

# FOOTBALL



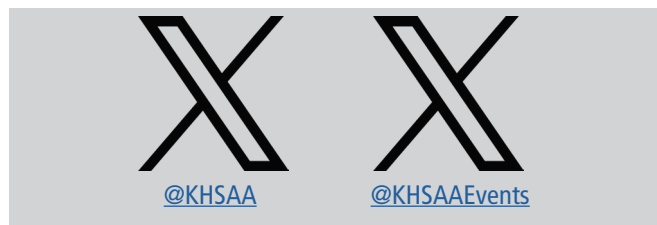
## STATE FINALS

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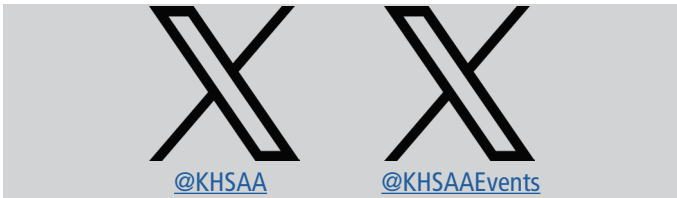


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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

**KHSAA Staff**

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
General Counsel.....	Chad Collins
Information Technology Director .....	Rob Catron
Media Relations and Publications Director .....	Connor Link
Event Services and Social Media Director .....	Jenny Elder
Event Services Manager .....	Kara Howard
Supervisor of Officials Licensing.....	Scott Bottoms
Office Manager .....	TBA
Administrative Support Specialist .....	Jeremy Ison
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Administrative Support, Accounting.....	Marilyn Mitchell
Physical Plant Director .....	Roy Tatum

## FOOTBALL SPECIFIC INSTRUCTIONS

### BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff on winning your semi-state championship game and advancing to the UK HealthCare Sports Medicine Football State Finals.

Refer to this manual and the important website links included at the end to guide you through preparation for your participation in the state football championships.

### KHSAA CONTACT LIST

Administrators and coaches should contact Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)), Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) or Event Services Coordinator Kara Howard ([khoward@khsaa.org](mailto:khoward@khsaa.org)) at the KHSAA offices should they have any questions.

Media and statistics inquiries for this event should be directed to Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

### DATES, LOCATION, SCHEDULE

The 2023 UK HealthCare Sports Medicine Football State Finals will be held Dec. 1-2 at Kroger Field on the campus of University of Kentucky in Lexington.

A complete timetable and schedule of events for these championships is posted at the link at the end of these instructions.

It is advisable to be familiar with this timetable and adhere to the restrictions that are in place.

#### FRIDAY, DEC. 1

- 1A Championship - 12 p.m. ET
- 2A Championship - 4 p.m. ET
- 4A Championship - 8 p.m. ET

#### SATURDAY, DEC. 2

- 3A Championship - 12 p.m. ET
- 6A Championship - 4 p.m. ET
- 5A Championship - 8 p.m. ET

### PRE-EVENT

#### PRE-EVENT MATERIALS SHIPPED TO EACH SCHOOL

##### FOOTBALLS

- On Monday of the championship week, representatives of the host school are to be shipped four (4) Spalding Alpha footballs to be given to the winning team.
- These balls may be used in the championship game or be retained by the school for future use.
- The balls are provided courtesy of Spalding as part of its long-term KHSAA sponsorship package.

##### TEAM PARTY SIDELINE AND COMMEMORATIVE PASSES

- On Monday of the championship week, representatives of the host school are to be shipped the Team Party and Commemorative passes.
- These packages include all Team Party passes as well as commemorative tags for all participants listed on the postseason roster.

## **LODGING**

VisitLEX - The Lexington Convention and Visitor's Bureau - has coordinated the assignment of teams to housing for this year's finals.

No housing allowances are provided to teams within 40 miles of the site and if those teams desire housing, they must make their own accommodations.

Schools are responsible for all lodging bills.

School administrators should contact John Pohl, VisitLEX's Director of Sports and Equine Sales, at (859) 749-2101, regarding your pre-arranged housing for the finals if you have issues.

Mr. Pohl has been in contact with all semifinal teams and you are reminded to follow the directions to be sure you are able to obtain housing, if desired.

The complete listing of assigned hotels will be placed online after arrangements and team assignments are finalized.

## **REQUIRED FORMS /INFORMATION SUBMISSION AFTER QUALIFICATION**

### **STATISTICS (UPDATES DUE BY MONDAY A.M.)**

- All schools should ensure that all game statistics have been updated including the semifinal contests prior to the close of business on Monday.
- Contact Media Relations and Publications Director Connor Link with any questions.

### **FB125 - PARTICIPATING TEAM INFORMATION FORM (DUE TUESDAY A.M.)**

- By noon on the Monday of championship week, the Athletic Director or Designated Representative from all participating teams must submit form FB125 (Participating Team Information Form), which is included as a link at the end of these instructions.
- This form asks for information as follows (be prepared before starting entry):
  - o Contact Information including phone numbers, emails
  - o Location of where team contact is staying (housing) for games
  - o Question of the need to be contacted about housing
  - o Location of administrator during contest
- Are cheerleaders coming?
  - o If so, contact information.
- Does this school have a team radio station.
  - o If so, call letters and other information.
  - o If multiple stations in your area, you must designate the official one for space assignment.
- Football Headset/Field Phone information
  - o Does your school want KHSAA headsets?
  - o If not, the brand and frequencies of your headsets you will use
- Use of Hudl Sideline (due to communication frequency and location issues?)
  - o Any additional wireless communication equipment.
  - o If so, types, brands and frequencies
- Use of sideline heaters
  - o Use requires advance notice of stadium personnel which will be via the use of this form
  - o Must bring fire extinguisher
  - o Is there need for electricity with your sideline heater

### **FB134 - TWO-DEEP FORM SUBMISSION (DUE TUESDAY P.M.)**

- Each team is to complete a tentative two-deep form and submit using the spreadsheet link at the end of these instructions.

- This information will be provided on KHSAA website and to the media for preparation.
- There is no penalty for adjusting the lineup through the week due to injury or coaching decision, but integrity in the form's completion is an expectation.

### **PRE-EVENT CONFERENCE CALL WEBINAR**

There will be a webinar for participating coaches and athletic directors at 9 a.m. ET on the Monday prior to the championships. Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference.

It is highly advisable to join the call from a computer in order to be able to review instructions and documents, however it is not necessary to have each participant shown on camera.

The webinar participants will not have the opportunity to speak but any questions may be submitted using the Zoom webinar Q/A function and will be answered for the group.

### **TICKETING, CONFIGURATION AND ENTRY**

#### **PURCHASING TICKETS**

All state football finals tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at [khsaatickets.org](https://khsaatickets.org).

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets.

Schools already utilizing GoFan will have their school "tagged" as soon as the semifinals are over to help with the ticketing process.

There will be no paper tickets sold or cash sales at the walk-up gate.

GoFan's training page for buying and transferring the tickets is included as a link at the end of these instructions.

Ticket holders will access their tickets on their phones and can transfer them electronically to other members in their party when necessary.

Mobile help locations will be set up on the exterior of the stadium at the Guest Services booths to assist spectators with Wi-Fi connectivity and accessing their tickets.

Spectators are strongly encouraged to download the GoFan mobile app and save the tickets through that app prior to arrival.

There will be a help center/resolution center between gates 9 & 10, and near gate 4.

Tickets will be available via credit card at the admission gates to the stadium.

No tickets will be sold from the box office or on site using cash.

#### **COMPLIMENTARY PASSES AND ENTRY**

Fans are encouraged to purchase their tickets before they arrive to help ensure a smooth entry.

No coaches' association cards or KHSAA officials' ID cards will be honored at any gate.

Upon entering the stadium, there will be no readmittance without the purchase of a new ticket.

Any individual not in uniform as a participant or holding a Team Party credential will be required to have a ticket for admittance.

No passes, other than those produced by the Association for the championships, will be honored at the gate.

Examples of passes NOT accepted include, principal passes and cards (other than the Commonwealth Card and only for the participating teams), coach passes and cards, athletic director passes, official passes and any other type of identification.

#### **RESERVED / GENERAL PROVISIONS**

All tickets sold will be general admission and each game of the championships is a separately ticketed event.

Sets of tickets for all six games will be available through Monday, November 27, 2023, if available.

#### **SEATING BOWL CONFIGURATION AND PRICING**

As of July 1, 2023, all KHSAA events will be priced at a fixed price that will include all applicable fees and charges, regardless of



the ticket price.

Seating Configuration maps are located on the KHSAA website at links at the end of these instructions.

### **GENERAL ADMISSION**

Only the lower level seating bowl will be utilized for the finals as upper stadium seating will not be utilized and are inaccessible during this event.

The seats on the North and South Side will be used for this event, and sold as general admission.

The price for single games to the Central Bank Club will be \$17 per game, all fees included, if purchased prior to midnight on Wednesday prior to the finals.

The price for single games will increase to \$20, all fees included, after midnight on Wednesday.

Sets of tickets for all six games will be priced at \$80 for all six games, all fees included, and are only available if purchased prior to midnight on Monday prior to the finals.

Any available set of tickets for all six games will be priced at \$95 for all six games, all fees included, after Monday at midnight, but will only be available through midnight on Wednesday prior to the finals.

### **LONGSHIP CLUB**

The KHSAA will utilize the Longship Club and those premium seats are sold at a higher price, and those will be general admission seats, sold first come, first serve until sales capacity has been reached.

Seats in this club are exclusively on the home side of the stadium, which is assigned to the team in the playoffs with the highest RPI.

Tickets in the Longship Club have access to a dedicated concession stand and the games can be viewed from inside the club in case of inclement weather.

Tickets in the Longship Club are sold to both fans of the teams and the general public.

The price for single games to the Longship Club will be \$27 per game, all fees included, if purchased prior to midnight on Wednesday prior to the finals.

The price for single games will increase to \$30, all fees included, after midnight on Wednesday.

Sets of tickets for all six games will be priced at \$135 for all six games, all fees included, and are only available if purchased prior to midnight on Monday prior to the finals.

Any available set of tickets for all six games will be priced at \$160 for all six games, all fees included, after Monday at midnight, but will only be available through midnight on Wednesday prior to the finals.

No children's discounted tickets are available in the Longship Club due to the necessity of monitoring capacity.

### **CENTRAL BANK CLUB**

The KHSAA will use the Central Bank Club and those will be general admission seats, sold first come, first serve until sales capacity has been reached.

Tickets in Central Bank Club do not have a game view from inside the club.

Seats in this club are exclusively on the home side of the stadium, which is assigned to the team in the playoffs with the highest RPI.

The home team (highest RPI) will have until 2 p.m. on Monday prior to the finals, using a private link provided to the school, to purchase tickets for the area behind their bench located in the Central Bank Club.

After the private window has ended, the remaining unsold tickets will be listed as available for either team to purchase.

The price for single games to the Central Bank Club will be \$17 per game, all fees included, if purchased prior to midnight on Wednesday prior to the finals.

The price for single games will increase to \$20, all fees included, after midnight on Wednesday.

There will be no available sets of Central Bank Club tickets due to the need to allow for those to be sold to each home team, behind that team bench.

### **CHILDREN TICKETS (AGED 10 AND UNDER)**

Kentucky Children's Hospital is sponsoring FREE tickets for all children 10-and-under for those who desire seating in the Central Bank Club or in the non-club General Admission area of the stadium.



Due to the configuration of the Longship Club, there are no free tickets in that club as anyone who needs a seat will be required to be ticketed.

- To receive these qualifying free tickets, you must “purchase” these seats through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.

### **CHEERLEADERS ADMISSION AND LOCATION**

A total squad of 35 cheerleaders in uniform or combination of cheerleaders and dance team members, including coaches, will be given entry to the stadium.

The group must arrive together to be admitted.

Cheer busses should plan on dropping the students near Gates 1 and 9 (based on the side of the field on which the team is sitting) on the directional map before proceeding to the Farm Road parking area.

Any cheerleaders above the limit of 35 must purchase a ticket and will not be permitted on the sideline.

The squad, with coaches, must enter AS A GROUP at the appropriate gate, Gate 1 (visitor) or 9 (home) based on sideline assignment.

What individuals compose these groups and their composition is a local school decision.

Cheerleaders are to be located on the sideline at the discretion of the school, but may not be on the concrete cart path behind the team bench and are to place no personal belongings/bags on field level due to space constraints.

Cheerleaders on the playing field may NOT do any stunting due to proximity to the cart path and sideline walls.

### **BAND TICKETS AND ENTRY**

Pep bands are permitted, but are required to purchase a ticket for each member and band director.

No one associated with the band is permitted on the playing field.

Each school will have a private link sent to them for purchasing tickets for the band.

The band seats will be \$10 and must be pre-paid by credit card, which includes all fees.

Each person with the discounted band ticket must be in possession of an instrument.

Band busses should plan on dropping the students near Gates 1 and 9 (based on the side of the field on which the team is sitting) on the directional map before proceeding to the Farm Road parking area.

### **PEP BUSESSES**

Pep busses may drop off students holding tickets at any available entry gate.

### **WHEELCHAIR/A.D.A. ACCOMMODATIONS**

Accommodations will be made at the venue for persons in wheelchairs and those otherwise unable to utilize the traditional stadium seating.

Due to insurance and other concerns, there will be NO patron wheelchairs allowed on field level.

All requests for accessible seating shall be handled by the ticketing staff at Gate 9.5.

A shuttle will be available for patrons parking in the green accessible parking lot and needing to go to the ticket office.

### **SUPERINTENDENT, PRINCIPAL, ATHLETIC DIRECTOR**

The main building Principal, Athletic Director and Superintendent will be admitted through the Commonwealth Tower lobby pass gate by showing a current year Commonwealth Card.

Admission using this card is ONLY valid at the Commonwealth Tower Lobby Pass Gate entrance (South, Alumni Drive Side).

The entry via Commonwealth Card will not entitle either position to admission into club level seating (Longship or Central Bank) and will not permit field access without a Team Party credential.

If field access is desired for the Superintendent, Principal or Athletic Director, these individuals must be issued one of the Team Party passes.

### **BUS DRIVERS**

All drivers of band, cheerleader and other support personnel busses should be directed to the online maps which are included as

links at the end of these instructions.

Bus drivers must be prepared at any time to move the team bus, particularly if it is not parked in compliance with the published maps.

Bus drivers should proceed to the Commonwealth Tower Lobby Press/Pass Gate for admission at media check-in.

## **OFFICIAL TEAM PARTY PASS AND ADMISSION**

### **GENERAL TEAM PARTY PASS PROVISIONS**

Each school will be provided 60 Team Party credentials with field-level access only during its respective game, including warm-ups and postgame.

These credentials will be included in the team packet picked up inside the Commonwealth Tower Lobby or shipped to each team based on the Conference Call discussion.

These are the ONLY field-level credentials provided and must be worn by ALL individuals that are not uniformed players, including all on-field members of the coaching staff and school administrators.

Photographers and videographers may not use these credentials and those individuals issued these credentials may not have photo equipment.

Any team traveling to a game on the day in which they are not competing should contact the Commissioner's office via [fb@khsaa.org](mailto:fb@khsaa.org) to confirm arrival and seating logistics.

All other persons entering the stadium other than as a group must have a ticket and may not be on field level.

If using a Team Party credential, each person will be required to stay within the team box except for performing necessary functions (statistics, team doctors,, etc.).

### **UNIFORMED PARTICIPANT ADMISSION**

Up to 80 players in uniform will be admitted to the stadium at Gates 1 and 9 (based on the assigned side of the stadium) following team drop off.

Extra players above the limit of 80 listed on the postseason roster will need to purchase tickets via [khsaatickets.org](https://khsaatickets.org).

### **FIELD-LEVEL ADMINISTRATORS**

A school may issue any number of Team Party passes to its administration for use for field access and must use Team Party passes for these administrators.

Absent this Team Party pass, there is no allowance to be on the field.

Each team is to complete Form FB125 (Participating Team Information Form), included as a link at the end of these instructions, to be given to security and local law enforcement in case of any issues with fans or for when administrative support is needed from the school.

These Team Party allow school administration to be on the field in front of their school's section to assist with crowd control as needed.

Administrators are expected to make themselves known to field-level KHSAA staff in case they are needed.

### **TEAM BOX NON-COACHES AND OTHER FIELD LEVEL INDIVIDUALS**

All members of the traveling party (including the head coach) must wear their team party credential in order to be on the field or in the coaching boxes unless they are in full competition uniform, including shoulder pads.

- This includes managers, doctors, bus drivers, non-dressing players and all other personnel wanting access to the games and field.

Individuals needing field access, but not in playing uniform, will need to be issued a Team Party Credential from the allotment given to each team.

This field access is only for the areas between the 10-yard lines and cannot be used for still photography or video purposes.

Team Party access is only good for the game in which the credential holder's team is playing.

No one may come onto the playing field without a Team Party Credential, before, during or after the contest.

Administrators should include coaches, coaches' wives/husbands, administrators, etc., in their plans for distributing the passes.

Credentialed persons are liable for a penalty should they be out of the box for any other reason.

No person under 13 is permitted on the sideline and there is no allowance for baby strollers or other child carrying device even when accompanied by an adult.

School's are accountable for the conduct of all persons in the team box with regards to the competition rules.

When in doubt, non-essential persons to the playing of the game should be in the stands.

### **COACHING BOX PASSES, REGULATIONS**

Coaching Box Passes must come from the 60 Team Party credentials and include field-level access during the contest.

Team Party Credentials must be worn by these individuals if they come down to the sideline before, during or after the game.

All coaches in the box must be on the school's approved list, meeting all Bylaw 25 criteria.

Photographers and videographers may not use these credentials and those issued these credentials may not have photo equipment.

Coaches in the press box level for one team may only occupy one box and all must be in the same box.

### **TEAM VIDEO PASSES (COACHING VIDEO ONLY)**

Persons holding Team Party passes may access the video deck by going to Gate 1 and using Elevator 13.

Team Party Credentials must be worn by these individuals if they come down to the sideline before, during or after the game.

The team video permitted under these provisions may not be sold to other individuals or entities.

## **ADMINISTRATIVE, FIELD SETUP AND VENUE LOGISTICS**

### **PRACTICE/WARM-UP**

There is no practice time allowed on Kroger Field's playing surface prior to the game other than the prescribed 40 minute warm-up period.

On the day of the contest, teams may not be on the field wearing any football equipment (including turfs, helmets, pants or pads) prior to 45 minutes before kickoff for any game, with no exception regardless of the length of the previous game.

This 45-minute time period allows for a 40-minute warm-up time with five (5) minutes remaining for pregame introductions.

Schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27.

### **PARKING FOR SCHOOL PARTY**

Clearly identified team busses will not need parking passes after unloading but need to follow the parking map to the bus parking area on Farm Road.

Parking passes are not necessary as parking is provided at no charge with a ticket or credential.

### **TEAM LOADING AND UNLOADING**

Teams will load and unload players, and equipment trucks will load and unload equipment at Gates 1 and 9 before proceeding to the Farm Road parking area unless otherwise directed by University personnel.

Teams assigned to the North (Cooper Drive) side of the stadium (visiting team) will utilize Gate 1 for loading and unloading.

Teams assigned to the South (Alumni Drive) side of the stadium (home team) will utilize Gate 9 for loading and unloading.

Bus drivers must pay attention to the route maps as well as parking attendants to ensure smooth flow of traffic, patrons and team members.

### **TEAM BOX AND ROSTER LIMITATIONS**

Rosters are restricted to a limit of 80 players in uniform and participating in warm-ups and competition.

All non-uniformed team members who are not essential to game management should be seated in the bleachers or general seating area.

The number of non-essential personnel who are on the field level throughout the contest should be limited, must wear at Team Party pass at all times and not exceed the number of passes allowed.

## LOCKER ROOMS

Teams should note that the locker rooms will not be available until two (2) hours prior to game time.

Only individuals with the team party pass or players in uniform will be allowed in the locker room.

Please inform parents and/or boosters of this important, safety driven restriction.

Teams are asked to be proactive regarding use of the locker room by arriving dressed in competition equipment, excluding shoulder pads and helmets.

- School administrators and coaches will be in charge of enforcing these guidelines.

A representative of the school and the KHSAA playoff staff will inspect the locker room before and after the game.

It is expected that each of the locker rooms will be left in the same condition after the game as before the game.

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 assistants to help with the locker rooms.

It is strongly suggested that schools use a "valuables bag" to be taken to the team bench for added security.

## LOCATION OF TEAMS, BENCHES, LOCKER ROOM ASSIGNMENTS

Locker Rooms are subject to change if necessary due to physical plant restrictions.

Friday, December 1, 12 p.m. ET

- Class 1A, highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 2
- Class 1A, Second highest RPI
  - Benches on the NORTH side of the field
  - Locker Room 4

Friday, December 1, 4 p.m. ET

- Class 2A, Highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 1
- Class 2A, Second highest RPI
  - Benches on the NORTH side of the field
  - Locker Room 3

Friday, December 1, 8 p.m. ET

- Class 4A, Highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 2
- Class 4A, Second highest RPI
  - Benches on the NORTH side of the field
  - Locker Room 4

Saturday, December 2, 12 p.m. ET

- Class 3A, Highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 1
- Class 3A, Second highest RPI

- Benches on the NORTH side of the field
- Locker Room 3

Saturday, December 2, 4 p.m. ET

- Class 6A, Highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 2
- Class 6A, Second highest RPI
  - Benches on the NORTH side of the field
  - Locker Room 4

Saturday, December 2, 8 p.m. ET

- Class 5A, Highest RPI
  - Benches and fans on the SOUTH side of the field, where the Longship and Central Bank Field Club seating is located
  - Locker Room 2
- Class 5A, Second highest RPI
  - Benches on the NORTH side of the field
  - Locker Room 3/4

### **SIDELINE TENTS**

Teams are not prohibited from sideline tents to protect video equipment, but should be cognizant of fan sight line obstruction and may be asked to move to an alternate location.

### **HOME AND VISITOR AND JERSEYS**

The highest rated team per the playoff RPI shall be the home team and the lower RPI rated team shall be the visiting team.

In all games, the visiting team shall wear its white jerseys.

In all games, the home team shall wear its dark jersey, clearly contrasting to white.

### **FIELD ACCESS RESTRICTIONS**

Per KHSAA policy, no coach - high school, collegiate or professional - may be on the playing surface from the start of official warm-ups through the end of the contest.

The only exceptions to this policy is for coaches of participating high school teams with the appropriate team party pass, or collegiate coaches at a host institution passing through the facility during normal working hours.

### **OFFICIALS**

In compliance with the Federal Court Decree, the Commissioner will assign all officials in collaboration with local assigning secretaries.

The officials will be announced by the Kentucky High School Athletic Association during the finals week.

Officials will be assigned based upon performance review and advancement of teams during the playoffs.

Copies of the assignments will be posted for review on the KHSAA website no later than Wednesday before the contests.

### **WARM-UPS**

Warm-up time will start 45 minutes prior to kickoff before each game.

### **PRE-GAME INTRODUCTIONS**

There will be no introductions of individual players or teams.

Teams will proceed to their sideline following warm-ups.

Final instructions for procedure will be communicated by the team attendants.

**TIMEOUTS**

NFHS timeout rules will be used at this event.

All timeouts will be one minute and 15 seconds (1:15) in length, including timeouts after a score.

There will be NO media timeouts during the games.

**HALFTIME**

Unless otherwise revised prior to the contest, halftime will be 15 minutes for each game.

Schools will be notified upon arrival if halftime is to be extended, but such shall not be extended to more than twenty (20) minutes.

**FIELD CONDITIONS, GOAL POSTS, HASH MARKS**

Kroger Field is a synthetic surface.

Goal posts at the state finals are set at the college width (as are the hash marks), which has been consistent since the mid-1970s.

Based on the goal post width, the hash marks will be 60 feet from the sidelines, slightly toward the middle of the field from the normal high-school dimensions.

In the event of inclement weather, the KHSAA and game officials will make any determinations with regard to field conditions and playability.

**FIELD PHONES / COACH HEADSETS**

Participating Teams will have the choice of using headsets provided by the KHSAA or each team may bring its own headsets

**KHSAA PROVIDED HEADSETS (FIELD PHONES)**

- KHSAA will provide field phones (headsets) from portaphone.com (TD900) for use by the coaches in the finals.
- Due to a wide variety of interference in lower range radio signals, these units are in the 900mhz spectrum.
- The KHSAA will provide wireless headsets for each team.
- Each set is configured with four on one channel, four on another channel and one unit that is switchable between the two.
- Teams desiring to use the KHSAA equipment can coordinate that with their team attendant who will work with KHSAA assigned staff on issuance.
- KHSAA headsets may only be checked out by an approved and qualified coach.
- Schools utilizing the KHSAA provided headsets are responsible for the full cost of replacement for any damaged headsets or equipment.

**NON-PROVIDED AND OTHER HEADSETS (FIELD PHONES)**

- Each school may use its own wireless or wired communication for this event.
- Schools utilizing their own equipment will not have equal access provisions in the event that their headsets are not working as this is solely a school issue.
- Schools are advised that most generally available equipment owned by member schools will have communication issues due to frequency restrictions around the stadium.
- Any school using its own equipment to communicate shall provide specific frequency information using KHSAA Form FB125 to the Association prior to Tuesday as the Association will retain a frequency coordinator to help mitigate conflicts in frequencies.

**GAME BALLS AND BALL PERSONS****FOOTBALLS**

- For the championship games, Spalding will be providing four (4) footballs which will be sent to the participating schools.
- Spalding balls will continue to be provided to the championship teams for their use.
- Participating teams shall use any legally approved Spalding brand football in all playoff games.

- The game balls used must contain the NFHS authenticating mark and must be a Spalding brand football.
- Violations of this policy will result in penalties under Bylaw 27 including but not limited to, a maximum fine for the school in noncompliance.
- There is no requirement that the ball contain a KHSAA logo.

### **BALL PERSONS**

- Each team is to be prepared to provide ball persons for both sides of the field to help with game administration.
- These individuals will be provided with identifying vests which must be returned following the game.
- Under no circumstances are the ball persons to go onto the playing field as they are to relay the ball to the official next to them on the sidelines.

### **TOWELS**

The Association does not provide towels for the teams participating in the playoffs.  
Postgame showers will not be available.

### **INCLEMENT WEATHER PROCEDURES**

In the event of inclement weather, it is the duty of the KHSAA to make pre-game decisions with regards to postponement or rescheduling, including getting proper notification to all teams, media outlets and schools.

Once the game has begun and after, emergency implementation decisions will come from UK and its event services team in conjunction with the KHSAA staff.

Staff will utilize the KHSAA website, Twitter and the KHSAA text notification system to provide updates.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants is the most important factor in any decision.

### **PLAYING RULES**

National Federation Playing Rules will be utilized without exception.

### **OVERTIME**

The NFHS recommended tie-breaking procedure (10-yard series) will be used in the event the contest is tied at the end of regulation.

### **BAND REMINDERS**

The playing of the National Anthem will be the responsibility of the KHSAA.

By rule, the band is not to play or cheers be given when the ball is live and particularly when the opposing team has the ball and the ball is about to become live.

Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering.

Band directors should coordinate performances if such is desired.

The home team shall have the ability to perform first.

All band performances must be from the stands.

## **HEALTH INFORMATION**

### **ATHLETIC TRAINERS, DOCTORS**

A trainer will be provided and stationed outside the end zone during all games.

Trainers will be available for consultation one (1) hour before each game, as well as during and after the contest.

Each team is also entitled to have its own team doctor available, but must make any field-level accommodations for the doctor with one of the Team Party credentials if sideline access is desired.

An ambulance will be on site, as well as first aid stations in the stadium.



### EMERGENCY TREATMENT

Ambulance services will be on call/on site for this event.

First Aid and Emergency Responders are provided for patrons through Kroger Field resources, including an AED unit.

Field Level AEDs will be located in the training staff headquarters and in the field level KHSAA office.

Should emergency medical treatment be necessary, the injured person(s) will be transported to A.B. Chandler Hospital, 800 Rose Street, Lexington, KY 40506.

The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized for 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 be brought for each athlete to the finals.

See the references in the Fall Sports General Section for other framework around the Emergency Action Plan for this event.

### SPORTSMANSHIP

#### FANS/TEAM CHEERING SECTION FANS ENTERING FIELD

The participating schools are responsible for the conduct of the fans supporting that team.

Any and all steps including fines or other penalties (including the withholding of team expense payments) will be levied in the event of mass entrance to the field.

Any and all steps including fines or other penalties (including the withholding of team expense payments) will be levied in the event of players or others entering the stands during or after a game.

#### FAN BEHAVIOR AND ACTIONS

The Field-Level Administrators are expected to assist in ensuring that fans do not come onto the playing field.

Please make regular announcements to the student body regarding stadium damage and restricted items.

Remind fans which side of the stadium your team has been assigned and distribute copies of the parking locator maps.

No one is to come onto the playing field without being in uniform or wearing a Team Party credential.

Fans, including parents, are to stay in the stands before, during and after the game.

Please make certain you inform your student body and the team family that the school will be financially liable for damage to any part of the stadium.

Note that all fans entering the stadium are subject to the search of any personal belongings, including purses, bags, carry-alls, back packs, etc.

Schools will be penalized to the fullest extent of KHSAA Bylaw 27 as a violation of Bylaw 15 for violations of these provisions.

Parents may meet team members following the game outside of the stadium gates.

#### DAMAGE TO FACILITY

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 any venue property, including fences, gates and barriers that can be directly attributed to the student body or representatives of the school.

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 any stadium property, including fences, gates and barriers.

Any school action in response to damage shall be completed within sixty days of the close of the event, after which time any damage will be submitted to the KHSAA insurance carrier with the damage-responsible school liable for likely subrogation and potential litigation.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### SCHOOL MEDIA CREDENTIALS

School media credentials shall be issued in accordance with the stated procedures in the School Media Section of the Fall Sports

General Instructions within this manual.

If approved for credentials, school media representatives will be given additional requirements and directions specific to this event.

### TEAM BROADCASTS

The KHSAA is the only entity permitted to originate or authorize a video broadcast of any type at KHSAA State Championship events.

By ensuring the payment of the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game in which its affiliated school participates.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the Participating Team Information Form included at the end of these instructions.

The radio station/website shall then apply for championship credentials through [credentials.khsaa.org](https://credentials.khsaa.org).

Additional area radio stations desiring to air a game can contact Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)) for information about embedding the KHSAA's Mixlr channel broadcast into its website.

### FILMING/VIDEO RECORDING

There shall be no filming (or other digital recording) of any football playoff final, other than by media members credentialed by the KHSAA or those involved with the approved coaching tape.

Credentialed outlets' entire recording unit must be contained within their seat and present no obstruction to other spectators.

Those wishing to film the game from field level for postgame highlights must wear a KHSAA Photographer/Videographer vest and stay within the marked media area. Media members are not permitted inside the team box.

### MEDIA INTERVIEWS DURING CHAMPIONSHIPS

#### KHSAA DIGITAL AND ONLINE NETWORK

- During the pregame, a representative of the KHSAA radio network may visit with each coach as a means of introduction and identification.
- This will facilitate the pregame, halftime and postgame interviews.
- This interview will be done outside the locker room.

#### DURING GAME AND SPECIAL PROGRAM

- Any media member desiring special accommodations, including the "wiring" of a coach, etc., must seek permission through KHSAA Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)) as this is precluded by rules due to event copyrights and equal access policies.
- Please direct any inquiries for interviews/accommodations of this type to Mr. Link.
- School officials and members of the athletic and coaching staffs are not permitted to make exceptions to this policy.

#### PREGAME AND LOCKER ROOM

- The KHSAA does not allow individuals with media credentials inside team locker rooms for any reason to ensure equal access for all reporters, irrespective of gender or media type.
- School officials and members of the athletic and coaching staffs are not permitted to make exceptions to this policy.
- Pregame interviews by media representatives should be done outside of the locker rooms.

### CORPORATE PRESENCE AND LOGOS

The 2023 UK HealthCare Sports Medicine State Football Finals is under exclusive rights with several major companies regarding promotional material and equipment.

As such, the KHSAA is legally compelled to enforce the restrictions of those contracts and will take whatever action necessary, including confiscation of items for the duration of the finals, in order to protect those agreements.

All first references should be to the "UK HealthCare Sports Medicine State Football Finals."

Second and subsequent references can be to the "UK HealthCare State Football Finals" for brevity.

The official name of the championship venue is Kroger Field.

### POST EVENT

#### OFFICIAL STATISTICS

The KHSAA provides official statistics for the games.

Official stats will be available live on the KHSAA website and a final box score will be posted following the game.

Due to space constraints, there is no space provided in the press box for team statisticians.

#### RESULTS

Scores and statistics will be posted on the KHSAA/Riherds Scoreboard and on the KHSAA website following each game.

#### TROPHIES AND AWARDS

Team attendants will assemble teams and awards will be brought to the recipients.

Teams should stay in their assigned area.

- The state champion will receive a team trophy and 59 medals.
- The state runner-up will receive a team trophy and 59 medals.

One member of the championship team will be designated by the Head Coach of that team as the "Most Valuable Player."

Immediately following the trophy presentation and pictures, field level staff will remove the trophy from the field and help get it to the recipients local room.

#### POSTGAME INTERVIEWS AND MEDIA NEEDS

All postgame interviews will be conducted in a designated area near Gate 12 (no interviews may be conducted prior to or on field).

Following the game, there will be a brief (five minutes or less) period for teams to spontaneously react to the game's ending.

As the teams complete acknowledgment of one another and the trophy presentation has occurred, KHSAA representatives will take the winning coach and two players to the concourse ramp at Gate 12 where a temporary interview area will be provided.

The coach and players will be in marked areas for up to 10 minutes of questions.

When a period has completed for questions for the winning school, the coach and two players from the runner-up team will be brought to the area for a similar procedure.

KHSAA event staff will coordinate these interviews.

Media representatives may place digital recording devices in the proximity of those being interviewed but are asked not to be close to the coaches or players during the interview process.

Sound amplification will be provided in this area.

Any additional interviews should be conducted as the team is exiting the stadium.

We appreciate your cooperation with this process.

#### FANS, PARENTS AND PLAYERS AFTER THE GAME

Parents should wait outside of the Kroger Field gates if they wish to see their student-athlete after the game.

There is to be no social gathering in Kroger Field parking lots post championship games.

The school representatives designated on Form FB125 (using the link at the end of these instructions) will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved.

Security and field staff will assist in getting the teams to the locker room IMMEDIATELY following the games.

There is NOT an opportunity for special pictures with trophies, players going into the stands, etc.

Teams will be penalized in accordance with Bylaw 27 for players attempting to climb or otherwise go into the stands following the game.

### EXPENSE ALLOWANCE RESTRICTIONS

An expense allowance will be paid for teams traveling to the field hockey, soccer, volleyball, football, basketball, baseball and softball tournaments.

No expense allowance will be paid for teams failing to submit the GE64 form as detailed.

This allowance shall be paid corresponding to team's duration of stay in the tournament.

Any lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association.

Schools inside a 40 mile, one-way radius from the event site may not receive a lodging allowance.

Schools are responsible for the initial payment of all lodging bills and will be reimbursed the lodging allowance, provided it is utilized.

If you are exempt from state sales tax, be prepared to show that verification to the hotel.

Any mileage allowance will be for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

### EXPENSE ALLOWANCE REIMBURSEMENT RESTRICTIONS

#### GENERAL POLICY

- An expense allowance will be paid for teams traveling to the state football finals.
- The total number of players and travel party reimbursed is fifty-nine (59) for football.
- Schools inside a 40 mile, one-way radius from the event site will only be reimbursed as a commuting team.

#### MILEAGE

- Each team will be reimbursed \$2 per mile, round trip from the school address to the competition facility address for field hockey, volleyball, soccer, basketball, baseball and softball.
- Each team will be reimburse \$3 per mile, round trip from the school address to the competition facility address for football.
- Any mileage allowance will be for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

#### COMMUTING TEAMS

- Each commuting team will be reimbursed mileage as detailed above, plus \$15 per player per contest played.

#### TEAMS USING LODGING

- Schools are responsible for the initial payment of all lodging bills and will be reimbursed the lodging allowance, provided it is utilized.
- If you are exempt from state sales tax, be prepared to show that verification to the hotel.
- Teams using lodging shall be paid for the actual nights used as verified by the property through the morning following elimination from the tournament.
- If housing is assigned to specific hotels, teams not commuting but failing to stay in the assigned property will only be reimbursed mileage for their participation.

### RESPONSIBILITY OF MEMBER SCHOOLS FOR FANS AND PARTICIPANTS

#### OFFSETS TO EXPENSE ALLOWANCE REIMBURSEMENT OR OTHER PENALTY

- Any and all steps including fines or other penalties (including the withholding of team expense payments if such are paid in a particular sport or sport-activity) will be levied in the event of players or others entering the stands during or after a game.
- Any and all steps including fines or other penalties (including the withholding of team expense payments) will be levied in the event of players or others entering the stands during or after a game.
- Expense allowance reimbursements (if such are paid in a particular sport or sport-activity) will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school.
- By requesting reimbursement (if such are paid in a particular sport or sport-activity), the school acknowledges liability for

damage directly attributable to the school, student body or fans.

- The participating schools are responsible for the conduct of the fans supporting that team.
- 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 any stadium property, including fences, gates and barriers that can be directly attributed to the student body or representatives of the school.

### 2023 KHSAA/UK GAME DAY FAN INFORMATION

#### CONFLICTS IN GUIDANCE KHSAA VS. UK ATHLETICS

The KHSAA is tremendously thankful to be able to use the facilities of the University of Kentucky for many of our championships and provide young people with such a great opportunity.

The KHSAA is aware that the University devotes many resources to online and print guidance about their own events, but may choose to have different rules or regulations for those events.

If there is disagreement between KHSAA published instructions or guidance, and that published by the University, the guidance published by the KHSAA will prevail and govern.

#### WHAT TO KNOW BEFORE YOU GO

No bags should be brought into the stadium unless compliant with the clear-bag requirement

- Medical bags only permitted through special admissions entry

Arrive early

Plan to use credit cards, no cash

A digital game ticket is required to be on the premise of Kroger Field on football game days.

#### DIRECTIONS TO STADIUM

Address: 1540 University Drive, Lexington, Ky., 40506-0222

Participating teams should note the published maps on the KHSAA website, which are also included as a link at the end of these instructions.

There are many directional references (North, South, East, West) within the maps and stadium.

For those familiar to Lexington, but not the stadium, the following should help:

The South side of the stadium is the Alumni Drive side, furthest from downtown.

The North side of the stadium is parallel to Cooper Drive, closest to downtown.

The East end of the stadium is parallel to Nicholasville Road.

The West end of the stadium is parallel to Bates Creek Road.

Team Loading and Unloading - Gate 1 is at the northwest corner of the stadium, Cooper Drive side, near the indoor training facility, while Gate 9 is at the southeast corner of the stadium, Alumni Drive/Nicholasville Road.

While the team, cheerleaders and official party will enter Gate 1, the only other pass gate will be at the Commonwealth Tower Lobby.

### CHAMPIONSHIPS A-Z

#### ALCOHOL

There will be no alcohol sales before, during or after the State Championship games.

#### ANIMALS AND PETS

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service provided.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

### **ATMS**

Located next to the public elevator doors on the lower concourse inside Gates 1 & 9.

Credit cards are accepted at most concession stand and merchandise locations.

### **AUTOMOBILE ASSISTANCE**

Guests with minor automobile problems (jump start, flat tire, etc.) can seek game day assistance from AAA at (859) 233-1111.

### **BAGS AND CLEAR BAG POLICY**

As a reminder, the SEC's clear bag policy remains in place at Kroger Field for this event as an additional safety measure and to facilitate entry.

Each fan will be permitted to carry one large clear bag – either a one-gallon Ziploc-style bag or a 12" x 6" x 12" clear bag – plus a small clutch that does not exceed 4.5" x 6.5".

The small clutch allows privacy for small personal items and is also easily searched.

All bags are subject to search.

The clear bag policy improves public safety by making bags easily searched and significantly reducing faulty bag searches. Any non-clear bags left unattended at the gates will be evaluated and disposed of.

### **CHAIR BACKS**

Fans are welcome to bring stadium seats or seat cushions to the game; the seats or cushions should be no wider than 18 inches.

Personal chair backs (maximum width 18 inches) are permitted.

### **CELL PHONES & COMPUTERS**

Cell phones, tablets and laptops are allowed in the stadium as long as their use does not interfere with other guests' enjoyment of the event.

No devices can be plugged into the building's electrical outlets.

### **CLEARING THE STANDS BETWEEN GAMES**

Each game fits into a distinct, ticketed session. Therefore, audible efforts will be made to clear the stands between games.

The Longship and Central Bank Field Club seating areas will be cleared following each game as well.

### **CODE OF CONDUCT**

In order to keep the state finals as enjoyable as possible for all, the KHSAA, in partnership with the University of Kentucky, asks that all patrons respect those around them.

The University of Kentucky reserves the right to remove any individual from Kroger Field who displays conduct that may

endanger or disrupt players, coaches, officials or other patrons.

No refunds are given in such cases.

### **DIAPER CHANGING STATIONS**

Diaper changing stations are available in all public and family restrooms in Kroger Field.

### **DRONES**

The use of drones and any other unmanned or remote control aircraft is expressly prohibited both inside and in the vicinity of the Kroger Field complex on game day. Any such use is defined as a Violation of National Defense Airspace by the Federal Aviation Administration and violators may be subject to criminal penalties.

### **EMERGENCIES AND EVACUATIONS**

In the case of an emergency, please follow the instructions of any KHSAA or UK Athletics staff member and public address announcer, proceed to the nearest exit in a calm and safe manner. Guests should use the stairs and ramps as a means of evacuation.

Elevators may not be working at the time of an emergency.

### **ENTERING KROGER FIELD TICKET GATES**

Gates will open one (1) hour prior to kickoff for each game.

Ticket holders are encouraged to arrive early.

Fans should enter any available gate and signage will direct fans to the appropriate side of the stadium.

When departing the stadium, fans should exit via the same gate through which they entered.

All bags must adhere to the UK Athletics Clear Bag policy as detailed above.

All bags and items are subject to being searched.

Fans with necessary medical bags will only be permitted through special admissions entry at Gate 9.5.

Security at all Kroger Field gates will have the security check taking place outside the stadium gates prior to tickets being scanned.

### **FANS, PARENTS AND PLAYERS AFTER THE GAME**

Parents should wait outside of the Kroger Field gates if they wish to see their student-athlete after the game.

There is to be no social gathering in Kroger Field parking lots post championship games.

The school representatives designated on Form FB125 (using the link at the end of these instructions) will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved.

Security and field staff will assist in getting the teams to the locker room IMMEDIATELY following the games.

There is NOT an opportunity for special pictures with trophies, players going into the stands, etc.

Teams will be penalized in accordance with Bylaw 27 for players attempting to climb or otherwise go into the stands following the game.

### **GATES AT STADIUM**

Gates 2, 4 and 9 will be open on game day.

The Commonwealth Tower Lobby will also be open for media and Longship Club ticketed patrons.

- Fans are encouraged to make an early entry to Kroger Field for all games.
- Long lines develop at some stadium gates just prior to kickoff. Spectators can ease congestion by entering earlier.

### **FAMILY RESTROOMS**

There are family restrooms located on the lower concourse near sections 4 and 24.

### **FIRST AID LOCATIONS**

North side lower concourse near section 9 and South side lower concourse near section 22.



### GAME FIELD

In the interest of participant, staff and spectator safety, public access to the playing field, at any time, is strictly prohibited.

As you enter/exit Kroger Field gates, please be extremely cautious of vehicle traffic in surrounding lots and follow instructions of parking lot attendants. Gates 2, 4 and 9 will open one (1) hour prior to kickoff.

### GOLF CARTS

In the interest of safety for all guests and pedestrians, guests' golf cart use will be prohibited in the Kroger Field Complex to include all parking lots, sidewalks, streets, etc.

This policy includes motorized scooters, coolers, mopeds etc. Guests are asked not to bring golf carts to the complex.

### LOST CHILDREN

Parents and guardians with a lost child should contact the nearest police officer, KHSAA staff member or UK Athletics staff member.

If a child gets separated, he or she should notify the nearest police officer, KHSAA staff member or UK Athletics staff member.

### NURSING MOTHERS

There are six family restrooms located throughout the stadium that will accommodate nursing mothers.

They are located on the lower concourse near section 4 and 24.

### PARKING FOR FANS

Access to all parking is in the lots as detailed on the maps on the KHSAA website.

A digital ticket to the event will serve as a parking pass to all of the general parking areas around the stadium.

UK Athletics' goal, in partnership with the KHSAA, is to provide safe parking environment for all ticket holders.

Parking lots will open one-hour before kickoff.

Informational signs will be placed that will encourage policies.

Ticket holders will be encouraged to arrive when lots open and enter the stadium to avoid crowds.

Details on RV parking will be announced closer to the event.

Tailgating may be restricted based on other concurrent events.

### PHONE NUMBERS (AREA CODE 859)

First Aid - 859-323-3819

UK Police - 859-257-1616

University Switch Board - 859-257-9000

### POLICE ASSISTANCE LOCATION

Between Ramps 3 & 4 on the north lower concourse.

### PROHIBITED ITEMS

Amplified sound systems of any type, even if used by cheerleaders.

Any form of laser light shone toward a participant at any time, including players, coaches, officials and field-level administrators.

Band music or performance played at any time other than pregame, halftime, post-game and timeouts.

Electronic amplification equipment (except official band instruments).

Electronic, mechanical or semi-mechanical noisemakers, including stereos, speakers, cannons, fireworks, electronic horns, tanks, etc. used anywhere outside of the locker room.

Large field level objects, including oversized mascots that obstruct or could obstruct the view of any fan, participant or media representative.

Posters/signs/placards adhered to any permanent surface with any glue or adhesive material (signs may be attached to railing as long as done with easily removable string, tape or rope and doesn't obstruct existing signage and must be removed immediately

following the contest).

Posters/signs/placards that contain derogatory language or sayings or negatively refer to the name of an opponent or member of the team.

- Posters/signs/placards that are blocking the view of any patron.

Tobacco-related products by players, coaches, support personnel (i.e., managers and trainers), game personnel (officials, chain crews and table crews) and staff during warm-ups and competition (including banquets, press conferences, post-game interviews, and at all stadium areas).

- The tobacco prohibition is applicable to all activities at the venue including press box areas and locker rooms.
- The tobacco prohibition also applies to anything that simulates tobacco including vaping and vaping supplies.

Umbrellas (if opened during play).

Recorded music or other type of reproduction subject to copyright restrictions will be permitted.

The following additional items are NOT welcome inside:

- Outside food and drinks, including alcoholic beverages
- Outside food and drink containers, including hard-shell koozies
- All weapons, including firearms, carried either concealed or openly are prohibited items at UK's Kroger Field per KRS 237.115 (anyone in violation of this will not be granted entrance into Kroger Field)
- Portable heaters & combustibles
- Glass, aluminum containers and ice chests
- Artificial irritants and laser pointers
- All illegal substances, tobacco products and electronic cigarettes, including vaping supplies
- Large bags
- Pets other than service animals as detailed
- Unmanned aircrafts
- Inflatables
- Poles, extensions or selfie sticks
- Backpacks
- Purses larger than a clutch that are not clear.

### **PROJECTILE AND THE THROWING OF OBJECTS**

To ensure the safety of all guests and participants, the throwing of any objects is strictly prohibited.

Guests identified throwing any objects are subject to ejection and potential prosecution.

### **RE-ENTRY POLICY**

As per KHSAA and UK Athletics policy, guests are not permitted to exit and re-enter Kroger Field on the same ticket.

### **SPECIAL NOTE REGARDING SECURITY PROCEDURES**

Be aware that when you enter the 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 stadium.

The individuals involved with this determination are adhering to applicable Federal, State and Local guidelines and your cooperation is appreciated.

Please arrive to the stadium in time to allow the venue to properly execute its security plan.

### **SMOKING & TOBACCO**

The use of all tobacco products and electronic cigarettes is prohibited inside and outside on University of Kentucky's campus,

including Kroger Field and surrounding parking lots.

### **STADIUM SEAT SAFETY**

Standing or stepping on stadium seats may lead to serious bodily injury.

The KHSAA, in partnership with UK Athletics, requests, for your safety and other stadium guests, that you do not step, stand or use seats in a manner other than intended at Kroger Field.

### **STROLLERS**

Small collapsible style that fits under a stadium seat; strollers are subject to search

Strollers are not permitted at any time on the playing surface, including by team party members

### **SUITES**

The KHSAA does not control the suites on the Clark's Pump-N-Shop Winner's Circle Suite Level.

The suites and the purchase of any tickets in those suites are controlled by the suite holders and inquiries should be directed to those owners.

### **UMBRELLAS**

Umbrellas may be brought to the stadium but may not be opened in the seating areas.

### **WATER**

Guests are permitted to enter with one (1) unopened bottle of water smaller than a liter through the entry gates at Kroger Field.

### **WEAPONS**

All weapons, including firearms, carried either concealed or openly are prohibited items at UK's Kroger Field per KRS 237.115. Anyone in violation of this will not be granted entrance into Kroger Field.

### **IMPORTANT WEBSITE LINKS**

- [FB134 - Two-Deep Roster Form \(Blank\)](#)
- [FB125 - Participating Team Information Form](#)
- [KHSAA Football Website with Instructions, Seating and All Logistics](#)
- [2023-2024 State Finals Basic Stadium Layout and Seating](#)
- [2023 Football Championship Timetable](#)
- [Team Benches and Lockers, Colors, Scoreboard](#)
- [Warm-up and Bench Locations, Housing, Lockers](#)
- [Parking and Loading Map](#)
- [Stadium Locations and Logistics](#)
- [Public Parking Map](#)
- [Two-Deep Charts \(Combined\)](#)
- [Media Credential Requests and Guidelines](#)
- [KHSAA.tv \(Video\)](#)
- [KHSAA.net \(Audio\)](#)
- [GE04 - Physical Exam Form](#)
- [GE64 - Team Reimbursement Form](#)
- [SI113 - School Designated Radio Form](#)
- [GoFan Ticket Training](#)



**THE KENTUCKY OFFICE OF HIGHWAY SAFETY TEAMING UP WITH THE KHSAA TO DRIVE HOME A LIFE-SAVING MESSAGE FOR ALL MOTORISTS –  
BUCKLE UP AND PUT THE PHONE DOWN.**

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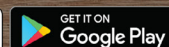


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## **GENERAL FALL INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES**

### **SUPERSEDURE NOTE**

The information in these instructions supersedes any previously distributed, including the Competition Rules.

These instructions have been consistently reviewed and revised over the past several years through the pandemic, while time has not permitted a complete overhaul and revision to the competition rules.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact, listed in the proceeding sport specific sections, with any additional questions.

### **WATER**

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

### **VENUE SAFETY**

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter which you or a fellow spectator feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

### **SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC**

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate competition management cues are not permitted to include, but not be limited to:

- Air horns that may interrupt cadence or cause safety issues in specific sports and sport-activities
- Electronic amplifiers
- Portable sound systems unless used by bands during outdoor events when they are permitted to be used by playing or competition rules
- Whistles
- Game clock horns simulator

Managers should confiscate items if used with the managers determining if they are returned post championship.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

### **ENTRY OF SERVICE ANIMALS**

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.



The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service provided.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

## **SPORTSMANSHIP**

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

## **ROSTERS**

### **POSTSEASON ROSTER**

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

This roster information is also used for advance preparations for state qualifying teams or individuals.

## **BYLAW 22 REMINDER**

### **REQUIREMENT TO ACCOMPANY TEAM MEMBERS**

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

## **EXPENSE REIMBURSEMENT AND FAN RESPONSIBILITY**

### **BOARD OF CONTROL REIMBURSEMENT POLICIES**

The Commissioner shall authorize a partial expense reimbursement (per diem and mileage) for teams in the Baseball, Basketball, Field Hockey, Football, Soccer, Softball and Volleyball Tournaments.

No expense reimbursement will be paid for other sports or sport-activities

Any allowances shall be in accordance with the currently adopted Board of Control policies and the association budget

### **RESPONSIBILITY FOR FANS AND PARTICIPANTS**

#### **RESPONSIBILITY FOR FAN CONDUCT**

- The participating schools are responsible for the conduct of the fans supporting that team.
- Any and all steps including fines or other penalties will be levied in the event of mass entrance to the field, floor or competition area.





## **DAMAGE TO FACILITY**

- 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 any venue property, including fences, gates and barriers that can be directly attributed to the student body or representatives of the school.
- 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 any stadium property, including fences, gates and barriers.
- Any school action in response to damage shall be completed within sixty days of the close of the event, after which time any damage will be submitted to the KHSAA insurance carrier with the damage-responsible school liable for likely subrogation and potential litigation.

## **HEALTH INFORMATION**

### **PHYSICAL EXAM FORM**

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.

The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

### **EMERGENCY ACTION PLAN**

UK HealthCare Sports Medicine is the official Sports Medicine Partner for the KHSAA State Championships.

KHSAA staff will, in consultation with UK HealthCare Sports Medicine and venue personnel, develop an Emergency Action Plan (EAP) for this event.

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency, including specific assignments to the designated on-site training staff.

The on-site training staff will also be responsible for any necessary monitoring of the wet bulb globe temperature and notification to KHSAA staff and the contest officials for determinations of any necessary adjustment to activity.

If an athlete or other team member is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be immediately contacted.

An AED will also be located at the team check-in area.

### **ATHLETIC TRAINERS**

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state events, and in the event of disagreement, this group shall serve as the primary determinant of medical next steps.

Athletic Training Staff will be available beginning one (1) hour prior to the event and remain available throughout the day.

Individual school Athletic Trainers should be included in the distribution of Team Party passes.

### **INCLEMENT WEATHER PROCEDURES**

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions in regards to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.

### **HEAT INDEX PROGRAM**

Tournament play will adhere to the KHSAA's Heat Index Program, which pertains to the outside temperature as well as monitoring the indoor temperature of venues without air conditioning.



Tournament administration will be responsible for tracking and implementing the program's guidelines.

Should the heat index reach 95 degrees, mandatory 10-minute water breaks will be given every 30 minutes.

At 99 degrees, play shall stop, and the heat index will be monitored every 30 minutes.

### **LIGHTNING/THUNDER POLICY**

The District or Region Manager of any outdoor sports or activities, or indoor sports with non-grounded pools, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in regard to lightning and thunder.

All competitions shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

Remember per the US Weather Bureau, Heat Lightning does not exist, it is a myth.

Lightning is lightning if it can be seen or heard, period.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

The detailed medical policies are online and a link at the end of this general section.

## **VIDEOTAPING, MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

### **GENERAL MEDIA RIGHTS**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

Control of media access and location at all levels of postseason play is with the KHSAA.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round, quarterfinal and state competition, allowances shall be made for television media to record video of the contests, without play-by-play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the KHSAA and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the KHSAA has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the KHSAA and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.

### **SCHOOL MEDIA CREDENTIALS**

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events for school internal publications.

Space permitting, school media may be granted floor access consistent with traditional media access.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a



freelance/commercial photographer pass and pay the requisite fee.

This pass must be requested by a school administrator in advance of the start of the event at [credentials.khsaa.org](https://credentials.khsaa.org), which is included as a link at the end of these instructions.

### **TRADITIONAL MEDIA CREDENTIALS**

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

A link to the credential application is included at the end of these instructions.

The deadline to apply is 3 p.m. the day before competition begins.

Applications should be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Media outlets may be limited during this event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

### **MEDIA RIGHTS FEE**

Freelance/commercial photographers as defined in these instructions, and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play-by-play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play-by-play, of any contest distributed using the internet.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including first round, second round, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Media Relations and Publications Director for approval by the Commissioner.

### **MUSIC COPYRIGHT**

KHSAA schools are reminded to adhere to all music copyright laws.

### **FILMING**

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.



## **INTELLECTUAL PROPERTY RIGHTS**

The intellectual property, corporate, broadcasting and media rights to all state championship rounds of the KHSAA postseason belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all state championship play.

## **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online at the following link - [khsaa.teamip.com](https://khsaa.teamip.com).

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

## **OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

The KHSAA pays for professional photography coverage of the event.

Official championship photos will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event, [khsaaphotos.org](https://khsaaphotos.org).

