the field.
- FIELD LEVEL access is only for the game in which the team is playing.
- No one is to come on the playing field without a FIELD LEVEL pass. Please include coaches, coaches' wives/husbands, administrators, cheer coaches, etc. in your plans as you distribute your any passes.
- If at field level, each person wearing a FIELD LEVEL pass will be required to remain in the team box (with the exception of the team doctor) and each is liable for a penalty should they be out of the box. In addition, the school will be held accountable through the rules for the conduct of all persons in the team box.
- When in doubt, all persons not essential to the playing of the game should be in the stands!

CHEERLEADERS ADMISSION

- Cheerleaders of competing schools (in uniform only) and with a maximum of twenty-five (25) members, will be admitted at Gate 3/4 in Team Uniform for the relevant game only but must enter **AS A GROUP INCLUDING THE COACHES**.
- There will be a fine issued to the member school (not to exceed \$1000) for excess cheer squad members on the field.
- The Cheerleading coach(es) must accompany the group in order to receive free admission.
- All other members of the squad not entering at this time will not be entitled to complimentary admission and will be directed to a ticket window.

BUS DRIVERS

- Please send the bus drivers to Ticket Booth 3/4 following parking, and their admission will be assisted by the pass gate staff.

BAND ADMISSION

- Band members of competing schools will be afforded complimentary admission in designated rows and will be admitted only through Gate 3/4. The band members must enter **AS A GROUP INCLUDING THE SPONSOR/DIRECTOR. Each admitted band representative must be carrying an instrument with the exception of the sponsor.**
- All other members of the band not entering at this time will not be entitled to complimentary admission and will be directed to a ticket window.
- Only the playing members of the band and the necessary sponsor/director(s) will be entitled to complimentary admission, all others will be directed to a ticket window.
- The band members are not permitted on the playing field.

TEAM EXPENSE REIMBURSEMENT

GENERAL POLICY

- An expense allowance will be paid for lodging and meals and shall be paid for a traveling squad of 59 persons (and not greater than twenty more than the number of players in uniform), to include players, cheerleaders, coaching and support staff, and administration.

LODGING

- **Schools failing to stay within assigned lodging arrangements will forfeit the lodging allowance.**
- The lodging allowance shall be \$13.00 per night, for a maximum of 59 persons as detailed above, and will be paid for one night provided the lodging is utilized.
- Lodging will not be provided for teams less than 40 one-way miles from Bowling Green.
- Your school is responsible for all bills for lodging, and you will be reimbursed the lodging allowance.
- Please have your school or Board of Education's Sales Tax Exempt number with you at check in to allow the hotel to deduct the sales tax from the room bill.

MEALS

- A meal allowance of \$5.00 per meal will be reimbursed for a maximum of 59 persons as detailed above with the amount of meals corresponding to the use of housing, time of travel and time of game.
- Your school is responsible for all meal arrangements for your team.

MILEAGE

- Each school is reimbursed \$2.00 per mile, round trip from the school location to Bowling Green, in accordance with mileage numbers provided by the American Automobile Association.

RECEIVING YOUR REIMBURSEMENT

- Your expense check will be mailed from the KHSAA offices not later than 30 days following the finals.
- Expense reimbursements will be made net of any damages done to the stadium that can be directly attributed to the student body or representatives of the school.
- Schools are required to sign the enclosed expense voucher that also acknowledges the school's liability for damage directly attributable to the school, student body or fans.
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying / damaging any stadium property including fences, gates and barriers.

OTHER CHAMPIONSHIP GAME INFORMATION

TIMETABLE FOR CHAMPIONSHIPS

- A complete timetable for these championships and schedule of events is posted on the KHSAA web site and included at the end of this manual. Please be familiar with this timetable and adhere to the restrictions that are in place.

PRACTICE PRIOR TO THE GAME, WARM-UP TIME

- There is no practice time allowed on Houchens/L.T. Smith Stadium's playing surface prior to the game other than the prescribed forty-five minute warm up period.
- **ON THE DAY OF THE CONTEST, THE TEAMS MAY NOT BE ON THE FIELD WEARING ANY FOOTBALL EQUIPMENT INCLUDING SHOES, HELMETS, PANTS OR PADS) PRIOR TO 55 MINUTES BEFORE KICKOFF FOR ANY GAME. PLEASE REMEMBER THAT THIS ALLOWS A 45 MINUTE WARM UP TIME (TOTAL) AND TEN MINUTES FOR PRE-GAME INTRODUCTIONS.**
- There will be no exceptions and schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 33.

DESIGNATION OF TEAM RADIO STATION

- You will be contacted during the time before the finals by the KHSAA Sports Information Director and asked if you desire to designate a station to serve your school as a local originating radio station. This is determined by the local school, and only one station per school will be permitted to originate a broadcast. The included KHSAA Form FB133 can be utilized for this. You may use the fax number on the form to send this material to the Sports Information Director.

LOCKER ROOM ACCOMODATIONS, BENCH LOCATIONS AND ACCESS

- Teams should note that the locker rooms will not be available until two (2) hours prior to game time.
- Only those individuals with the team party, or those players in uniform will be allowed in the locker room. Please inform your parents and / or boosters of this important, safety driven restriction.
- A representative of the school and the KHSAA playoff staff will inspect the locker room before and after the game. It is expected that the locker rooms will be left in the same condition it is found.
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for cleanup to those schools leaving the locker room in unsatisfactory condition.
- The KHSAA employs a great deal of security for the championships as well as the employment of assistants to help with, the locker rooms. However, it is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security.
- For 2011, the teams in the bottom half of the bracket
 - Will use the benches on the baseball stadium side of the field, where the Club and VIP seating is located;
 - Will have its fans sit on the side of the stadium where the Club and VIP seating is located;
 - Will be the home team on the scoreboard;
 - Will wear its dark colored jersey;
 - Will have its defensive starters introduced as part of the pre-game ceremony.
- For 2011, the teams in the top half of the bracket
 - Will use the benches on the Diddle Arena side of the field, where the press box is located;
 - Will have its fans sit on the side of the stadium where the press box is located;
 - Will be the visiting team on the scoreboard;
 - Will wear its lightest colored jersey, preferably white;
 - Will have its offensive starters introduced as part of the pre-game ceremony.

LOCKER ROOM ASSIGNMENTS

The locker room situation is not perfect at the stadium, but their athletics staff is making great efforts to minimize problems. It may be that your coaches would prefer to contact one of the football schools in Warren County (Bowling Green, Greenwood, Warren Central, Warren East), and arrange for dressing at their school before coming down to the stadium.

Locker room assignments will be made upon arrival. Teams in the middle game (2A and 4A) each day, there will be accommodations at the Preston Center (across the street from the stadium) for dressing at the stadium to help with the situation of the early teams taking a while to clear out of the dressing rooms.

PRE-GAME INTRODUCTIONS

- The starting teams will be introduced for one side of the ball for each team.
- For the introductions, you will enter from the end zone closest to your locker room, and the players will run up the middle of the field and then join the rest of the team. This should go very fast and will begin 10:00 prior to kickoff (at 0:00 on the countdown clock)

HALF-TIME

- Half-time will be 15 minutes in length. This may be extended to 20 minutes for the games where the 50th Anniversary teams are being recognized. Teams will be told upon arrival.

MEDIA TIME-OUTS

- There will be a media time-out each quarter, at the first dead ball after the 7 min. mark on the clock. This media time-out will be taken regardless of how many time-outs have been called by the teams before or after the 7 min. mark on the clock.
- The media time-out will only be taken after a change of possession, and only if it does not effect the flow of play.
- All full-length time-outs (media or team) will be 1:00, regardless of the team's readiness to play.

POST GAME

- The coaches will be introduced during warm-ups to KHSAA representatives who will come and find the coach after the game and direct you back to the sideline area after a few minutes for the natural post-game celebrations, etc. This should be done immediately following the game.
- All post game interviews will be conducted on the playing field after the trophy presentation.
- Media interviews will be conducted near the sidelines during the trophy presentation. BOTH teams are expected to return to the sidelines after a short celebration period.
- Please inform your local media of the need to adhere to this restriction.
- Due to equal access provisions and the age of our competitors, no locker room interviews will be permitted. No school or school representative may alter this policy.

PRESENTATION OF TROPHIES, MEDALS AND AWARDS

- Each school is to designate a representative to be on the field immediately following the game to receive the trophy and medals. It is hoped that the Principal will perform the duty.
- No presentation of any trophy will be made until the field of play is cleared of all fans, coaches and players. Please return to the sidelines as soon as possible following the game so the presentations can begin.
- **BOTH SQUADS, WIN OR LOSE, ARE TO REMAIN ON THE FIELD AT THEIR TEAM SIDELINE FOR AWARDS PRESENTATIONS.**
- After each game, a member of the runner-up squad will be selected to receive the Forcht Group Sportsmanship Award. The Head Coach will be contacted by a KHSAA staff representative immediately following the game to identify this player.
- After each game, a member of the winning squad will be selected to receive the National Guard Most Valuable Player Award. The Head Coach will be contacted by a KHSAA staff representative immediately following the game to identify this player.
- The runner up team will then be presented medals in a group form. You will need to designate someone to receive them. Then the team trophy will be presented to the runner-up team.
- Following the runner-up awards, the medals for the winning team will be presented medals in a group form. You will need to designate someone to receive them. Then the team trophy will be presented to the winning team.
- There may be an additional award presented after the game and teams will be informed.
- After the presentation of awards, teams may THEN proceed to post game handshakes, pictures, prayers, meetings, etc. All team meetings, pep talks, prayers, huddles, etc. will be AFTER the trophy presentations. We hope for and expect your cooperation.

FIELD PHONES

- Each school is to use its own wireless or wired communication for this event.

OFFICIALS

- The officials will be appointed and announced by the Kentucky High School Athletic Association.
- Copies of the assignments will be posted for review on the KHSAA web site not later than Tuesday before the contests.

FIELD CONDITIONS

- Houchens/L.T. Smith Stadium is a synthetic surface (Field Turf).
- As has been the case since the mid-1970s, the goal posts at the state finals are college width. For that reason, the hash marks will be 60 feet from the sidelines, in slightly from the normal high school dimensions.

GAME BALLS AND BALL PERSONS

- For the championship games, the Rawlings Company will be providing the official footballs as the game balls and such have been distributed to the participating teams.
- Each team was to be given four balls following the conclusion of the semifinal contest to make certain that the balls were "broken in" for this week. It is not required that these balls be used, but it is required that any ball used by a Rawlings ball.
- **NO NON-RAWLINGS FOOTBALL CAN BE USED DURING THE GAME!!**
- **EACH TEAM SHOULD BE PREPARED TO PROVIDE TWO BALL PERSONS FOR EACH SIDE OF THE FIELD TO HELP WITH GAME ADMINISTRATION.**
- **UNDER NO CIRCUMSTANCES ARE THESE BALL PERSONS TO GO ONTO THE PLAYING FIELD!!** They will relay the ball to the official next to them on the sidelines.

TOWELS AND OTHER SUPPLIES

- The Association does not provide towels for the teams participating in the playoffs. Your school will need to inform the participants who plan on showering after the games to bring a towel for that purpose.

OFFICIAL STATS

- The KHSAA provides official statistics for the games.
- Due to space constraints, there is no space provided for team statisticians in the press box.
- All official stats will be posted on the KHSAA web site (www.khsaa.org) following the game.

TRAINERS/DOCTORS AND EMERGENCY TREATMENT

- Information from Western Kentucky Orthopedic and NeuroSurgical Associations, led by Athletic Trainer Mike Carby will be providing the sports medicine services for this year's final games. Mr. Carby will be in touch with each team early in the week of the finals.
- They will provide excellent service, including an available athletic trainer, if needed. Contact Mr. Carby for information.
- Each team is also entitled to have its own team doctor available and an ambulance will be furnished. Please feel free to utilize these important services, which are fully described in an additional letter.
- Should emergency medical treatment be necessary, the injured person(s) will be transported to Greenview Regional Hospital, 1801 Ashley Circle, Bowling Green, KY, (270) 793-1000.
- The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant. The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose as this form contains appropriate language and should bring that form for each athlete to the finals.

CORPORATE PRESENCE AND LOGOS

- The KHSAA is under exclusive rights with several major companies regarding promotional material and equipment. As such, we are legally compelled to enforce the restrictions of those contracts and will take whatever action necessary including confiscation of items for the duration of the tournament in order to protect those agreements.
- Commonwealth Gridiron Bowl is a registered trademark of the Kentucky High School Athletic Association.

BAND PERFORMANCES

- The playing of the National Anthem will be the responsibility of the KHSAA.
- **The band is not to play or cheers be given when the ball is alive by rule and particularly when the opposing team has the ball.**
- Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering.
- Band performances will be limited to six (6) minutes each if both bands desire to play and all band performances shall be from the stands.
- The home team shall have the right to perform first if both bands desire to play.
- No band performances will be allowed on the field.

MEDIA / SCHOOL VIDEOTAPING/FILM

- Press, radio and TV representative's passes will be made available upon request by having the outlets contact the KHSAA in advance. If you have media covering your team, they should contact Butch Cope, KHSAA Director of Promotions and Media Relations, not later than Wednesday of the championship week.
- There shall be no other video taping of any football playoff final, other than by KHSAA designees (including the approved coaching tape) and outlets or by persons whose entire taping unit can be contained within their seat and present no obstruction to other spectators. (No tripod, external power sources, or use of the Houchens/L.T. Smith Stadium power sources).

FAN BEHAVIOR AND ACTIONS

- Each school is expected to identify a maximum of four field level administrators to assist in ensuring that fans do not come onto the playing field.
- No one is to come on the playing field without being in uniform or wearing a FIELD LEVEL pass. Fans are to stay in the stands before, during and after the game.
- Please make several announcements to this effect to the student body during the week before the game.
- Please make certain you inform your student body that the school will be financially liable for damage to any part of the stadium.
- Please note that all fans entering the stadium are subject to the search of any personal belongings including purses, bags, carry-alls, back packs, etc. The KHSAA reserves the right to confiscate anything of a suspicious nature to be returned to the parties (provided the items are legal) following the contest.
- Schools will be penalized to the fullest extent of KHSAA Bylaw 33 as a violation of Bylaw 11 for violations of these provisions.

UMBRELLAS

- Umbrellas are not allowed to be opened during play due to obstruction of line of sight for fans and for the safety of patrons.
- Should inclement weather be present, the concourses are constructed to accommodate most the entirety of the crowd.

SIGNS, BANNERS, NOISEMAKERS, LASER LIGHTS

- No posters or signs of any kind may be permitted to be adhered (with glue or other adhesive material) by any official or unofficial school representative to any permanent surface of the stadium.
- Signs MAY be attached to the railing of the stadium as long as such is done with easily removable string, tape or rope, the sign doesn't obstruct any corporate partner or sponsor signage, and as long as the content restrictions are observed.
- Signage may not obstruct the view of any patron.
- No signage posted on behalf of a school may contain derogatory language or sayings or contain the name of the opponent or any of its players.
- **The parties posting the signs are responsible for their removal. Any clean up charges necessary to remove pep signage will be deducted from the team's travel allowance.**
- Only the official traveling party of the team can be on the field for introductions.
- No large field level objects including oversized mascots which obstruct or could obstruct the view of any fan, participant or media representative are allowed.
- Please make certain all pep, spirit and support organizations are aware of these rules through written and public address communication.
- **It is against Bowling Green City Ordinances to shine any form of laser light on another person or in that person's eyes and such will be confiscated if used.**
- No electronic amplification equipment will be allowed in the stadium (except band instruments used in conjunction with the official high school band and its performance), nor any other electronic, mechanical or semi-mechanical noisemaker. This includes stereos, speakers, cannons, electronic horns, tanks, etc. In addition, this year has seen an increase in horns, sirens, train whistles, etc. The Association is bearing the expense of celebratory noise makers and fireworks to be used equally for both teams to ensure a neutral crowd, and all others will not be permitted. If such items enter the stadium, when detected, they will be confiscated.
- No recorded music or other type of reproduction subject to copyright restrictions will be permitted.

REMINDER

- **PLEASE NOTIFY YOUR NON-COMPETING STUDENTS AND FANS THAT THEY ARE NOT TO COME ON THE PLAYING FIELD PRIOR TO, DURING, OR FOLLOWING THE GAME.**
- **PLEASE ALSO REMIND THE STUDENT BODY THAT DUE TO A CITY ORDINANCE IN BOWLING GREEN, ANY PERSON BRINGING ANY FORM OF LASER LIGHT INTO THE STADIUM WILL HAVE THAT ITEM CONFISCATED.**



2011 RUSSELL ATHLETIC / KHSAA COMMONWEALTH GRIDIRON BOWL STATE FOOTBALL CHAMPIONSHIPS TIME TABLE

Friday, December 2, 2011 (all times C.T.)

CLASS 1A	
9:00 AM	⇒ Locker rooms available to teams (clock start at 45:00)
10:00 AM	⇒ Gates open
10:05 AM	⇒ Class 1A Teams may begin warm-ups on field, official clock to start countdown
10:50 AM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
11:00 AM (est)	⇒ Kickoff of Class 1A Final
1:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ Coaches will be taken to the media room for post game interviews, All other media interviews are to be conducted on the sidelines.
CLASS 2A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 1A Championship game, but not before 3:30 PM. Class 2A teams may enter field 45 minutes before kickoff but not prior to 2:05 PM.
2:00 PM	⇒ Gates re-open
2:05 PM (est)	⇒ Class 2A Teams may begin warm-ups on field, official clock to start countdown
2:50 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
3:00 PM (est)	⇒ Kickoff of Class 2A Final
5:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ Coaches will be taken to the media room for post game interviews, All other media interviews are to be conducted on the sidelines.
CLASS 6A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 2A Championship game, but not before 7:30 PM. Class 6A teams may enter field 45 minutes before kickoff but not prior to 6:05 PM
5:00 PM	⇒ Locker rooms available to teams (clock start at 45:00)
6:00 PM	⇒ Gates open
6:05 PM	⇒ Class 6A Teams may begin warm-ups on field, official clock to start countdown
6:50 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
7:00 PM (est)	⇒ Kickoff of Class 6A Final
9:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field

Saturday, December 3, 2011 (all times C.T.)

CLASS 3A	
9:00 AM	⇒ Locker rooms available to teams (clock start at 45:00)
10:00 AM	⇒ Gates open
10:05 AM	⇒ Class 3A Teams may begin warm-ups on field, official clock to start countdown
10:50 AM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
11:00 AM (est)	⇒ Kickoff of Class 3A Final
1:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ Coaches will be taken to the media room for post game interviews, All other media interviews are to be conducted on the sidelines.
CLASS 4A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 3A Championship game, but not before 3:30 PM. Class 4A teams may enter field 45 minutes before kickoff but not prior to 2:05 PM.
2:00 PM	⇒ Gates re-open
2:05 PM (est)	⇒ Class 4A Teams may begin warm-ups on field, official clock to start countdown
2:50 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
3:00 PM (est)	⇒ Kickoff of Class 4A Final
5:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ Coaches will be taken to the media room for post game interviews, All other media interviews are to be conducted on the sidelines.
CLASS 5A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 4A Championship game, but not before 7:30 PM. Class 5A teams may enter field 45 minutes before kickoff but not prior to 6:05 PM
5:00 PM	⇒ Locker rooms available to teams (clock start at 45:00)
6:00 PM	⇒ Gates open
6:05 PM	⇒ Class 5A Teams may begin warm-ups on field, official clock to start countdown
6:50 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Starting Lineups (Visiting Offense, Home Defense)
	⇒ Officials and captains meet for toss of coin
7:00 PM (est)	⇒ Kickoff of Class 5A Final
9:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field



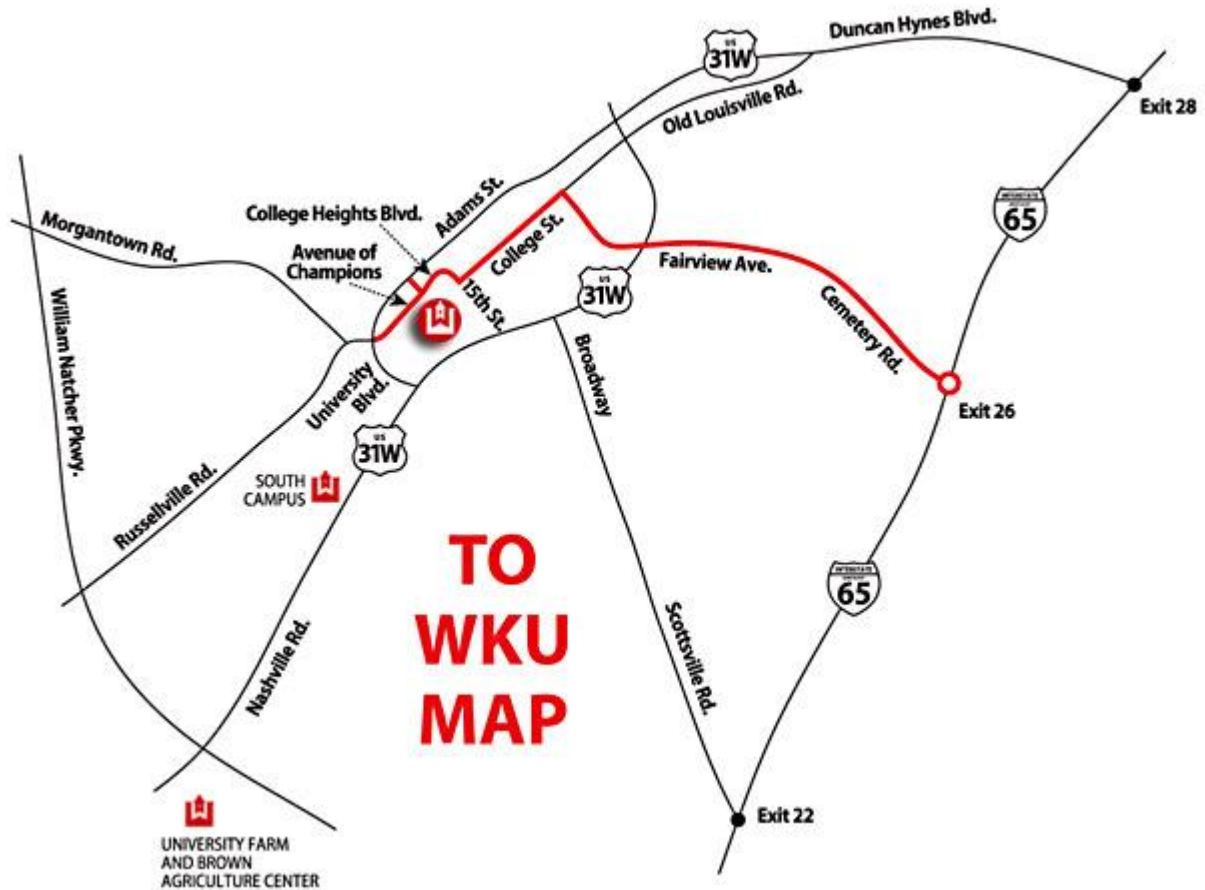
**2011 RUSSELL ATHLETIC / KHSAA COMMONWEALTH GRIDIRON BOWL
STATE FOOTBALL FINALS HOTEL LISTING**

Class 1A Beechwood/Mayfield winner	Baymont 12/1 (Thurs)	165 Three Springs Rd.; I-65 exit 22	270-843-3200 Diana Fuda
Class 1A Pikeville/Hazard winner	LaQuinta 12/1 (Thurs)	1953 Mel Browning St.; I-65 exit 22	270-783-0083 Trina Cummings
Class 2A Holy Cross/Somerset winner	Courtyard 12/1 (Thurs)	1010 Wilkinsn Trace, I-65, exit 22	270-783-8569 Jenna Smith
Class 2A Murray/Glasgow winner		No Housing Needed	
Class 3A Central/Fort Campbell winner	Hampton 12/2 (Friday)	233 Three Springs Rd.; I-65, exit 22	270-842-4100 Joy Jolly
Class 3A Belfry/Garrard County winner	Best Western 12/2 (Friday)	166 Cumberland Trace; I-65, exit 22	270-782-3800 Shawn Whelan
Class 4A Franklin-Simpson/Collins winner		No Housing Needed	
Class 4A Highlands/Lexington Catholic winner		No Housing Needed	
Class 5A Bowling Green/John Hardin winner		No Housing Needed	
Class 5A ** Anderson County/Southwestern winner If, Anderson, no housing	Hometowne Suites	1929 Mel Browning St.; I-65,exit 22	270-846-3311 Tammy Kirby
Class 6A Scott County/Boone County winner		No Housing Needed	
Class 6A Butler/Trinity Winner	Country Inn & Suites 12/3 (Sat) if Butler wins	535 Wall St.; I-65 exit 22	270-781-7200 Hannah Turner

Additional

	Hilton Garden Inn	1020 Wilkinson Trace; I-65, exit 22	270-781-6778 Wendy Kublin
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HOUCHENS / L.T. SMITH STADIUM AND WKU CAMPUS DIRECTION DIAGRAM



DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM

- Our hosts at Western Kentucky University have gone to great lengths to alleviate any past traffic flow and parking problems.
- Participating teams should note the published maps both in this manual, and on a special web site created just for this event. For information, go to the diagrams on the KHSAA web site and as appendices to this manual.
- From EAST - Go to Cumberland PKWY to I-65 South to Exit 28 - Louisville Rd. (68/80). Following signs to Bowling Green via 31W, 68/80, Adams St.
- From NORTH - Go I-65 South to Exit 28 - Louisville Rd. (68/80). Following signs to Bowling Green via 31W, 68/80, Adams St.
- From WEST - Take Wm. Natcher PKWY to Morgantown Rd.
- From SOUTH - Take I-65 North to Exit 20 - Wm. Natcher PKWY. Take Exit 5 and right onto Russellville Rd. (68/80)

