



**2011 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
STATE FOOTBALL PLAYOFFS – CLASS 1A, 2A, 3A, 4A, 5A AND 6A  
FIRST, SECOND, THIRD, FOURTH ROUND  
INSTRUCTIONS AND PROCEDURES**

*PLEASE MAINTAIN THIS INFORMATION THROUGHOUT THE PLAYOFFS*

2280 Executive Drive ★ Lexington, KY 40505 ★ (859) 299-5472 (859) 293-5999 (fax) ★ [www.khsaa.org](http://www.khsaa.org)

October 1, 2011

TO: Member Schools Participating in Football Playoffs

FR: Commissioner Julian Tackett

RE: Enclosed Manual

**KEEP THIS MANUAL FOR REFERENCE DURING ALL WEEKS OF THE PLAYOFFS**

**SPECIAL NOTE**



Game brackets will be posted on the KHSAA web site as they are updated

(<http://www.khsaa.org/football>)



Officials Assignments will only be available through the KHSAA web site, and every effort will be made to have them up by Tuesday at 3:00 of each week.



Each week, prior to 10:00 a.m. on Monday fax form FB106 (<http://www.khsaa.org/forms/fb106.pdf>) to the KHSAA at (859) 293-5999 or email the information from that form to [emay@khsaa.org](mailto:emay@khsaa.org)

**KHSAA INSTRUCTIONS AND SUGGESTIONS TO SCHOOLS IN FOOTBALL PLAYOFFS**

Congratulations on earning a spot in the playoffs. We hope the following items will be helpful in finalizing arrangements for the game.

There is always a short amount of time to prepare for these games, both for the schools and for the Association, so your cooperation is vital. During each game week, participating teams will receive occasional email notices and much other information will be published via the KHSAA web site (<http://www.khsaa.org/football>). These updates include the officials' assignments for the week through a link that will be sent to the member schools.

Please feel free to contact this office at any time if any question remains unanswered. But we believe that a Principal or Athletic Director with a thorough knowledge of this manual and the KHSAA Tournament rules will have a hassle-free playoff game.

Best of luck.

## TABLE OF CONTENTS

### INTRODUCTION

PLAYOFFS CHECKLIST FOR ALL ROUNDS .....	5
HOST TEAM CHECKLIST .....	5
BOTH TEAM CHECKLIST .....	5
DATE, SITE, TIME .....	6
PAIRINGS.....	6
TROPHIES .....	7
OFFICIALS .....	7
RESULTS .....	8
FACILITIES, SECURITY, MEDICAL .....	8
REQUIRED AGREEMENT ON ARRANGEMENTS .....	8
RADIO, TELEVISION, MEDIA.....	8
AGREEMENT ON FINANCES.....	9
GAME BALLS.....	9
REPORTS .....	9
FUTURE GAMES .....	9
ROSTERS .....	9
BAND PERFORMANCES .....	10
DISPUTES.....	10

### APPENDIX A - KHSAA TOURNAMENT RULES (FOOTBALL)

### APPENDIX B - FORMS NECESSARY FOR TEAMS IN PLAYOFFS

FEDERATION STATS REPORT (KHSAA FORM FB105)

FINANCIAL REPORT (KHSAA FORM FB102)

GAME SCHEDULE FORM (KHSAA FORM FB106)








# **KHSAA FOOTBALL PLAYOFFS CHECKLIST AND INSTRUCTIONS November, 2011**

Teams advancing to the State Finals will receive additional information at the conclusion of the fourth round (semi-state) game






## PLAYOFF GAME CHECKLIST (ALL ROUNDS)

### HOST TEAM










#### *BEFORE GAME*

-  Determine game manager, although Principal of host school is ultimately responsible. Game manager should review the KHSAA Tournament Rules for football in the tournament rules section of the KHSAA Handbook, or the pages in this manual. Be familiar with these rules prior to contacting the visiting team. Be prepared to contact the Commissioner's office to resolve any disputes.
-  MANAGERS OF FOURTH ROUND GAMES SHOULD NOTE THAT THIS IS A SHORT WEEK DUE TO THE THANKSGIVING HOLIDAY AND COULD RESULT IN MANY HURRIED DECISIONS IF NOT PREPARED AND FAMILIAR WITH THIS MATERIAL.
-  Notify KHSAA of game date, site and time immediately upon agreement. This is to be done by 10 a.m. on Monday using the methods listed in the instructions. You must fax KHSAA Form FB106 due to the volume of phone calls into the office that morning, or send the file as an email attachment to [emay@khsaa.org](mailto:emay@khsaa.org)
-  There are trophies for first, third and fourth round presentation. Inspect trophies immediately upon arrival. Arrange for pre-game presentation of the first rounds trophies, and post game presentation of the third and fourth round trophies.
-  Contact game officials upon receipt of notification from KHSAA (these are available on the website). Prepare checks for game officials.

#### *POST GAME*










-  Contact KHSAA with score by contacting the KHSAA/Riherds Scoreboard at (800) 453-6882 (toll free call). This will post the score on the KHSAA web site. You do not need to give any other information.
-  Complete the National Federation survey form (FB105) and return to the KHSAA within one week of the game.
-  Complete the KHSAA Financial Report form (FB102) and return to the KHSAA within one week of the game.
-  If your team is successful and wins its game, the individual stats for that game must be entered via the KHSAA web site.
-  If you are to host the next week, call according to the timeline detailed, fill out a copy of FB106 for the next week and get it to the office by fax.

### BOTH TEAMS






-  Review the KHSAA Tournament Rules for football in the tournament rules section of the KHSAA Handbook, or in this manual. Be familiar with these rules to eliminate disputes.
-  Confirm game, date and time. NOTE: All games are on Friday night unless by mutual agreement.
-  Discuss and agree on the following items.
  -  Starting Date and Time;
  -  Admission charges;
  -  Allowable expenses. All expenses must be agreed by the two schools PRIOR to the game or they will not be allowed;
  -  Allocation of reserved tickets;
  -  Special Media Accommodations such as radio and television.
-  Have a great game!





## INSTRUCTIONS AND CLARIFICATIONS - ARRANGEMENTS - FOOTBALL PLAYOFF GAMES

### DATE, SITE, TIME

-  The Principal of the host school shall serve as, or shall appoint, a manager for each playoff contest. The home manager will set the site for the game.
-  A complete bracket of your Class is constantly updated on the KHSAA web site <http://www.khsaa.org/football>. Go to that web site and go to the bracket link throughout the playoffs.
-  Playoff competition will begin on the Thursday, Friday or Saturday three weeks prior to Thanksgiving Day (November 3, 4, or 5, 2011).
-  All playoff contests shall be held on Friday unless there exists a mutual agreement between the schools to hold the game on another day due to field conditions or availability, availability of officials, or in the mutual best interests of the competing teams.
-  The game time shall be 7:30 p.m. local time unless the schools have a mutual agreement to play at another time.
-  The top four teams as determined by intra-district records after all tie breakers have been applied will qualify for the championship playoffs. The finishing position within the Region shall hereinafter be referred to as the "seeded position".
-  No playoff game shall be scheduled or played on a date or time that requires a loss of school time.
-  The site of all games during the first four rounds in all classes shall be determined by the designated home team.
-  The game manager shall notify the KHSAA of the site, date and time of the game not later than 10 a.m. Monday prior to the game.


### PAIRINGS

-  In each Region in Classes 1A, 2A, 3A, 4A and 5A, the first place team from District 1 (1-1) will host the first round game against the fourth place team from District 2 (4-2), the second place team in District 2 (2-2) will host the third place team from District 1 (3-1), the second place team from District 1 (2-1) will host the third place team from District 2 (3-2), and the first place team from District 2 (1-2) will host the fourth place team from District 1 (4-1).
-  In each Region in Classes 1A, 2A, 3A, 4A and 5A, in the second round, the winner of the game between 1-1 and 4-2 will play the winner of the game between 2-2 and 3-1, while the winner of the game between 2-1 and 3-2 will play the winner of the game between 1-2 and 4-1. In all games in the second round, the team with the highest seeded position (finishing position in district) shall host the game.
-  In each Region in Class 6A, the regional pairings are created by cross-bracketing in the random chart drawn and approved by the Board of Control. This listing is from top to bottom, in a 32-position bracket. For 2011, Districts 1 and 3 shall form Region 1; Districts 2 and 4 shall form Region 2; Districts 5 and 7 shall form Region 3 and Districts 6 and 8 shall form Region 4. The 5<sup>th</sup> place team in District 6 shall occupy the fourth seed position of District 2.
-  In each Region in Class 6A, the first place team from the first listed district (1-first) will host the first round game against the fourth place team from the second listed district (4-second), the second place team in the second listed district (2-second) will host the third place team from the first listed district (3-first), the second place team from the first listed district (2-first) will host the third place team from the second listed district (3-second), and the first place team from the second listed district (1-second) will host the fourth place team from the first listed district (4-first).
-  In each Region in Class 6A, in the second round, the winner of the game between 1-first and 4-second will play the winner of the game between 2-second and 3-first, while the winner of the game between 2-first and 3-second will play the winner of the game between 1-second and 4-first. In all games in the second round, the team with the highest seeded position (finishing position in district) shall host the game.


-  For the regional championship (third round), the pairings shall be the champions of the district as determined by the first two rounds of play.
-  The highest seed (finishing position in the district) shall host the regional championship game (third round). Should teams with the same seeding meet in the third round, the team representing the even-numbered District shall host the games in even-numbered years, while the team representing the odd-numbered District shall host the game in odd-numbered years. If the paired districts are both even or both odd, the highest numbered district shall host the game in even numbered years and the lowest numbered district shall host the game in odd numbered years.
-  For the semi-state round (fourth round), the champion of region 1 will play the champion of Region 2 while the champion of Region 3 will play the champion of Region 4. The team representing the even-numbered Region shall host the games in even-numbered years, while the team representing the odd-numbered Region shall host the game in odd-numbered years.
-  Winners of the fourth round games will play for the class championships.

## **TROPHIES**


### *First Round*

-  A trophy labeled District Champion will be sent to the manager of the top seed in the district prior to the first round game. A trophy labeled District Runner-up will be sent to the manager of the second seed in the district prior to the first round game. The trophy bill is to be paid for from the proceeds of the first round game and the check shall be made directly to the trophy company. The invoice is mailed under separate cover to allow for accurate shipping costs. This trophy should be presented before the first round game. The trophies are being shipped from out of state and should arrive not later than Wednesday. For planning and budget purposes, the cost of the trophies is approximately \$56.25 plus shipping.




### *Third Round*


-  A trophy for each Region winner and runner-up is being sent to the manager of each of the third round games. This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company. The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs. The trophies are being shipped from out of state, and may not be received until as late as Wednesday. These trophies should be presented after the third round game. For planning and budget purposes, the cost of the trophies is \$119.90 for the two trophies plus shipping.


### *Fourth Round*

-  A trophy for each Region winner and runner-up is being sent to the manager of each of the third round games. This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company. The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs. The trophies are being shipped from out of state, and may not be received until as late as Wednesday. These trophies should be presented after the fourth round game. For planning and budget purposes, the cost of the trophies is \$110.90 for the two trophies plus shipping. Please notify the Association Monday a.m. if you desire an alternative shipping location.


## **OFFICIALS**


-  The names of the officials and the amount of their fees will be posted on the KHSAA web site by 5:00 on Tuesday of the week of the contest.
-  The manager will pay the officials from the game receipts. The KHSAA will inform you within the assignments of the amount of money to be paid to the officials for mileage. Disputes over mileage and other allowances are to be referred to the Commissioner's office.
-  In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee \$65 for the first and second playoff rounds.

 In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee \$75 for the third playoff round.


 In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee \$80 for the fourth playoff round.

## RESULTS

 **Contact the KHSAA immediately following the contest with score by contacting the KHSAA/Riherds Scoreboard at (800) 453-6882 (toll free call). This will post the score on the KHSAA web site.**


 Contact your local media after you contact the KHSAA scoreboard.

## FACILITIES, SECURITY AND MEDICAL

 The host school shall make every effort to ensure that the facility is safe for the fans, participants, contest officials, and others who may attend the contest, to include the following requirements:


- 1) Adequate police and other security protection inside and outside the stadium is to be arranged for by the manager in accordance with KHSAA Security practices policy (KHSAA Handbook, policies section).
- 2) Review the KHSAA policy on inclement weather (KHSAA Handbook, policies section).
- 3) Provide a doctor (M.D. or D.O.) to be present at the game.
- 4) Provide a plan for an ambulance to service the games in the event of emergency, and distribute the emergency plan to all teams. It is recommended that an ambulance be present at the game.




## REQUIRED AGREEMENT ON ARRANGEMENTS

 The representatives of the two schools involved shall discuss and must agree in advance on all items incidental to playing the game including:



- 1) The date and starting time of the game, which shall be Friday at 7:30 local time unless the two schools mutually agree;
- 2) Rental expense, if relevant. There shall be no allowable expense for field or facility rental unless such can be documented by the payment of rental to an outside entity or a payment made to an entity for all regular season and postseason games played at that facility. If such allowable expense is to be paid, the amount shall be the exact amount paid to the outside entity.
- 3) Mileage (and other travel allowances) for the traveling team. For the fourth round, schools are encouraged to consider a mileage allowance to be paid to the visitors prior to the gate split due to substantial travel distances involved regardless of the method for dividing the gate;
- 4) The price of admission, the number of passes for each school and the distribution of reserved seats (if any);
- 5) The concession rights (common practice to give to home team in exchange for use of the field);
- 6) Liability insurance;
- 7) The maximum number of players to be in uniform;
- 8) The representatives of the two schools involved shall discuss and must agree in advance on all items incidental to playing the game;
- 9) The financial distribution of gate receipts. The proceeds of all playoff games, with the exception of the final game in each class, will be used to defray the expenses of the visiting team, officials, trophies, and other necessary expenses.

## RADIO, TELEVISION AND OTHER MEDIA



 The KHSAA owns all rights to all rounds of the KHSAA playoffs, including the media rights.

-  No exclusive site contract for regular season coverage shall be valid in the postseason as the rights are owned by the KHSAA.
-  The KHSAA specifically controls all broadcast and television rights to KHSAA playoff games, but allows the local manager to coordinate these rights for these games upon mutual agreement of the competing teams;
-  The participating teams shall agree on all matters concerning radio broadcasts, television, films, video taping, press box access and communication equipment.


### **AGREEMENT ON FINANCES**

-  There are two common methods of dividing the proceeds of the playoff games.
  - 1) The first and more commonly used method is to simply split the gate receipts after the payment of the trophy bill and the cost of officials. In addition, for the fourth round, many schools agree to allow a fixed rate mileage allowance prior to making this division of the gate. This encourages the visiting team to minimize the travel expenses and the home team to control game costs and eliminates the perception of inflated costs by either the traveling team or home management.
  - 2) The second method is a split of the gate after agreed expenses, which would involve:
    - Allow for the cost of the trophies and the game officials'
    - Determine and agree in advance on the expenses of the home team for staging the game including charges for police and security, ticket sellers and takers, P.A. announcer, dressing room attendants, parking, ushers, statistics, etc.;
    - Determine and agree in advance on the expense allowance for the visiting team for mileage, meals and lodging if applicable. If no other agreement can be reached, using the state expense allowance is recommended;
    - Split the balance between the two teams after payment for the three items listed above;
-  If no agreement exists in advance, method (1) as detailed below shall govern the finances.


### **GAME BALLS**

-  Participating teams may use any legally approved Rawlings brand football in games. The game balls used must contain the NFHS authenticating mark and must be a Rawlings brand football. There is no requirement that the ball contain a KHSAA logo.
-  For the championship games, the Rawlings Company will be providing the game footballs.


### **REPORTS**



-  A copy of the financial report (FB102) shall be sent to KHSAA office by the host school manager when all business is completed, preferably within one week of the game, within one week of the game. Please complete the National Federation survey (FB105) and return within one week of the game.

### **FUTURE GAMES**






-  Should your team be victorious and host the next round game, please contact the KHSAA prior to 10 a.m. on the following morning with the date, site and time of the game. Please use one of the following options to report the details of the subsequent round game.
  1. Complete form FB106 and fax it to the office at (859) 293-5999, or
  2. Send an email to the Association with all details contained on form FB106. For this event, send it to [jtackett@khsaa.org](mailto:jtackett@khsaa.org) and include the game date, site and time.

### **ROSTERS**



-  Each team must have electronically submitted the team roster to the Association prior to the end of the season. This can be done via the member school only page on the web site.

-  There may be no additional players added to the team roster following the first day of the first week of the playoffs, including for those teams that advance to the finals.
-  This information is used for advance preparations in case of a team qualifying for the state championship and also serves as the required eligibility listing for the team.

### **BAND PERFORMANCES**

-  The playing of the National Anthem will be the responsibility of the home team.
-  The band is not to play or cheers be given when the ball is alive by rule.
-  Persons subject to the rules, including bands, shall not create any noise that prohibits a team from hearing its signals
-  Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering.
-  The home team shall have the right to perform first if both bands desire to play.

### **DISPUTES**

-  For further instructions and guidance, read the Kentucky High School Athletic Association Handbook, Football Tournament Rules, which are reprinted in this manual.
-  The Commissioner's office will assist in settling problems of disagreement related to the contest. Contact Commissioner Julian Tackett if you have dispute. You may call (859) 299-5472, fax (859-293-5999) or send email to [jtackett@khsaa.org](mailto:jtackett@khsaa.org).



# **RULES AND REGULATIONS**

## **Governing the Football Championships of the KHSAA**

(Adopted by Board of Control, Reprinted from 2011-2012  
Handbook)



# FORMS

Used by persons managing games during the Football Championships of the KHSAA