



**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)

## KHSAA RULES AND REGULATIONS Governing the Football Championships

*(Adopted by the Board of Control)*

*(Case situations refer to rulings and interpretations used to administer these provisions which can be found in the next section of the Handbook)*

### I) Assignment of Schools to Districts, Regions and Classes A) CLASSES

The Kentucky High School Athletic Association shall sponsor postseason competition in football, provided that ten (10) percent of the member schools declare intentions to participate in said competition. Member schools not desiring to participate in KHSAA sponsored postseason competition shall notify the Association office prior to July 15. Classification shall be based on enrollment in grades 9-12 including all special education students. The state shall be divided into classes based on enrollment by the Commissioner, with the approval of the Board of Control. Newly added or deleted programs will be handled on a case by case basis by the Commissioner's office.

The alignment for football for the 2011 through 2014 playing seasons shall be as follows —

#### CLASS 1A

- District 1 - Fulton City, Fulton County, Mayfield, Russellville
- District 2 - Bethlehem, Caverna, Holy Cross (Louisville), Kentucky Country Day
- District 3 - Bracken County, Eminence, Frankfort, Paris
- District 4 - Beechwood, Bellevue, Dayton, Ludlow
- District 5 - Berea, Campbellsville, Lynn Camp, Williamsburg
- District 6 - Harlan, Hazard, Jenkins, Pineville
- District 7 - Fairview, Nicholas County, Paintsville, Raceland
- District 8 - Allen Central, Phelps, Pikeville, South Floyd

#### CLASS 2A

- District 1 - Ballard Memorial, Caldwell County, Crittenden County, Murray, Reidland
- District 2 - Butler County, Hancock County, McLean County, Owensboro Catholic, Todd County Central, Union County
- District 3 - Clinton County, Glasgow, Green County, Metcalfe County
- District 4 - Bardstown, Christian Academy-Louisville, DeSales, Fort Knox, Shawnee, Washington County
- District 5 - Carroll County, Gallatin County, Owen County, Trimble County, Walton-Verona
- District 6 - Bishop Brossart, Holy Cross (Covington), Lloyd Memorial, Newport, Newport Central Catholic
- District 7 - Danville, Lexington Christian, Middlesboro, Somerset
- District 8 - Betsy Layne, Leslie County, Prestonsburg, Shelby Valley

#### CLASS 3A

- District 1 - Fort Campbell, Heath, Paducah Tilghman, Trigg County, Webster County,
- District 2 - Adair County, Edmonson County, Hart County, Monroe County, South Warren
- District 3 - Central, Elizabethtown, Henry County, Larue County
- District 4 - Bell County, Casey County, Corbin, McCreary Central, Wayne County
- District 5 - Bath County, Bourbon County, Estill County, Garrard County, Powell County, Western Hills
- District 6 - East Carter, Fleming County, Lewis County, Mason County, Russell, West Carter
- District 7 - Breathitt County, Jackson County, Knott County Central, Magoffin County, Morgan County
- District 8 - Belfry, East Ridge, Lawrence County, Pike County Central, Sheldon Clark

#### CLASS 4A

- District 1 - Calloway County, Hopkins County Central, Lone Oak, Madisonville-North Hopkins, Owensboro
- District 2 - Allen County-Scottsville, Breckinridge County, Franklin-Simpson, Warren East
- District 3 - Atherton, Collins, North Oldham, Spencer County, Waggener
- District 4 - Doss, Fairdale, Moore, Valley, Western
- District 5 - Boyle County, Lexington Catholic, Marion County, Mercer County, Taylor County
- District 6 - Clay County, Knox Central, Rockcastle County, Russell County
- District 7 - Covington Catholic, Harrison County, Highlands, Holmes,

- Pendleton County
- District 8 - Ashland Blazer, Boyd County, Greenup County, Johnson Central, Rowan County

#### CLASS 5A

- District 1 - Apollo, Christian County, Graves County, Hopkinsville, Ohio County
- District 2 - Barren County, Bowling Green, Greenwood, Logan County, Warren Central
- District 3 - Grayson County, Iroquois, Jeffersontown, John Hardin, North Hardin
- District 4 - Bullitt Central, Bullitt East, North Bullitt, Shelby County
- District 5 - Conner, Cooper, Grant County, Scott, South Oldham
- District 6 - Anderson County, East Jessamine, Franklin County, Montgomery County, West Jessamine, Woodford County
- District 7 - Lincoln County, Madison Southern, North Laurel, Pulaski County, South Laurel, Southwestern
- District 8 - Harlan County, Letcher County Central, Perry County Central, Whitley County

#### CLASS 6A

- District 1 - Daviess County, Henderson County, Marshall County, Muhlenberg County
- District 2 - Central Hardin, Meade County, Nelson County
- District 3 - Butler, Pleasure Ridge Park, Seneca, Southern
- District 4 - DuPont Manual, Male, St. Xavier, Trinity (Louisville)
- District 5 - Ballard, Eastern, Fern Creek, Oldham County
- District 6 (\*) - Boone County, Campbell County, Dixie Heights, Ryle, Simon Kenton
- District 7 - Bryan Station, Henry Clay, Paul Laurence Dunbar, Scott County
- District 8 - George Rogers Clark, Lafayette, Madison Central, Tates Creek

(\*) For 2011 and 2012 playing season, the 5th place team in District 6 of Class 6A will be bracketed as the number four (4) seed in District 2 for the purpose of making playoff pairings.

#### B) ENROLLMENT CRITERIA

The basis for determining the schools to be placed in Class 1A, 2A, 3A, 4A, 5A and 6A will be the average boys enrollment, including all non-graded special education students, in grades 9-12 for the two most recent years available for the entire membership at the time of classification.

#### C) CLASSIFICATION

Initial classification is based on enrollment data verified by the Kentucky Department of Education for the two years through the enrollment of the 2008-2009 and 2009-2010 school year.

##### 1) Classification Plan.

- a) The enrollment data used to determine the class boundaries shall be obtained from the Kentucky Department of Education or other verifiable sources in the case of non-public schools.
- b) The classification shall be for a four-year period, which may be extended by the Board of Control. In addition, the alignment will be reviewed upon receipt of the 2011-2012 school year enrollment information from the Kentucky Department of Education for possible adjustment to begin with the 2013 playing season.
- c) The schools shall be placed in enrollment ranked order (by boys four grade enrollments, after adjustment for single-sex schools).
- d) The minimum number of teams necessary for a full bracket in the playoff system (32 teams) shall be placed in the highest class (6A) and the lowest enrolment class (1A). The remaining schools shall then be placed into approximately equal divisions in classes 2A through 5A.
- e) The highest and lowest enrollment average from each class shall form the bounds of the class for the purpose of making adjustments after two years or for adding new teams.
- f) If there are an odd number of schools or the number of schools is not evenly divisible by the number of classes, the extra teams shall be placed from the lowest class first, up to the highest class. For example, if there were 154 teams to divide into the middle four (4) classes, there would be 39 in 4A and 5A, and 38 in 2A and 3A.
- g) If the ranking and division leaves two or more teams with equal enrollments at the dividing point for class division, the Board of Control shall determine which teams go into each

class. First preference is to use enrollment data at levels other than the top four (4) grades to determine the class boundaries. If the enrollment data does not yield a clear conclusion, the teams going into each class shall be drawn by random chance by drawing by lot or by coin toss.

- h) The Board shall give schools, once the ranked enrollments are determined by prior to placement into geographic districts, an opportunity to play to a higher class. Such request will only be approved if the move can be substantiated by improving the geographic (travel) concerns of both the lower and requested class. Requests will be summarily denied if the request is justified by desire to improve competitive opportunity or leaves a class with the inability to form districts with more than four teams or requires more than six teams in a given district.
- i) No request to play into a lower district than the enrollment boundaries indicate, will be considered.
- 3) If at any time during the classification period, a school withdraws from playoff competition, it shall not be eligible until the end of the classification period.
- 4) The Board shall attempt to ensure that districts do not fall below four (4) teams and that travel distance is the primary determinant in both alignment decisions, and decisions involving playoff pairings.
- D) District CHAMPION**
- 1) Class 1A, 2A, 3A, 4A, 5A and 6A will be divided into two semi-states with four regions in each semi-state, and those four regions having two districts in each region.
- 2) To be eligible to be champion, runner-up, third place or fourth place position of a district, a team shall play all other teams assigned to their district.
- 3) The champion, runner-up, third place or fourth place position in each district shall be determined by the win-loss record based upon the games played against opponents in the district. Only games scheduled by contract prior to the first legal playing date and played before the first weekend of the state playoffs shall be used in determining a district winner or runner-up.
- a) TIE-BREAKER (two teams). In the case of a tie for the champion, runner-up, third place or fourth place position between two teams based upon the win-loss record, the team that won the game contested between the two tied teams shall be declared the winner.
- b) TIE-BREAKER (more than two teams). Should three or more teams tie for the a district position based upon the win-loss record, the position shall be determined by the following:
- i) If one of the teams has defeated each of the other teams tied in games contested between them, that team shall be declared to hold the highest position, and the winner of the game between the remaining teams (if less than four) shall be declared the second highest position. In the event of more than three teams being tied, where one has defeated each of the tied teams, that team shall be declared the highest position, and the tie-breaking procedure shall be re-applied for the remaining tied teams.
- ii) If the tie remains, each team tied for the position shall receive one point for each game won by any four of their defeated opponents in all games, except for the games played between any two of the tied teams. All games played shall be counted in applying the tie-breaking procedure, including out of state games, with the exception that a defeated school may be counted only once in the procedure regardless of the number of games played against that particular school. Teams awarded forfeit victories (whether or not a forfeit fee is paid) may count the defeated opponents of the forfeiting team, provided the game was not replaced on the schedule.
- iii) If the tie remains after application of provision (ii), an additional defeated opponent's wins will be added to the point total for each team until the tie is broken and the winner of the tied position declared, or until all games are exhausted.
- iv) If the tie for the position involves only three teams, and the application of (ii) and (iii) results in one team being declared the winner of the tied position based on point totals, the

highest point total from the application of (ii) and (iii) between the two remaining tied teams shall be declared to hold the next position.

- v) If the tie for the championship involves more than three teams, and the application of (ii) and (iii) results in one team being declared the winner of the tied position based on point totals, the procedure shall then be re-applied to determine the next position.
- vi) If the tie for the position involves more than three teams, and the application of (ii) and (iii) results in two teams remaining tied for the position based on points, the head to head game played between them shall break the tie, and head to head competition will break any remaining ties.
- viii) If a tie results after application of all provisions of the above plan, the tie shall be broken by the Board of Control.

## II) Dates and Times for Playoff Games

- A) Playoff competition will begin on the Friday or Saturday three weeks prior to Thanksgiving Day. 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.
- 1) 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".
- 2) For the 2011 and 2012 seasons, the playoffs shall be cross bracketed beginning with the first round in accordance with the following chart, and such chart shall form the order of the bracket for the five rounds of the playoffs. In the chart, the first column represents the Class and Region label for playoff awards and bracketing. The playoff bracketing for 2013 and 2014 is tentative and will be finalized by the Board of Control at a later date.

Region	2011	2012	2013	2014
1A-R1	D1 vs. D2	D1 vs. D2	D1 vs. D2	D1 vs. D2
1A-R2	D3 vs. D4	D3 vs. D4	D3 vs. D4	D3 vs. D4
1A-R3	D5 vs. D6	D5 vs. D6	D5 vs. D6	D5 vs. D6
1A-R4	D7 vs. D8	D7 vs. D8	D7 vs. D8	D7 vs. D8
2A-R1	D1 vs. D2	D1 vs. D2	D1 vs. D2	D1 vs. D2
2A-R2	D3 vs. D4	D3 vs. D4	D3 vs. D4	D3 vs. D4
2A-R3	D5 vs. D6	D5 vs. D6	D5 vs. D6	D5 vs. D6
2A-R4	D7 vs. D8	D7 vs. D8	D7 vs. D8	D7 vs. D8
3A-R1	D1 vs. D2	D1 vs. D2	D1 vs. D2	D1 vs. D2
3A-R2	D3 vs. D4	D3 vs. D4	D3 vs. D4	D3 vs. D4
3A-R3	D5 vs. D6	D5 vs. D6	D5 vs. D6	D5 vs. D6
3A-R4	D7 vs. D8	D7 vs. D8	D7 vs. D8	D7 vs. D8
4A-R1	D1 vs. D2	D1 vs. D2	D1 vs. D2	D1 vs. D2
4A-R2	D3 vs. D4	D3 vs. D4	D3 vs. D4	D3 vs. D4
4A-R3	D5 vs. D6	D5 vs. D6	D5 vs. D6	D5 vs. D6
4A-R4	D7 vs. D8	D7 vs. D8	D7 vs. D8	D7 vs. D8
5A-R1	D1 vs. D2	D1 vs. D2	D1 vs. D2	D1 vs. D2
5A-R2	D3 vs. D4	D3 vs. D4	D3 vs. D4	D3 vs. D4
5A-R3	D5 vs. D6	D5 vs. D6	D5 vs. D6	D5 vs. D6
5A-R4	D7 vs. D8	D7 vs. D8	D7 vs. D8	D7 vs. D8
6A-R1	D1 vs. D3	D1 vs. D5	D1 vs. D2	D1 vs. D4
6A-R2	D2 vs. D4	D2 vs. D3	D3 vs. D6	D2 vs. D7
6A-R3	D5 vs. D7	D6 vs. D7	D4 vs. D5	D3 vs. D5
6A-R4	D6 vs. D8	D4 vs. D8	D7 vs. D8	D6 vs. D8

- 3) For the 2011 and 2012 seasons, in each Class and Region unless otherwise noted, the first place team from the paired districts on the cross bracket chart will host the first round game against the fourth place team from the paired district, the second place team from the paired districts on the cross bracket chart

will host the third place team from the paired district. In the second round the winner of the game between first and fourth place cross bracketed teams will play the winner of the game between the second and third place cross bracketed teams. All other districts will use the same playoff pattern. In all games in the second round, the team with the highest seeded position (finishing position in the district) shall host the game.

- 4) 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.
  - 5) 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.
  - 6) Winners of the fourth round games will play for the class championships.
  - 7) The Board of Control may review and consider for revision, the playoff pairings at any time during the alignment period.
- B) The site of all games during the first four rounds in all classes shall be determined by the designated home team. The Board of Control may review and consider this provision for revision at any time during the alignment period.
- C) The Board of Control shall determine the site of the state finals after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.

### III) Game Managers

The Principal of the home school or his/her designee shall serve as the manager for each game of the football playoffs with the exception of the final game in each class, and shall be responsible for ensuring that the game arrangements are complete. The principals of the competing schools, or their representatives shall agree on all matters pertaining to the game, including but not limited to, date and starting time, admission charges, expenses, and allocation of reserved seat tickets for the game. Disagreement on any of these items shall be referred to the Commissioner, whose decision in the matter shall be final.

It is an explicit duty of each tournament manager to inform the association IMMEDIATELY as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. In addition, it shall be the duty of the manager of each contest in soccer, volleyball, football, basketball, baseball and softball to contact the KHSAA Scoreboard with the final results following each contest. This is in addition to fulfilling local media requests. The Board of Control has approved the policy that the receipts of a tournament can be assessed (a fine levied against the manager) for failure to comply with these provisions.

The Commissioner shall serve as the manager for the state football playoff finals and shall handle all arrangements for the games. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event.

### IV) Eligibility to Enter Tournament Play

To be eligible to compete in postseason competition, a member school team shall have competed in games against all teams in a district during the regular season.

### V) Contestants

Each school shall submit a properly identified team photograph in compliance with published deadlines and directives. A school shall enter an unlimited number of contestants on an electronic roster via the KHSAA website and online participation tracking system. This roster may be revised throughout the regular season and shall serve as the preliminary list as referred in these regulations. On the first day of postseason play, these rosters shall be locked so that no additional players may be added, deleted or revised following

this date, thereby creating the final eligibility list for tournament play. After this time, the only revision allowed will be to correct a documented clerical error as referred to in Bylaw 14.

At the state finals, only a squad of fifty-nine (59) persons, including all support personnel shall be included in the expense reimbursement. Cheerleaders from participating schools will be admitted in uniform to each contest.

### VI) Officials

For regular season games, football officials are paid \$55 per game per official for a five (5) person crew. The local regional policy board may approve a supplement for incidental expenses such as travel and mileage.

Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials, who are licensed by June 30 of the licensing year, shall be used in the final four rounds of the state football playoffs. Exceptions may be approved by the Commission.

Local associations may submit recommendations for postseason assignments to playoff contests. The final selection shall be made by the Commission.

The Board of Control has established fees for postseason play. In all tournament levels, two members of the crew of officials are to be paid a mileage allowance for a maximum of two cars based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.

First round playoff officials shall be paid a fee of \$65.00 per game and shall be assigned to a five-person crew from outside the local associations of both teams.

Second round playoff officials shall be paid a fee of \$65.00 per game and shall be assigned to a five-person crew from outside the local associations of both teams.

Third round playoff officials shall be paid a fee of \$75.00 per game and shall be assigned to a five-person crew from outside the local associations of both teams.

Fourth round (semifinal) officials shall be paid a fee of \$80.00 per game and shall be assigned to a five-person crew from outside the local associations of both teams.

State championship officials shall be paid a fee of \$85.00 per game and shall be assigned to a five-person crew.

### VII) Champion

The champion of each class shall be the winner of the game played in the final game.

### VIII) Trophies and Awards

#### A) District, Region and Semi-State

- 1) Trophies will be given to each district, region and semi-state winner and runner-up.
- 2) The cost of the district, region and semi-state trophies shall be paid from the gate receipts.

#### B) State

- 1) The state champions and runner-up in each class shall receive a trophy.
- 2) The state champion and runner-up shall receive fifty-nine (59) individual medals.

### IX) Finances

#### A) FIRST, SECOND, THIRD and FOURTH ROUND

- 1) 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.
- 2) If no agreement can be reached on lodging, meal, and travel expenses, it is recommended that the gross gate be divided evenly between the teams after the payment of officials and trophies. 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.
- 3) 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. If such allowable expense is to be paid, the amount shall be the exact amount paid to the outside entity.
- 4) If no other agreement can be reached, using the state expense allowance is recommended. For the third and fourth round,

schools are encouraged to consider a mileage allowance to be paid to the visitors prior to the gate split due to the potential of substantial travel distances involved.

#### B) STATE FINALS

- 1) The Association will finance the final game in each class. Expenses for lodging and meals and an allowance for team travel will be paid to each participating school. The squad for expense reimbursement purposes shall be limited to fifty-nine (59) persons, including the principal, coaches, team members, cheerleaders, cheer sponsor and other personnel.
- 2) Schools failing to stay in the motel assigned by the Association shall forfeit the lodging allowance.
- 3) The rate to be reimbursed for state championship play is \$1 per mile (round trip) for two vehicles, \$5 per meal per person, and a maximum of \$13 per person per night for lodging as approved.
- 4) After all expenses have been paid, the Kentucky High School Athletic Association shall retain profits from each state tournament.

#### X) Special Tournament and Regular Season Rules

##### A) Tied Games

If the score is tied at the end of any game, it will be broken in accordance with the National Federation tie-breaking procedure enumerated in the Football Rules Book. The National Federation 10-yard tie-breaker procedure shall be used.

##### B) Choice of Ends of Field and Use of Field in Warm-ups

- 1) The visiting team shall have the choice as to the end of the field on which they want to warm up.
- 2) No warm-up activity by either team may extend past the 45-yard line (in the direction of the 50-yard line).
- 3) During pre-game warm-up activity, not team may be beyond its own 45 yard line and the mid-field area must remain vacant. Unsporting activity between the 45-yard lines will be penalized by the contest officials, and if not penalized by the officials, may be penalized by the Association in accordance with Bylaw 33 as a violation of Bylaw 11.

##### C) Officials Jurisdiction

Game officials shall assume jurisdiction over the contest one hour before time for the game.

##### D) Specifications of Fields and Game Balls

The specifications for recommended and required standards for fields to be used in tournament play may be developed by Association staff and Advisory Committees and approved by the Board of Control. The Association may enter into a contract to restrict the use of a ball in tournament play to a specific brand or model.

##### E) Running Clock Provisions

The Association shall utilize provisions of the National Federation playing rules which allow for the clock to continue running (with the exception of a charged time-out) when the score reaches a 45-point differential in any contest.

- 1) Any time the score differential reaches 45 points or more, the following changes will be made regarding rules determining when the clock will be stopped or started. The clock shall continue to run from the point that the differential occurs (without regard to a later return to less than the differential) with the following clarifications:
- 2) The clock SHALL STOP when an official's time-out is called as in the following specific 3-5-7 occurrences, and shall subsequently start on the READY FOR PLAY signal:
  - a) For measurement of a possible first down,
  - b) When captains and coaches are notified of the time remaining,
  - c) For a player who appears to be injured,
  - d) For a player in need of equipment repair,
  - e) When a coach-referee conference occurs,
  - f) After a foul, to administer a penalty,
  - g) For any unusual delay in getting the ball ready to play,
  - h) Following the try, successful FG or safety.,
  - i) A score occurs. Following a try, field goal, or safety, the clock shall start on the ready for play. Following a 6-point touchdown, the clock shall remain stopped for the PAT, but shall resume on the ready for play for the ensuing kickoff,
- 3) The clock SHALL STOP when an official's time-out is called as in the following specific 3-5-7 occurrences, and shall subsequently

start on the SNAP:

- a) For unusual heat or humidity which may create a health risk to the players,
- b) For an approved TV/radio time-out,
- c) A charged time-out is called,
- d) At the end of a period
- e) The clock SHALL NOT STOP when an official's time-out is called as in the following specific 3-5-7 occurrences:
  - e) When a first down is declared,
  - f) Following a change of team possession,
  - g) To dry or change the game ball.

NOTE: The use of this rule does not preclude the use of NFHS Rule 3-1-3 that reads: "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining periods may be shortened at any time or the game terminated."

##### F) Interrupted Games

- 1) Refer to NFHS Playing Rule 3-1-4 as KHSAA has authority to determine procedure for game ending.
- 2) If game interrupted and cannot be resumed, three choices exist:
  - a) Terminate game with score as it exists;
  - b) Resume game at point of interruption at a mutually agreed date and time. This decision shall be finalized at the site prior to team departure.
  - c) Resume the game on the following calendar day, unless published Board policies prohibit such play, in which case it shall be played the following day.
- 3) If game interrupted
  - a) Same crew of officials expected to return to complete contest
  - b) Substitute officials shall be paid the local policy board mileage add-on only
  - c) Local associations shall develop policy on compensation of substitute officials (such as pooling game fees, etc)
  - d) Officials have no say in the postponement decisions, except to moderate discussion.
  - e) Officials and coaches should involve not solely coaches, but school administrators in the decision.
  - f) All involved shall remember that this situation is caused by elements such as weather that are uncontrollable by anyone, and keep the discussions in that perspective.

##### G) Videotaping Standard and Procedures and Video Exchange Policy:

- 1) All Visiting teams will be given the same area to record from as the home team.
- 2) All exchange video should be recorded digitally with a digital Camera.
- 3) All exchange video should be recorded in DVD format or Online
- 4) All exchange video shall be recorded using a Tripod.
- 5) All exchange video shall be recorded from the highest possible point in the stadium
- 6) All exchange video shall be recorded so that the teams numbers are visible
- 7) All exchange video shall be recorded from the huddle to z few seconds past the end of the play (5-10 seconds).
- 8) If the team is a no huddle team, the video shall begin recording before any shifts or motions and continue past the end of the play (5-10 seconds).
- 9) If there is a penalty, the video shall continue to record until the penalty has been enforced.
- 10) All exchange video shall be recorded from the deepest offensive back to the safety to begin the play, then zooming in closer to the play in order to see the numbers on the players as the play progresses.
- 11) On all Punts and Punt returns, the video should NOT follow the ball. The video should begin with a wide view showing both the punt and punt return teams, and then zoom in to the return team after the ball is punted and received.
- 12) On all Kickoffs and Kick Returns, the video should NOT follow the ball. The video should begin with a wide view of both the kickoff and return teams and then zoom in to the return team after the returner has received the ball.
- 13) The video shall show the down and distance with a short shot

of the downs marker between plays.

- 14) The video shall show the scoreboard after every score, at each time-out, and between quarters.
- 15) All teams shall make available at least 2 tapes to exchange (choice made by the opponent)
- 16) All teams shall exchange an updated roster, clearly indicating offensive and defensive starters.
- 17) All Video shall be available by 8 am on the day following the game if online exchange is utilized, or by noon on the day following the game if there is a physical exchange of video.

H) Location of Home Team / Fans

It is a home game management decision as to which side of the field is designated for home team fans and which side is designated for visiting team fans. The home team benches shall be located on the side of the field designated to the home team fans and the visiting team benches shall be located on the side of the field designated for visiting team fans.

I) Band or other school Provided Music During Live Ball

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.

J) Presence of a Doctor at Games

At all playoff games, the home school shall be responsible for providing a doctor to be present. At all games, the designated home school shall ensure that an ambulance is available to service the needs at the game and an emergency plan is distributed to all teams. It is recommended that the ambulance be on site during the game.

K) Use of Non Traditional Film Locations

It is an individual team decision as to whether or not filming is done from any location other than the press box and locations stipulated by the video standards. However any of the non-traditional locations may not have direct communication with the coaching staff from the opening kickoff until the conclusion of the game relative to the contents of what is being filmed or observed.

L) Additional Rules for Contests

Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in contests played in Kentucky and will be distributed to the membership when relevant. Detailed and binding instructions, both for managers and participating teams, shall be published on the KHSAA website.

**XI) School Personnel to Accompany Team**

In accordance with Bylaw 20, each school having participants in a KHSAA event shall send a school designee to accompany the team. This person should be designated in writing by the Principal and approved by the local Board of Education.

*(Case situations related to this sport appear following the Tournament Rules section)*

## CASE SITUATIONS RELATED TO THE TOURNAMENT RULES of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

### **Case TR-1- What are the sanctioned sports and sports activities of the KHSAA?**

The KHSAA sanctions all sports and sport activities for which a state championship is conducted, and competitive cheer conducted in compliance with NFHS rules and KHSAA Bylaw 25, Section 18.

### **Case TR-2- What are the current championships of the KHSAA?**

The KHSAA sponsors championship events in the fall, winter and spring seasons. Fall championships are considered to be cross country (boys and girls), golf (boys and girls), soccer (boys and girls), volleyball (girls), and football (combined); winter championships are basketball (boys and girls), bowling (boys and girls), wrestling (combined) and swimming (boys and girls); spring championships are baseball (boys), softball (fast pitch for girls), tennis (boys and girls) and track (boys and girls)

### **Case TR-3- What sports and sport activities are insured by the KHSAA?**

The KHSAA Board of Control will purchase Catastrophe Insurance, using the member dues and tournament receipts, to insure the student-athletes who compete in the sanctioned sports and sport activities of the KHSAA. In addition, students serving in a support capacity at those sponsored events (managers, trainers, etc) shall be included in the coverage as well as cheerleaders complying with the NFHS rules restrictions and Bylaw 25 limitations.

Such insurance coverage shall be in force from the first day of the Bylaw 25, Limitation of Seasons in a sponsored sport or sport activity, through the last day, provided such competition complies with all parts of the Bylaw and its individual competitors comply with all applicable KHSAA bylaws. The deductible for this policy shall be published in a timely manner to ensure that the school and student-athletes have adequate opportunity to comply with Bylaw 2.

The KHSAA Board of Control will purchase General Liability Insurance, using the member dues and tournament receipts, to provide for General Liability coverage for the Association and its agents and assignees, in all KHSAA sponsored competition in all sports for which the Association sponsors a championship. The Commissioner shall ensure through all forms of due diligence, that all levels of these sponsored championships are conducted in accordance with applicable KHSAA Tournament Regulations in order to maintain the integrity of the policy.

### **Case TR-4- How many schools are required to agree to participate in KHSAA sponsored postseason competition in order for the Association to hold a championship in that sport?**

Ten (10) percent of the member schools located in at least three (3) different basketball regions shall agree to field a team in order that the Association consider sponsoring a championship in that sport. In addition, ten (10) percent of the member schools located in at least three (3) different basketball regions shall participate each year in order that the Association maintains championships in that sport. The Association shall survey the membership every three years to determine interest in new offerings. (Board of Control, March, 1994, amended February, 2011)

### **Case TR-5- Who is in control of the media and press at KHSAA sponsored competition?**

- 1) The intellectual property, corporate, broadcasting and media rights to the State championship rounds of the KHSAA postseason championships 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).
- 2) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school can sign an exclusive agreement for a postseason round (District, Region, Sub-Section, Section) without agreement between the schools and approval of the KHSAA Office.
- 3) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, but are assigned to the Principal of each institution for management and control. No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.
- 4) At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition.
- 5) At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are to make allowances for members of the television media to tape portions of the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.
- 6) Outlets desiring to tape the contest for broadcast or telecast shall seek the permission of the event manager, and the manager has the right to set and collect any fee which may be deemed appropriate as an offset to any perceived lost ticket revenue.
- 7) At the state level, all negotiations for rights to broadcast or telecast shall be initiated with the Sports Information Director and the Commissioner, and shall be approved by the Commissioner.

### **Case TR-6- Who is empowered to make decisions at KHSAA tournaments when inclement weather forces postponement of contests or events?**

While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified.

### **Case TR-7- Is it possible for a winner and corresponding runner-up in baseball, basketball, soccer, softball or volleyball district tournament to meet before the final regional game?**

No, because they are to be placed in opposite brackets.

### **Case TR-8- Is there a mandatory brand of game ball to be used in the state tournament in baseball, basketball, football, softball, volleyball or soccer?**

Yes, the Association has a long-term agreement with Rawlings Sporting Goods to provide specific balls for the state championship tournament, and the Commissioner's office can provide specifications upon request. In all postseason contests in these sports, a Rawlings brand ball with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that all balls except for these specific models be disallowed.

For 2011-2012, those ball numbers are:

- Boys Basketball - KYPROMB
- Girls Basketballs - KYPROWB
- Volleyball - KYVBI1001B (white), KYVBI10013B (3-panel)
- Soccerball - KYSB850B
- Baseball - R100KY and R200KY

Softball - NFHS12Y47LKY

Football - ST5KYB and ST5PROSKYB.

**Case TR-9- Are there any restrictions on the scheduling and playing of games in a "seeded district" in baseball, basketball, soccer, softball, or volleyball?**

Yes. Principals, Athletic Directors and Coaches should consult the Tournament Rules related to each of these sports for more specific dates for tournament meetings and allowances for scheduling of these meetings. All games involved in the calculation of a seed position SHALL be played on or before the Wednesday prior to the start of postseason play. Games played after that time SHALL NOT factor into the seeded position.

For the 2011-2012 school year, the deadline to play seeded district games in soccer and volleyball is October 2, 2011.

For the 2011-2012 school year, the deadline to play seeded district games in basketball is February 12, 2012.

For the 2011-2012 school year, the deadline to play seeded district games in baseball and softball is May 14, 2012.

**Case TR-10- When are the boys' and girls' state basketball tournaments to be played?**

Unless facilities are unavailable, and unless further altered by the Board of Control, the boys' state basketball tournament will be played during the same week as the first round of the NCAA mens' basketball championships. The Board shall then adopt and publish corresponding dates to indicate the timing of the girls' state tournament, and all district and regional tournaments.

**Case TR-11- How are the tournament sites selected for district tournament sites for baseball, basketball, soccer, softball in the event that agreement cannot be reached on a site selection plan?**

If a site rotation agreement cannot be reached on first round (normally district) tournaments, the Commissioner will intervene and establish a rotation plan subject to approval by the Board of Control. The site selection plan shall be confirmed by annual balloting during the season and reported to the Association along with seeding decisions. Rotating the tournament sites does not necessarily mean that each school shall host the tournament at that school's home site, but that each school, with available proper and adequate facilities, shall have the opportunity to host the tournament, even if an alternative site is required due to site requirements within a given sport.

**Case TR-12- What schools may vote for basketball district tournament sites, site selection or seeding plan?**

Only member schools having a schedule of twelve games or more with at least six different member schools.

**Case TR-13- Is there a deadline for a district host school in baseball, basketball, soccer, softball or volleyball to select a playing site if the school home site doesn't meet the requirements for holding the tournament?**

Yes. Through various rules and rulings in past years, every school in a specific district alignment shall have an opportunity to serve as the host for the tournament. Each school may, of course, decline that opportunity. However, this requirement ensures that on a periodic basis, all schools get to share in the concession and parking proceeds, host share of the ticket receipts and other benefits that come from serving as the host. It is recognized that all schools in a given alignment will not meet the tournament specifications.

For this reason, the following steps shall be taken by the schools in the district-

- 1) The schools shall meet and decide what facilities can hold the attendance of the last five years of the tournament based on the fan followings of the schools, and satisfy other logistical needs such as accessibility, parking, etc. (agreed sites). If there is a disagreement, the Board of Control can serve as the final resolution and KHSAA staff shall assist in that determination.
- 2) The discussion on site applicability is separate from the ability to "host", that is being the tournament manager, operating concessions, etc. as all schools shall be given that opportunity to host, just not necessarily at a site that cannot accommodate

the event.

3) From that list of agreed sites, the rotation of sites is to be considered, factoring in of course, that all schools shall be given a chance (if they want) to host, even if it isn't played at the host school's home playing facility.

4) In a year when the designated host's home facility does not meet the specifications for holding the tournament, the final selection as to the playing site rests with the designated host school. That school has sole discretion to make that decision, but is compelled to choose only from the list of agreed facilities as mentioned in (1) above.

5) In a year when the designated host school's home facility does not meet the specifications for holding the tournament, the designation shall be made by September 20 in volleyball and soccer; January 1 in basketball; and April 15 for baseball and softball.

**Case TR-14- When is the standard meeting to be held for the district tournament in baseball, basketball, soccer, softball and volleyball?**

Not later than the second Sunday prior to the published week of the district tournament in all sports where a tournament meeting is specified (baseball, basketball, soccer, softball and volleyball). The meeting may be held earlier if the participating teams agree, but not prior to the final announcement of sites.

**Case TR-15- May teams withdraw from a baseball, basketball, soccer, softball or volleyball tournament after the drawings have been made?**

No. The penalty for such a withdrawal is withdrawal from postseason competition for two years and could also result in suspension from the Association for a period of twelve months.

**Case TR-16- May a name be added to the roster or entry form after the deadline for submission or editing?**

No, changes cannot be made unless otherwise provided in the tournament rules for a specific sport. The principal shall check the online roster in baseball, basketball, football, soccer, softball and volleyball to ensure that all players are on the list as the rosters are locked after postseason play begins. For individual sports using the published entry list and/or forms, the specific sport tournament rules will address any options for substitution or correction, if such options exist.

**Case TR-17- How many names can appear on the roster for baseball, basketball, football, soccer, softball and volleyball?**

Schools may enter an unlimited roster using the online roster system for baseball, basketball, football, soccer, softball and volleyball. The coach, Principal or designated representative can then designate the required number of contestants for each event from that list.

**Case TR-18- How is it determined that a meet counts against the four meet minimum in Track and Field or Cross Country?**

In order to count as a meet for the four meet minimum a meet shall be a meet which rises to the standard of counting as a meet towards the interpretations of Bylaw 25. In addition, in Cross Country, the distance would be a minimum of 2500 meters and a maximum of 5000 meters and involved entries from two or more schools. To count towards the minimums, the meets may be at the Varsity or non Varsity level in terms of meet structure. It shall be counted in the same manner for all competitors (varsity, JV or freshman). The school approved or provided uniform shall be worn in this competition. In accordance with Bylaw 20, a school representative shall accompany the team.

**Case TR-19- If a Cross Country Meet is interrupted by weather, can other races be run that day?**

Yes. The particular interrupted race is considered complete and counts both towards meet limits and participation minimums. If other competition can resume after required delays, that is permissible. Only races actually started can count towards meet limits or participation minimums.



# FORMS

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



**NATIONAL FEDERATION FOOTBALL PLAYOFF  
GAME STATISTICS**  
**Due to KHSAA office no within one week of the game**

KHSAA Form FB105  
Rev. 09/11

Number of Games Reported	_____
Total Length of game from kickoff to final horn	_____ Hours _____ Minutes
Total score of winning teams	_____
Total score of losing teams	_____
Total number of overtime games	_____
Total number of overtime periods of series	_____
Total number of running plays - winners	_____
Total number of running plays - losers	_____
Total number of pass plays - winners	_____
Total number of pass plays - losers	_____
Total number of punts - winners	_____
Total number of punts - losers	_____
Total yards rushing - winners	_____
Total yards rushing - losers	_____
Total yards passing - winners	_____
Total yards passing - losers	_____
Total yards penalized - winners	_____
Total yards penalized - losers	_____
Total number of 15-yards penalties - winners	_____
Total number of 15-yards penalties - losers	_____
Total number of 10-yards penalties - winners	_____
Total number of 10-yards penalties - losers	_____
Total number of 5-yards penalties - winners	_____
Total number of 5-yards penalties - losers	_____
Total number of players disqualified for fighting	_____
Total number of players disqualified with two unsportsmanlike fouls	_____

SCHOOL: \_\_\_\_\_ DATE \_\_\_\_\_



## KHSAA Football Playoff Financial Report

(Return one copy to KHSAA within one week following game)

Class                    1A             2A             3A             4A             5A             6A

SITE: \_\_\_\_\_ DATE \_\_\_\_\_

vs.

Part A	REVENUE ITEMS	Price(s) (please list)	Receipts	Totals
	Ticket Sales			
	Broadcasting			
	Sponsorship			
	<b>TOTAL REVENUE (1)</b>			
Part B	EXPENSE ITEMS (NOT INCLUDING TEAM TRAVEL)		Expenses	
	Game Officials			
	Trophies			
	Other itemized expenses approved by prior mutual agreement of competing teams (provide separate listing on back and instructions on allowable expenses in manager's instructions)			
	<b>TOTAL EXPENSES (NOT INCLUDING TEAM TRAVEL)</b>			
Part C	FIRST LINE NET REVENUE (Part A minus Part B)			
Part D-1	EXPENSES FOR TEAM TRAVEL (IF NOT USING GATE SPLIT)		Expenses	
	Travel for Visiting Team _____ miles @ _____ per mile			
	Meals for Visiting Team _____ meals @ _____ per meal			
	Lodging for Visiting Team _____ nights for _____ people @ \$ _____			
	<b>TOTAL TEAM TRAVEL EXPENSES</b>			
Part D-2	EXPENSES FOR TEAM TRAVEL (IF USING GATE SPLIT)		Expenses	
	Fifty Percent of Part C			
	<b>TOTAL TEAM TRAVEL EXPENSES</b>			
Part E	TRAVEL EXPENSES (Part D-1 OR Part D-2)			
Part F	NET PROFIT FROM PLAYOFF GAME (Part C minus Part E)			
Part G	Amount set aside for non participating schools by vote of ALL schools per Constitution, Article VII, Section 2			
Part H	Net Profit of Game to be divided among participating teams (Part F minus Part G)			
Part I	RECONCILIATION OF DISTRIBUTION TOTALS			
	Amount paid for non-travel expense items (Part B above)			
	Amount distributed to visitors for travel expenses (Part D-1 or D-2 above)			
	Amount distributed to non-participating teams (Part G above)			
	Amount of net profit (Part H) given to Visiting Team			
	Amount of net profit (Part H) retained by Home Team			
	<b>TOTAL DISTRIBUTION (should equal Part A above)</b>			

**LIST BELOW INDIVIDUAL DISTRIBUTION AMOUNTS FOR PLAYOFF NET PROFITS FROM PART F ABOVE  
(DO NOT INCLUDE TRAVEL OR MONEY TO TEAMS INVOLVED IN GAME)**

School	Amount	School	Amount	School	Amount	School	Amount

MANAGER \_\_\_\_\_

EMAIL \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_



## KHSAA Football Playoff Financial Report

(Return one copy to KHSAA within one week following game)

Class                    1A             2A             3A             4A             5A             6A

SITE: \_\_\_\_\_ DATE \_\_\_\_\_

vs.

Part A	REVENUE ITEMS	Price(s) (please list)	Receipts	Totals
	Ticket Sales			
	Broadcasting			
	Sponsorship			
	<b>TOTAL REVENUE (1)</b>			
Part B	EXPENSE ITEMS (NOT INCLUDING TEAM TRAVEL)		Expenses	
	Game Officials			
	Trophies			
	Other itemized expenses approved by prior mutual agreement of competing teams (provide separate listing on back and instructions on allowable expenses in manager's instructions)			
	<b>TOTAL EXPENSES (NOT INCLUDING TEAM TRAVEL)</b>			
Part C	<b>FIRST LINE NET REVENUE (Part A minus Part B)</b>			
Part D-1	EXPENSES FOR TEAM TRAVEL (IF NOT USING GATE SPLIT)		Expenses	
	Travel for Visiting Team _____ miles @ _____ per mile			
	Meals for Visiting Team _____ meals @ _____ per meal			
	Lodging for Visiting Team _____ nights for _____ people @ \$ _____			
	<b>TOTAL TEAM TRAVEL EXPENSES</b>			
Part D-2	EXPENSES FOR TEAM TRAVEL (IF USING GATE SPLIT)		Expenses	
	Fifty Percent of Part C			
	<b>TOTAL TEAM TRAVEL EXPENSES</b>			
Part E	<b>TRAVEL EXPENSES (Part D-1 OR Part D-2)</b>			
Part F	<b>NET PROFIT FROM PLAYOFF GAME (Part C minus Part E)</b>			
Part G	Amount set aside for non participating schools by vote of ALL schools per Constitution, Article VII, Section 2			
Part H	<b>Net Profit of Game to be divided among participating teams (Part F minus Part G)</b>			
Part I	RECONCILIATION OF DISTRIBUTION TOTALS			
	Amount paid for non-travel expense items (Part B above)			
	Amount distributed to visitors for travel expenses (Part D-1 or D-2 above)			
	Amount distributed to non-participating teams (Part G above)			
	Amount of net profit (Part H) given to Visiting Team			
	Amount of net profit (Part H) retained by Home Team			
	<b>TOTAL DISTRIBUTION (should equal Part A above)</b>			

**LIST BELOW INDIVIDUAL DISTRIBUTION AMOUNTS FOR PLAYOFF NET PROFITS FROM PART F ABOVE  
(DO NOT INCLUDE TRAVEL OR MONEY TO TEAMS INVOLVED IN GAME)**

School	Amount	School	Amount	School	Amount	School	Amount

MANAGER \_\_\_\_\_

EMAIL \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_