



**2008 KHSAA COMMONWEALTH GRIDIRON BOWL
STATE FOOTBALL PLAYOFFS
CHAMPIONSHIP GAME INSTRUCTIONS
FOR GAME OFFICIALS**

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Kentucky High School Athletic Association

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INSTRUCTIONS TO OFFICIALS INVOLVED IN STATE FOOTBALL CHAMPIONSHIPS

November 28, 2008

TO: State Championship Football Officials

FR: Julian Tackett, Assistant Commissioner

STATE FOOTBALL CHAMPIONSHIPS

Papa John's Cardinal Stadium, Louisville, Kentucky, December 12 and 13, 2008

Congratulations on being assigned to the State Football Championships. We hope that these instructions answer most of your questions about your participation in the 2008 Football Championships.

THE INSTRUCTIONS GIVEN ON THESE PAGES ARE VERY IMPORTANT. PLEASE READ THIS INFORMATION IMMEDIATELY, AND CONTACT JULIAN TACKETT AT THE KHSAA OFFICES SHOULD YOU HAVE ANY QUESTIONS. IT IS THE DUTY OF THE CREW CHIEF (REFEREE) TO MAKE CERTAIN THE ENTIRE CREW IS AWARE OF THESE INSTRUCTIONS.

SCHEDULE OF GAMES (ALL TIMES E.T.)

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

- Class 1A Game 11:00 AM - December 12, 2008
- Class 3A Game Approximately 3:00 PM - December 12, 2008
- Class 5A Game Approximately 7:00 PM - December 12, 2008
- Class 2A Game 11:00 AM - December 13, 2008
- Class 4A Game Approximately 3:00 PM - December 13, 2008
- Class 6A Game Approximately 7:00 PM - December 13, 2008

DRIVING DIRECTIONS TO PAPA JOHN'S CARDINAL STADIUM

- **From Nashville:** Take I-65 North to I-264 (Watterson Expressway) West. Get off the Watterson at the Crittenden Drive exit. Turn right off exit ramp and proceed to the intersection of Central Ave. and Crittenden. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you. An alternate route once you exit onto Crittenden Drive is to turn left on Park Street near the junction of I-264 and Crittenden. There will be a large Budget rental car outlet nearby. Follow Park Street and it will become Floyd and pass in front of the Stadium.
- **From Indianapolis:** Take I-65 South to the Watterson Expressway (I-264) West. Get off the Watterson at the Crittenden Drive exit. Turn right off exit ramp and proceed to the intersection of Central Ave. and Crittenden. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you. An alternate route once you exit onto Crittenden Drive is to turn left on Park Street near the junction of I-264

and Crittenden. There will be a large Budget rental car outlet nearby. Follow Park Street and it will become Floyd and pass in front of the Stadium.

- ***From Lexington/Cincinnati:*** Take I-264 (Watterson Expressway) to Crittenden Drive exit. Turn right off exit ramp and proceed to the intersection of Central Ave. and Crittenden. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you. An alternate route once you exit onto Crittenden Drive is to turn left on Park Street near the junction of I-264 and Crittenden. There will be a large Budget rental car outlet nearby. Follow Park Street and it will become Floyd and pass in front of the Stadium.
- ***From St. Louis:*** Take I-264 (Watterson Expressway) to Crittenden Drive exit. Turn right off exit ramp and proceed to the intersection of Central Ave. and Crittenden Drive. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you. An alternate route once you exit onto Crittenden Drive is to turn left on Park Street near the junction of I-264 and Crittenden. There will be a large Budget rental car outlet nearby. Follow Park Street and it will become Floyd and pass in front of the Stadium.
- ***From Louisville International Airport:*** Follow airport signs to the Crittenden Drive exit west of the terminal. Turn right onto Crittenden Drive. Proceed to the intersection of Central Ave. and Crittenden Drive. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you.
- ***From Executive Inn:*** Take a left out of the front parking lot onto Phillips Lane. Proceed past the hotels, interchange to I-264, until the street ends at Crittenden Drive. Turn right onto Crittenden Drive. Proceed to the intersection of Central Ave. and Crittenden Drive. Turn left onto Central Ave. and proceed to Floyd Street. PJCS will be in front of you. An alternate route once you turn right onto Crittenden Drive, get in the immediately left lane and turn left on Park Street near the junction of I-65 and Crittenden. There will be a large Budget rental car outlet nearby. Follow Park Street and it will become Floyd and pass in front of the Stadium.
- ***From Downtown:*** Take a right at Floyd Street, follow Floyd and enter the Stadium parking through gate H.

TICKETS, PASSES, ETC

- You have the opportunity to request passes for this weekend for your immediately family only. Your own admission pass will get you in to all six games. These passes must be requested by Thursday a.m. (before noon) through the office. No "walk-up" passes will be issued.
- Your particular participant pass will be used only for field level access during your game and immediately prior to and after. **YOU ARE NOT TO BE ON THE FIELD UNLESS IT IS IMMEDIATELY PRIOR TO, DURING, OR IMMEDIATELY AFTER YOUR GAME.**
- **Your brethren in your local officials associations need to be directed to the nearest ticket window as there are no passes for those officials not working.**
- There are no reserved seats (Brown and Williamson Level) for these games provided. Below is the ticket pattern in case you have someone interested in purchasing..

SEATING PATTERN (ALL GAMES TICKETED SEPARATELY)

- Member School Coaches and Schools (\$50 Complete Sets, all six games, in advance) – Brown and Williamson Club Level Seating.
- Member School Coaches and Schools (\$30 General Admission Complete Sets, all six games, in advance) general seating in open seating in stadium.
- Participating School Bottom Half of Bracket – Per game pricing, \$8 advance, \$10 at door, General Seating on East side of stadium (open side opposite press box and Brown and Williamson seats), purchase seats at East Ticket Windows (Floyd Street side).
- Participating School Top Half of Bracket – Per game pricing - \$8 advance, \$10 at door, General Seating on West side of stadium (side with press box and Brown and Williamson seats), purchase seats at South Ticket Windows (end zone parallel to Central Avenue).

- Participant Passes – Should sit in stadium sections 101 and 201 after entering through North East or North West Drive gate per instructions when entering for the date on which they are playing. If attending on the other date, the participant pass will be admitted only through Gate 7 behind the Press Box.
- Brown and Williamson Level (300), sold through University of Louisville Ticket Office and KHSAA in advance of the semifinal week. Single game tickets are priced at \$15 per game or \$50 for all six games during the week of the playoffs.
- Brown and Williamson Level (300), Each participating team will be given two sections of Brown and Williamson Club seats to be sold for \$13 per ticket. Upon check-in, the remainder will be sold by the box office personnel for \$15 per seat.
- Suite and Other Club Level, (400 and 500) sold only through University of Louisville through permanent seat license).
- General Seating, \$8 advance, \$10 gate.

ASSIGNMENTS

- During the course of this year and last, I have seen every official that is working these games officiate at least once, and many times twice, sometimes in person, sometimes in video review. A lot of factors go into my decision of who to use, as well as what game to assign to each crew. I feel we have the best possible combinations matched up with the current assignments. I will have further commentary on previous observations prior to your contest. The exact game you are calling is assigned by me through the Referee and each of you has been notified.

PAY, ETC.

- The base fee for the finals is \$85 per person, with mileage paid at .35 per mile.
- When you arrive at the stadium, you will receive an expense voucher and other items from Dick Morse, who assists our officials during this weekend or by another official KHSAA representative. Please sign and immediately return the expense voucher and you will receive your check immediately following the finals.
- Each official will also be reimbursed a meal allowance for two meals (commuting officials), and other allowances for those who due to travel distances are required to stay overnight. All officials should coordinate travel needs with the Referee of the crew.
- I will also be paying each of you for mileage you may have received during the third round when only two officials were reimbursed. Be sure that is noted on your expense form.

HOUSING

- Housing (if needed) has been reserved at the Hilton Garden in Louisville near the main entrance to the stadium.
- One night lodging is provided for those officials traveling more than 60 miles each way and only if requested and is based on double occupancy. Officials desiring to room with individuals other than members of the crew may be assessed one-half of the room charge.
- As a practical matter, only the crews working the 11:00 games should need to be in Louisville the night before, however, I am open to the needs of the crews.

OTHER INSTRUCTIONS

- You will find on our web site, <http://www.khsaa.org/football/> a copy of the manual provided to each of the teams as well as any other material given to the participants.
- This includes parking maps, field warmup maps, etc.

- It is critical that you be familiar with all aspects of the arrangements for the championships to alleviate any problems that may arise.
- You do not need to worry about the pre-game time schedule. That has been determined in advance and will be given to you in final form upon arrival. A tentative timetable is enclosed.

ARRIVAL

- You should arrive at the stadium not less than three (3) hours prior to the scheduled start time for your game.

PARKING

- Each official has been mailed a parking pass for the main entrance to the Stadium parking for use if you come to games. This pass will allow you to enter Entrance H off of Floyd Street, and to park without charge. Follow the directions given by parking control.
- You will pick up your field level credentials (valid for your game only) from KHSAA staff when you arrive by checking in at the Pass Gate at Ticket Booth 7 at Gate 7 to the stadium.

UPON ARRIVAL AT THE STADIUM

- A member of the KHSAA event staff will be greeting you at the tent at Ticket Booth 7 at Gate 7, which is where you are to enter the stadium.
- Dick Morse, a retired official from the Mid Kentucky Association and current Assigning Secretary, will assist you in getting to and from the dressing room as will some of the officials from the Kentuckiana Football Officials Association.
- We will have security monitoring you as you get you on and off the field. Dick is there to be of service with anything you need which has not been provided for prior to the game. Feel free to ask.
- We will have a short meeting, and then you can begin your pre-game ritual.
- There will be a possible video review of the third round. We have gotten tapes from most games, and Matt Young of the Northern Kentucky Association has agreed to review them along with me for comments. We will report to you observations and analysis and talk about your third round game, and then clear everyone's heads, and get focused on the game at hand.

LOCKER ROOMS

- The Kentuckiana Football Officials Association, Central Kentucky Football Officials Association and the Northern Kentucky Football Officials Association will be around to help you during your stay in Louisville. They are also well aware of your need for privacy and will gladly leave the dressing area should you as a crew chief desire a private setting.
- Under most conditions, only your crew, myself and other KHSAA employees have any business whatsoever in the actual dressing area where you pre-game, etc.
- Once you go to the locker room, there should be no one else in that room, including your family members.

PRE-GAME MEETING

- I will meet with each crew approximately three hours before the game. Mr. Morse will help me with coordinating the location. This will be a closed meeting and should be relatively short .
- I would ask that each of you who also work other levels of football be certain to review any applicable rules differences.

AMENITIES

- Through the Officials Division Recognition program that was formed with Board of Control approval and which is funded by you and your fellow officials, you will be provided with several amenities to recognize your accomplishment.
- Upon your arrival, you will receive several amenities commemorating your accomplishment of working this game. Following the event, the Officials Division will send each of you a picture of the crew.
- There will be no video provided to the crews. However each game is telecast statewide on a delay basis by Insight, so contact a cable provider in your area for a schedule. If available, we will send you the video from the press box that is taken by the Officials division.

FIELD LEVEL CREDENTIALS, ACCESS

- You will receive from KHSAA staff your participant passes for your specific game. By doing this, security will not have any problems as you go to the locker room if one of us is not around.
- There is NO reason for you to be on the field other than just before, during, and just after your game, and as you know, we continually preach "anonymity" by the officials, so your other passes will allow you to sit anywhere and watch any of the six games.
- When you are not officiating, you are expected to be in the stands, or at the worst, in the end zone hillside area just outside the Louisville football complex.
- There is NO reason at all for you to be on the sideline when you are not officiating.

GAME DRESS

- Please be prepared for all weather conditions. Depending upon who you listen to, everything from 40 degrees and sunny to snow and ice or a monsoon has been predicted, and each has happened in the last few years.
- Please be mindful of the Officials Manual and First and 10© References to gloves (all should be black and if worn, all should wear them), jackets (none during the game), and other uniform concerns.
- You are being evaluated during the games and a small portion of this critique is certainly based on uniform. Also, be sure your uniform shirt and pants are large enough to accommodate the additional underclothes some of us like to wear.

ENTERING THE FIELD

- You are to enter the field with 25:00 showing on the pre-game clock. On the KHSAA web site is a tentative time schedule for the two days (contained in the team manual), which may be altered slightly, but you will be made aware of any changes.

GROUP PHOTO

- When you enter the field in uniform prior to the game, the KHSAA photographer will take a group picture. Each of you will be provided with a copy after the event.

COIN TOSS

- Do it right, by the book. Make sure we are flipping the coin when instructed on the timetable, not getting the captains at that time, or talking to them. Plan accordingly.
- Remember there will be no time on the clock as the teams leave the field at 0:00 for introductions. We will be around the field to coordinate this ceremony. Concentrate. Remember the order of events.
 - Referee and Umpire are only officials that leave the sideline.

- Umpire, you need to make sure the media does not interfere with the toss. I didn't say they can't be out there, just remind them to stay back. Remember, there will be media reps and many others in the vicinity of that toss.
- Brief introduction. No need for sportsmanship card to be read as it should have been read to both coaches during pre-game.
- Ceremonial ball will be presented to both coaches by corporate partner.
- Ask the visiting team for their coin toss option (heads or tails). This week the visitors are the teams from the top half of the bracket, so they will be Mayfield,
- The student who reads the sportsmanship card will toss the coin at or near the 3:00 mark prior to the scheduled time.
- Referee indicate the winning captain immediately after the toss.
- Ask them their choice. If defer, give that signal immediately.
- After the first captain has made his choice, get the options from the other captain, repeating everyone's choices out loud. Remember, if first captain chooses an end of the field, then we must give that signal immediately, and then proceed to get the second captain's choice.
- When all choices are made, turn the captains to where their backs face the goal line they are defending, and give choice signals to indicate which team shall receive.
- Remember, unless a captain chose to kick, there is no signal for the kicking team.
- IMPORTANT – There will likely be music (rumble, etc.) played during the coin toss. Go ahead, and do not wait.

EVALUATION

- The KHSAA annually reimburses several evaluators from the Officials Division funds to assist in all sports with the evaluation of officials at the championship contests. The Referee will be mailed sometime after the final game (don't get too anxious on this one) an evaluation and recommended changes. These are constructive comments that can be used not only for your crew, but carried back to your other members to assist with local training. Everything you do is being watched.
- From how you act before the game, what you do during your pre-game and how you do the toss to how you handle the coaches, officiate the contest, and leave the field. If you will stick with the Rules Books, and the mechanics adopted in First and 10 and in the Officials Manual and don't make up anything on your own, you don't have anything to worry about.

RULES

- Absolutely no substitute for thorough rules knowledge, and no excuse for rules mistakes in a championship game. Judgment will always be debated, rules are constant. It is important to point out a few key areas -

OVERTIME

- Review the overtime procedure again, and again, and again. Make sure we get the coin toss (not tosses as has happened before) options right; and all other relevant options.

HASH MARKS

- You will play with whatever marks are on the field which are marked at collegiate dimensions. Make certain you are ready to answer that question is a coach asks, and this is not a debatable issue. In addition, this may play into your pregame mechanics discussions. Certainly with narrower hash marks, the Referee and Umpire cannot be glued between the hashes. I personally am looking for umpires that attempt to move and don't stop at a magical glass window at the hashes and are willing to move to the numbers as needed.

UNSPORTSMANLIKE CONDUCT

- Don't think that because it is the state championship, that everyone will be on their best behavior. We have proven that in the past. Don't go hunting, but if its there, get it early. At least two of these contests should be between traditional rivals, and we must be aware of the need to control things early.

INADVERTENT WHISTLE

- Review the rule, if it happens, do it right, including use of the proper signals. Enough said.

MECHANICS

GENERAL

- Only use what is in the manual. For example, we have no dead ball signal, as they do on Sunday and on Saturday in some leagues.
- Referees - Referee depth and positioning were a major issue in three third round games. If you feel too close, you are. The Referee should be at least five yards deeper than the deepest back, and moving with the quarterback after the snap, not stationary. And the Referee should never line up any tighter to the center of the formation than the tackle on a regular scrimmage down. The Referee also has no business on any play and in any formation in a five-person crew for being outside the tight end in terms of lateral position. No business, no reason.
- Umpires – In the preliminary review of the third round games, some umpires appear to be working very deep, some 8 and 9 yards off the ball. You should be able to reach and touch the hips of a linebacker in his normal position. This has caused some to be very slow in getting to the line of scrimmage on pass plays as needed. Keep in mind, we don't have the seven-official luxury of the end man being able to stay at the line of scrimmage.
- Wing officials, do not take off up the field with the receiver. Just because a player is your "key" doesn't mean that he is your sole focus. Football is officiated by zones, not man on man.
- And remember, "initial position" does not mean that you stayed glued to that position.
- Back Judges, there is no need for you to display how much faster you are than everyone else and go out of bounds seeking footballs for the next play, etc. Calm, cool, and under control. In addition, your normal starting position should never be outside of the uprights, regardless of the position of the ball. That hasn't changed in years.
- Lastly, let me remind you, start wide, work wide, move as needed. I have seen each of the twelve teams participating, and more than half of them definitely use the ENTIRE field for their offensive and defensive play.

SIGNALS

- Don't make them up, or use signals from other levels that we do not use in First and 10.
- REFEREES- Remember that starting the clock on the ready is TWO distinct signals, ready for play, then winding the clock.
- REFEREES – Remember that there is no visible signal when the clock starts for the snap. Hasn't been in 20 years. But some people seem to want to do that one.
- Do not take shortcuts.
- Extra mechanics not covered in the manuals only draw unnecessary negative attention to ourselves.

SPOTTING THE BALL

- One of the most critical elements about which you will be evaluated is the spotting of forward progress. Get the foremost point of the ball ALL of the time.
- In addition, we are especially honing in on the spotting of the ball by the umpire. There is really only one acceptable methods and that is to spot the ball facing the spotting wing official (or Back Judge if appropriate) with that official indicating the spot by two feet exactly one football width apart. An umpire

should never spot the ball with your backside to the Referee. In good weather, and absent a hurry-up offense, the umpire should spot the ball for the next play and get into position immediately.

INCLEMENT WEATHER

- Some of our past crews have been a little lax in making sure the ball was covered in a rain situation. Make sure that the umpire is prepared with a towel, and stands over the ball until the huddle is broken.
- Should it rain, I prefer the college mechanic of holding the ball up under the umpire, with him marking the front point of the ball with his toe until the huddle is broken.
- I will be at field level to help with any decisions regarding inclement weather postponement, etc., which will only occur in the event of dangerous weather such as lightning.

FOOTBALLS

- Due to existing corporate contracts, a Rawlings football **MUST** be used at all times.
- **DO NOT** let a team run a different brand of ball into the game but don't make an issue of it either, simply toss it back to the sideline.
- It does not have to be the balls stamped "2008 CHAMPIONSHIPS" which were provided to the teams, but it must be a Rawlings.

BALL PERSONS

- Each team is to be prepared to provide ball persons for both sides of the field to help with game administration. Work out in the pre-game if the teams are only to have them on one side. They are required to wear the ball person vests so you can easily locate them.
- **UNDER NO CIRCUMSTANCES ARE THESE BALL PERSONS TO GO ONTO THE PLAYING FIELD!!**
- They will relay the ball to the official next to them on the sidelines. This will mandate that the back judge be very active in relaying the ball, and may also mean that the Referee may have to help in a side zone situation.
- Make sure and do not allow the teams to place all of their balls on one side of the field.

CHAIN CREW AND OFFICIAL REPLACEMENT

- *Each crew should designate a rotation system should one of the officials become injured, including who would move to Referee in case of injury to that official, Umpire in case of injury, etc.* One of the alternates (someone assigned to another game) would then move onto the field at my direction after likely, a short period of four-person coverage.

TIME MANAGEMENT

- We are on a time schedule, and you are evaluated based on time management.
- One thing that is different this week is that the one minute break after scores and during all time-outs will be 1:30 in length.
- Keep the ball rotation good and crisp, and keep the game moving.
- Remember, keeping the game moving keeps them off your back, but moving too quickly makes you appear sloppy.

SECURITY

- I think we have allowed for plenty of security. I will be at field level 90 percent of the time. If you have concerns, need security, or need anything such as clock resets, etc., let me know. I will have radio contact with the press box.

FIELD MICROPHONE

- The Referee will be fitted with a microphone to use at field level to announce the coin toss, and the penalty decision.
- For the penalty decision, step clear of all obstructions, face the press box, turn the microphone on (expect a slight delay), announce the infraction, the jersey number, the team, and the enforcement.
- There is nothing wrong with a slightly more detailed explanation of an unusual foul.

RELATED INFORMATION GIVEN TO PARTICIPATING TEAMS

- All of the information relative to warm-up time, ends of the field, team benches, is contained in the team instruction manual online.

PRE GAME INTRODUCTIONS

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

MEDIA TIME-OUTS

- There will be a media time-out each quarter, at the first dead ball after the 7 min. mark on the clock. This media time-out will be taken regardless of how many time-outs have been called by the teams before or after the 7 min. mark on the clock.
- The media time-out will only be taken after a change of possession, and only if it does not effect the flow of play.
- All full-length time-outs (media or team) will be 1:30, regardless of the team's readiness to play.

ONE LAST NOTE

Remember, many of us will never get another shot at this event. But neither will many of these kids. Do the very best professional job that you can, and remember to have a good time.